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Town of Danville  
Board of Selectmen  
Monday, December 28, 2020  
7:00 PM

7:00 PM

Meeting is Video-Recorded

Selectmen Present: Shawn O'Neil, Chair; Steve Woitkun, Vice Chair; Sheila Johannesen, Dottie Billbrough, and Joshua Horns

Others Present: Kimberly Burnham, Selectmen Administrator; James Seaver, Road Agent, Andy Ward, Highway Dept.

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.

**Highway Dept. Update:** Jim Seaver and Andy Ward inform the BOS that they visited Clark's Truck Center in Vermont and have a purchase agreement for a 2017 Mack Truck with a plow for \$75,025. Mr. Seaver confirms that while the price was set, the dealership will repair all issues that he and Mr. Ward noted during their visit. Shawn advises Mr. Seaver to move forward with the truck purchase at that price and asks when the truck will be ready. Mr. Seaver states as soon as the Town issues payment for the truck they will return to Vermont and pick it up. Shawn asks Kim and Mr. Seaver to start the warrant process, noting he believes the Town will have the truck in a couple of days.

Mr. Seaver reviewed the quote for the 20-22 International dump/plow truck lease. He explains that after meeting with Fairfield, he was able to negotiate a lower price. He states he is waiting on an amended leasing agreement from Liberty and the price will be under the pre-approved cost of \$158,698. He reminds the BOS that both Fairfield and Liberty are waiting for the signed contracts. Liberty will redo the leasing costs with the new price from Fairfield. Based on the original price quote for the truck of \$158,698, Shawn requests a motion to encumber the first lease payment of \$34,523.91 from the FY2020 Highway Dept. Joshua makes that motion. Second by Dottie. Vote is unanimous (5-0). Shawn notes the final amount of the payment will change once all the paperwork is completed, but wants to ensure there are enough funds encumbered.

Mr. Seaver provides the BOS with a quote from Grappone Ford for a 2021 Ford F-350 4x4 pickup truck with a utility box/ dump body and 9' plow set-up installed for \$46,185. Shawn confirms that Mr. Seaver went through the NH State bid process. Shawn explains the pickup will be more cost effective for errands and will increase the longevity of the big trucks because they will not have to be used for smaller projects. Sheila asks if there will be a sander on the new truck. Mr. Seaver and Shawn both state the truck is not heavy enough for a sander. Sheila confirms that the truck will be appropriately undercoated. Mr. Seaver explains the construction of new trucks is aluminum and steel and assures the BOS that the proper processes will be applied. Steve motions to authorize the Road Agent to purchase the 2021 Ford F-350 as specified and quoted for \$46,185. Second by Dottie. Vote is unanimous (5-0).

**Salt Shed Update:** The BOS reviews the quote provided by Sweet Electric for wiring and lighting at the new Salt Shed. Shawn asks Mr. Seaver if they really need a 100-amp service. Mr. Seaver responds that he does as he plans to be able to plug in a couple of trucks up there. He explains that he added in the outlets for the trucks to the


lights and electricity proposal because he can park them in front of the shed and that would keep them away from the Highway building. Shawn expresses his concern with the cost of the quote. Mr. Seaver suggests that he could get by with just having the panel and outlets installed and complete the lighting later. Shawn suggests that Mr. Seaver could work out a different way to do the project and reduce the costs. Mr. Seaver will look at alternatives for the project.


Shawn confirms with Mr. Seaver that there are no other items needing to be encumbered from the Highway Dept. Mr. Seaver confirms the process of moving forward with the purchasing/leasing contracts previously discussed.


Shawn asks how Mr. Seaver and Mr. Ward did during the last storm. They both state that they had responded to all the calls. Mr. Seaver and Mr. Ward both note that they have been going out to meet the people. Shawn agrees that is the right approach, noting the Townspeople just want to be heard.

