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Town of Danville
Board of Selectmen
Monday, November 30, 2020
7:00 PM

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Meeting is Video-Recorded

Selectmen Present: Shawn O'Neil, Chair; Sheila Johannessen, Dottie Billbrough, and Joshua Horns
Steve Woitkun, Vice Chair arrives at approximately 7:10PM

Others Present: Kimberly Burnham, Selectmen Administrator

Shawn called the meeting to order at 7:00PM and opened the meeting with a moment of silence for the troops who put themselves in harm's way. All stood for the Pledge of Allegiance

I. Delegates

Shawn asks if there are any members of the public not on the agenda who wish to address the BOS. No members of the public ask to speak.

II. Old/New Business

Signature File: The BOS review and sign the documents in the Signature File. There is no discussion.

Minutes: The BOS review the minutes of the November 23, 2020 public BOS meeting. There is a question regarding the transcription of line #61. The line is edited to read, "*He notes the committee used existing funds to cut a timber survey where the power lines were expanded.*" Sheila confirms with Dottie the correct spelling of Mr. Loree's name. Joshua motions to approve the November 23, 2020 public BOS minutes as amended. Second by Dottie. Vote is unanimous (4-0).

Vice-Chair Steve Woitkun arrives at the meeting.

The BOS review the minutes of the November 23, 2020, Non-Public BOS session. There are no corrections or amendments made. Dottie motions to approve the November 23, 2020 Non-Public BOS minutes as written. Second by Joshua. Vote is unanimous (5-0).

III. Budgets

#4241.20 Building Inspections: The BOS reviews the #4241.20 Building Inspection budget for \$3092. Shawn explains the base salary has been increased by the approved 2% COLA increase. He asks Kim if the Building Inspector has been holding office hours. Kim explains that he has not been holding "office hours" per se, but if someone comes in, he is called and comes right in. Shawn explains that the Building Inspector salary has two components. The first is his 75% portion from the permit fees. The second is a base salary for holding actual office hours. Shawn notes the Town is paying the Building Inspector to be physically in the office whether or not anyone comes in, and expresses concern about the Building Inspector's availability. Kim reiterates that anytime the Building Inspector gets an application or a phone call, he comes in; he is just not sitting in his office. Shawn notes there have been issues with past Building Inspectors, but notes that if he is getting the job done, that is what matters.

Sheila asks for an explanation of how the other inspectors are paid. Shawn reviews the process previously discussed, explaining the permit/application fees go into a revolving fund. The inspectors are paid their 75% as each inspection is completed. When the project is completed, the remaining 25% of the permit fees are transferred to the Town's General Fund as income. Steve motions to approve the #4241.20 Building Inspection budget for \$3092. Second by Sheila. Vote is unanimous (5-0)

 **#4241.20- Building Inspection budget is approved for \$3092**

#4520.60- Park Maintenance: Shawn recommends this budget be level-funded at \$9000 for FY2021. Sheila asks if there have been any expenditures in 2020. Shawn notes approximately \$4000 has been expended this year, noting that there have been COVID modifications made such as hand sanitizing stations, etc. There is no further discussion. Sheila motions to approve the #4520.60 Parks Maintenance budget for \$9000. Second by Dottie. Vote is unanimous (5-0).

 **#4520.60 Park Maintenance budget is approved for \$9000**

#4323.20 Household Hazardous Waste Collection: This budget has been level-funded at \$7000. Sheila notes that Hampstead held the 2020 Household Hazardous Waste Collection. Kim states the Town has not yet received the bill for that. Shawn explains that he just wants to be sure it is not Danville's turn to host the collection, as that would require additional costs be budgeted. He suggests level-funding this budget assuming that it is not Danville's turn to host, noting that the BOS can address that issue at the time if there are changes. Joshua motions to approve the #4323.20 Household Hazardous Waste Collection budget for \$7000. Second by Dottie. Vote is unanimous (5-0).