**Town Building Electric Upgrades:** The BOS review the quote provided by Doug Taylor (Town Electrician) for the replacement and upgrades of equipment as noted by the Department of Labor (DOL) during a recent audit of the Community Center, Town Hall and Safety Complex. Shawn suggests the BOS move forward with the quote. Steve asks about the Town policy of going out to bid for any project over \$5000. Sheila confirms that normally the BOS would do that. Steve suggests that Sweet Electric bid on the Town buildings and Taylor Electric bid on the Salt Shed. Kim notes that Mr. Taylor specifically stated that he did not wish to bid on the Salt Shed electric project as he did not have enough help. Shawn explains that Mr. Taylor has done work for the Town for many years, and when projects have gone out to bid, his bids have historically been the lowest. He also notes the Town knows the quality of his work. Shawn reviews the quote, noting the costs of the fixtures and installation is very close. He expresses concern that going out to bid will not allow the BOS to encumber funds for these mandated replacement and upgrades from the FY2020 budget. Kim reminds the BOS that the DOL is scheduled to meet with the Town and discuss their audit results on Jan. 5 and the Town has only thirty (30) days from then to resolve any issues. Shawn notes it would be better to demonstrate that they (the BOS) have already contracted to address the issues that DOL has pointed out. Dottie motions to move forward with the quote/contract from Taylor Electric to address the municipal building upgrades and replacements to the Town Hall, Safety Complex, and Community Center for \$11,265. Second by Sheila. Vote is unanimous (5-0).


**Encumbrances:** The BOS review encumbrance requests received from various departments.


 **Cemetery :** The Cemetery Trustees have requested to encumber \$4500 from the FY2020 budget. Dottie motions to encumber \$4500 from the Cemetery Budget as requested. Second by Sheila. Vote is unanimous.

 **NH Retirement budget shortfall:** Shawn explains how the BOS had miscalculated the Town's portion of the NH Retirement rate for the FY2020 budget. He notes the rate is set every two (2) years, but the changes fall halfway through the Town's budget year because the State's fiscal year begins in July. This results in the Town budgeting one-half of the year at the "old" rate and one-half of the year at the "new" rate. When calculating the FY2020 budget, the BOS did not budget the second half of the year at the "new" rate, resulting in the budget shortfall.

 **Insurance Audit:** Shawn states the Town has been informed that there will be an additional premium charge to the Town's Property/Liability insurance for \$6426 and the BOS will need to encumber that amount from the FY2020 budget. Steve motions to encumber \$6426 from the FY2020 budget to cover the additional premium costs. Second by Dottie.

Joshua asks for clarification of the encumbering process. Shawn explains the insurance carrier does a "field audit" in the first quarter of the 2021 and adjusts the premiums. Joshua asks if the extra premium is billed in FY2020. Shawn explains that the Town is notified of any changes as a "best estimate" until the field audit is completed. Any changes from the audit are back -dated and billed to FY2020. Joshua expresses concern with the actual process of encumbering. Shawn explains this audit process is the same at the end of every year. Shawn calls the question. Vote is unanimous (5-0).

 **Conservation Commission:** The Conservation Commission has requested the BOS to encumber \$800 from The FY2020 budget for the repair of the Commission's John Deere tractor. Joshua asks if there is a legally enforceable contract between the Commission and the vendor. Shawn refers to a quote provided from Smith Tractor for repairs to this tractor. The total amount of the quote is \$3040. There is discussion of why the Commission is asking to encumber only \$800 of that quote. Shawn recommends the BOS encumber the \$800 and find out how the repairs are scheduled. He notes the BOS can rescind the encumbrance if it is not appropriate. Dottie, referring to the attached minutes from the Conservation Commission reads "not all items will be repaired at this time..." notes that apparently the Commission is requesting the funds to fix whatever has to be addressed at this time. Shawn agrees, stating he believes the Commission received a quote of \$3,040 for all the repairs, but the Commission is only doing \$800 of that work and that is why they are asking to encumber that portion of it. Dottie suggests that it would be clearer if the vendor had submitted a bill for the \$800 so the BOS has a record of that. Sheila attempts to clarify the issue by reading further from the attached minutes. Shawn motions to encumber \$800 from the FY2020 budget as requested by the Conservation Commission. He asks Kim to contact Mr. Springer for more information before the Jan. 4 BOS meeting. Second by Dottie. Vote is 4-yes, 1- no (Joshua) (4-1).

 **Long Pond Association:** Shawn notes the BOS has already received their invoices and cannot encumber any remaining funds.

Kim clarifies with Shawn the process for invoices and encumbrances for other projects.

**Salt Shed Lighting Update:** Sheila asks for the status of the lighting for the Salt Shed offered by the Charter Bros. Shawn explains that Mr. Seaver had received an estimate from Sweet Electric, but is looking for additional quotes. Sheila reminds Shawn that the Town was supposed to get the lighting from Charter Bros, but they have stated that they can no longer provide them. Steve states that he had a conversation with "Brad" who explained the reasons behind the change. "Brad" stated that from the time the Charter Bros. started the Salt Shed project, lumber prices went crazy, costing Charter Bros an unanticipated additional \$12,000. There were also a couple of setbacks and with the culmination of these expenses, Charter Bros no longer felt they could purchase the salt shed lights for the Town. Steve explains that Charter Bros never came back to the BOS to ask for more money to cover the increases, but notes that request may have "fallen on deaf ears anyways" because there should have been something included in the bid to address that any changes in lumber prices would result in the Town being liable for those increased costs. He states that Charter Bros. "ate" those increases, got the job done on time, and did a very good job.

Shawn agrees it was a risk that Charter Bros. took, but notes the "flip-side is if the lumber market crashed, and the costs to the Charter Bros. dropped, the Town would not have seen that benefit." Shawn agrees the job was well done but notes he feels "your word is your bond and that doesn't mean much to me (Shawn) now with them." Shawn thanks Steve and Sheila for following up on this issue. He notes the BOS will move forward and eventually get lights at the new Salt Shed without help from the Charter Bros.

## II. Budgets

**Budget Review:** Kim has asked to revisit the #4155.90 Personnel (Other Expenses) budget previously approved. Shawn notes the BOS is looking at a recalculated budget for Line #230- NH Retirement. Kim states that she has recalculated that line with the current percentage for the first half of 2021 and with the new percentage the State will charge beginning in July for the rest of 2021. The resulting cost for Line #230 is \$143,381. Sheila notes a correction in the number of part-time Police Officers. Steve reminds her that part-time employees do not get NH Retirement. Steve reminds the BOS this is why he wants this line in particular, reflected in the budget of each department. (Only the Police Dept. participates in NH Retirement). Shawn notes the importance of getting the actual costs correct before pushing those numbers out to the departments.

Shawn expresses his concern that the State is pushing the NH Retirement costs back to the towns, noting those costs are now almost 33% of the salaries. Steve explains the history of NH Retirement, stating that back in the 80's and 90's, the towns contributed less than 10% of the Funds costs to NH Retirement. However, when the State

revamped the Fund and had to deal with unfunded liabilities, it started to recoup those costs from the towns in order to address the Fund's deficits. Shawn notes that the current costs add 33% to the salary of every full-time Police Officer.

Shawn confirms the new costs in Line #230 are \$143,381, increasing the #4155.90 Personnel (Other Costs) budget to \$459,812. Sheila motions to approve the increase in the budget for #4155.90 Personnel (Other Costs) to \$459,812. Second by Dottie. Vote is 4-yes, 1- no (Steve) (4-1). Kim clarifies how to enter the new amount in the spreadsheet.

 **#4155.90 Personnel (Other Costs) budget has been adjusted and approved for \$459,812.**

**Projected Income (Revenue) Budget:** The BOS reviews the projected income budget for FY2021. Shawn reminds the BOS that these numbers can/will be adjusted in September 2021 to more accurately reflect actual income and that number will be used by the DRA to set the tax rate. He states the current numbers appear "realistic" and that the "big mover" in income is Motor Vehicle registrations. Shawn notes that line could be increased, but suggests waiting until the September adjustment to do so. Joshua asks why the Dog Licensing income line is larger than budgeted. Shawn explains there are multiple levels of categories to those fees, including spayed/neutered and elderly. The fee income fluctuates depending on the registrations in each category. Shawn notes that the Dog Licensing line was budgeted for only \$2750 in FY2020, but has been increased to \$4000 in the FY2021 Income budget. Sheila notes that another variable is with people who do not pay. Shawn notes the projected Income/Revenue budget has increased approximately \$20,000 for FY2021.