 **#4323.20 Household Hazardous Waste Collection budget is approved for \$7000**

#4155.90- Personnel (Other Expenses)

#4130.10- Executive (Selectmen's Budget): The BOS review these two budgets. There is discussion of how these budgets were put together. Joshua states that he has an update from Patti Sarcione regarding the audit. She has compiled most of the requested information and the new accounting software will allow her to combine the Treasury Funds and General Funds. Ms. Sarcione suggests calling Melanson & Heath to see if this will affect their quote, in addition to the RFP. Shawn agrees, noting that he had a conversation with their contact person who kept bringing up "little items." Shawn reminded him that the Town had done things this way for many years, and that Melanson & Heath had level-funded their contract because the Town had processes in place where accounts are reconciled by multiple entities every month, so there were no issues of balancing, making it very easy for Melanson & Heath. Shawn notes that he is disheartened and feels that Melanson & Heath are being very opportunistic and taking advantage of the COVID environment. He states that he believes the BOS will still go out to bid (with the auditing contract), and does not believe that Melanson & Heath will reconsider their quote.

Joshua asks if the audit is on the agenda. Shawn states he did not put it on the agenda, as he did not know where the process stood. He notes he was going to ask for an update, as he had not heard from Patti Sarcione. Joshua expresses concern that if the BOS put the RFP out to bid, they will not get a response back in time for the budgeting process. Shawn explains the BOS could use the current quote as the "upper boundary" for the budget and be able to refine the amount by the Deliberative Session.

Shawn asks Kim where the budget stood year-to-date on the phones, software support, etc. Kim notes the attached QuickBooks worksheet. Shawn expresses his concern on line #742- Tax Lien Expense. The FY2020 budget was for \$1000, but the expenditures are almost \$15,909. Kim explains that most of those costs are related to 599 Main St. Shawn asks Kim to break those costs out, noting his concern that nothing has been budgeted in that line for FY2021. Kim states that line is determined by the BOS. Shawn asks Kim for a breakdown of the year-to-date expenses, noting that other lines are also over/under budget. Joshua asks if the #742- Tax Lien Expense also included legal fees. Shawn notes that maybe some of those expenses need to go in other budget line from an accounting point. He states the BOS needs to track these costs because when the property sells, the Town will be the first creditor to be settled. Kim notes the expense for surveying the property is also in that #742 Tax Lien Expense line- and confirms that most of those expenses are related to 599 Main St. Shawn explains that he wants

to plan appropriately, and wants to review those expenses as some may be recurring, noting that the surveying would be a one-time expense.

Shawn notes that the salaries in the Selectmen's budget look fine, and the rest of the BOS budget has been done. Sheila notes the increase in the recording secretary's line, and confirms that all the salaries were only increased by the 2% COLA. Shawn reviews the Personnel budget and asks Kim to update the expenses in the Personnel and Executive budgets for the BOS to review next week.

- ❖ #4155.90 Personnel and
- ❖ #4130.10 Executive (Selectmen's) budget are tabled for further review.

Sheila asks Kim to create a "Default Budget" column on the worksheet. Kim explains there is a different form for that, noting this document is just a schedule of budget reviews. Once the schedule is done, the next form will have the Default Budget column that can be completed. Shawn explains that the Default Budget will have the budget details as Sheila will need to be able to explain those differences.

Shawn reviews the remaining outstanding budgets. He notes the BOS still needs to review the Highway, IT, and Insurance budgets. Shawn asks Kim to add the Insurance budget to next weeks' agenda. Kim states that she just updated everything with the insurance company and is waiting for a response from them. There is discussion on the previously tabled Street Light budget. Shawn notes he believes the Town has streetlights from all three power companies and asks Kim to get the new rates as well as get information on the costs and possible programs available for converting to higher efficiency lights.

IV. Town Announcements

Calendar:

- ❖ Monday, December 7- BOS Meeting at 7:00PM location TBD

There being no further items to discuss

Meeting is adjourned at 7:40PM

Minutes derived by video provided on the Town of Danville website.

Respectfully Submitted
Deborah A. Christie