Sheila notes that she forgot to budget income from the Highway Block Grant. Shawn explains the State reimburses the Towns for road costs and these funds are used to offset the Highway Road budget. Sheila notes the towns received less money this year. Shawn confirms with Kim that the road the BOS accepted a couple of weeks ago has been added to the Town's road inventory at the NH DOT. Kim states that Gail is working on that. Shawn asks her to ensure that process is completed.

Shawn explains that in past years, the NHDOT did not have an updated, accurate inventory of the Town's roads, resulting in the Town receiving very little Highway Block Grant money. That issue was resolved and once the NHDOT had an accurate inventory of the Town's roads, the grant money increased significantly. Shawn expresses his concern that the BOS needs to develop a process to ensure that every time they (the BOS) accept a road, it is added to the NHDOT inventory of the Town's roads. He states that this should be the duty of the BOS to follow through and confirm that NHDOT has received the new inventory.

Shawn states that he agrees with the projected income budget of \$1,234,929, again reminding the BOS that they will be adjusting that amount in September 2021. Dottie motions to approve the projected Income/Revenue budget for \$1,234,929. Second by Joshua. Vote is unanimous (5-0).

 **Projected Income/Revenue Budget is approved for \$1,234,929.**

**#4150.20 Auditing Contract:** Sheila notes this line still needs to be budgeted for even though it is going out to bid. Shawn suggests the BOS budget that line at the current contract costs, noting that the bidding process would not exceed that amount. There is discussion and clarification and the current contract is confirmed at \$28,300. Joshua motions to approve the budget for #4150.20 Auditing Contract for \$28,300. Second by Dottie. Vote is unanimous (5-0).


 **#4150.20 Auditing Contract budget is approved for \$28,300.**

### III. Warrant Articles

The BOS review the list of Warrant Articles provided to them. Shawn notes the Warrant Article requesting approval for a second Bulk-Pickup is no longer needed as it is now included in the Casella Contract in both the Operating Budget and the Default Budget. There is discussion regarding how the Warrant Articles are ordered on the ballot. Shawn explains that by law, the Elections of Officers, the Zoning Warrants, the Operating Budget all go first. They are followed by the rest of the Warrant Articles. He also explains that by law, the total amount of expenditures approved in the Warrant Articles cannot exceed 10% of the Operating Budget. Once that 10%

expenditure amount is reached, all following Warrant Articles cannot be accepted, even if the voters pass them. Ordering of the Warrant Articles becomes important when a Town wants to ensure that “big ticket” items are passed first to ensure funding. After reviewing the proposed Warrant Articles, Shawn determines that the Operating Budget will be Warrant Article #4, and the numbering of the rest of the Warrant Articles will begin from there.

**#5- Fire Dept. Capital Reserve for Future Fire Dept. Vehicle Purchase:** Steve (as Fire Chief) has requested that the amount of this Warrant Article be increased to \$100,000. Dottie motions to move this Warrant Article forward with the requested increase. Second by Sheila. Vote is unanimous (5-0). Dottie motions for the BOS to recommend this Warrant Article. Second by Sheila. Vote is unanimous. (5-0). The BOS recommends this Warrant Article.

 **2021- Fire Dept. Capital Reserve for Future Fire Dept. Vehicle Purchase is increased to \$100,000 and is moved forward.**  
**Recommended by the BOS (5-0)**

Shawn asks for the sake of time, that future motions include moving the Warrant Article forward and recommendation of the BOS in one motion unless a member of the BOS intends to vote against recommending that Warrant Article.

The BOS review the Warrant Article: Mandated Replacement of Self Contained Breathing Apparatus for Fire Dept. Steve (as Fire Chief) notes this Warrant Article passed in 2020; the air packs have been ordered and are on their way. He explains the name of this Personnel Protection Warrant Article was changed by the voters in 2020 to be less specific and he would like to increase funding for that Warrant Article to \$10,000. This Warrant Article was removed from the 2021 list.


**#6- Danville Infrastructure and Facility Non-Capital Reserve Fund:** This Warrant Article requests funding of \$10,000. Steve motions to move this Warrant Article forward and for the BOS to recommend this Warrant Article for \$10,000. Second by Dottie. Vote is unanimous (5-0).

 **2021- Danville Infrastructure and Facility Non-Capital Reserve Fund for \$10,000 is moved forward.**  
**Recommended by the BOS (5-0)**


**#7- Milfoil Control Expendable Trust Fund:** This Warrant Article requests funding of \$10,000. Steve motions to move this Warrant Article forward and for the BOS to recommend this Warrant Article for \$10,000. Second by Sheila. Vote is unanimous (5-0)

 **2021- Milfoil Control Expendable Trust Fund for \$10,000 is moved forward.**  
**Recommended by the BOS (5-0)**

**#8- Colby Memorial Library Infrastructure and Facility Non-Capital Reserve Fund:** This Warrant Article requests funding of \$5,000. Dottie motions move this Warrant Article forward and for the BOS to recommend this Warrant Article. Joshua clarifies that the additional language included at the bottom of the Warrant Article will not appear on the ballot. Second by Joshua. Vote is unanimous (5-0).

 **2021- Colby Memorial Library Infrastructure and Facility Non-Capital Reserve Fund for \$5,000 is moved forward.**  
**Recommended by the BOS (5-0)**

**#9- Protection of Personnel Equipment Capital Reserve Fund (renamed by the voters in 2020 to: Fire Department Equipment Capital Reserve Fund):** The BOS discuss the name change to this account and determine that further research is necessary to determine if this account’s name has been changed. Steve (as Fire Chief) requests that this Warrant Article be increased to \$10,000. Sheila motions to move this Warrant Article forward as increased and for the BOS to recommend this Warrant Article. Second by Dottie. Vote is unanimous (5-0).

 **2021- Protection of Personnel Equipment Capital Reserve Fund/Fire Department Equipment Capital Reserve Fund for \$10,000 is moved forward.**  
**Recommended by the BOS (5-0)**

**#10- Municipal Mosquito Control Expendable Trust Fund:** This Warrant Article requests funding of \$1,400. Shawn notes this is a replacement account and asks that Kim confirm the actual costs from FY2020. Sheila motions to move this Warrant Article forward and for the BOS to recommend this Warrant Article. Second by Dottie. Vote is unanimous (5-0).

🗳️ **2021- Municipal Mosquito Control Expendable Trust Fund for \$1,400 is moved forward.**  
**Recommended by the BOS (5-0)**

**#11-Colby Memorial Library Expend Interest:** This Warrant Article requests the expenditure of \$41.27 in interest income earned for the purchase of books. Dottie motions to move this Warrant Article forward and for the BOS to recommend this Warrant Article. Second by Joshua. Vote is unanimous (5-0).

🗳️ **2021- Colby Memorial Library Expend Interest of \$41.27 is moved forward.**  
**Recommended by the BOS (5-0)**

Shawn reminds the BOS that if Warrant Article #2020-23 passed, the BOS will need to figure out the tax impact for each Warrant Article and that information must be attached to each Warrant Article on the ballot. He notes the BOS will continue to move the “annual” Warrant Articles forward at future meetings. Sheila states that she will forward the Default budget to the BOS by next week so they can begin reviewing it.

#### **IV. Old/New Business**

**Signature File:** The BOS review and sign the payment warrants in the Signature File.

Shawn notes the BOS has received the resignation of Brian Lockhart, the Town Health Officer. He has served the Town for twenty-four (24) years. Shawn thanks him for all his years of service and asks Kim to begin advertising for that position.

Shawn also notes that Ed Lang has resigned from the Library Board of Trustees, effective Dec. 19, 2020. The Library Trustees have asked the BOS to begin the process of appointing someone to that opening until the elections in March 2021. Dottie volunteers to fill that position. Shawn states that he would need to check with LGC and Town Counsel regarding any conflict of interest issues. He notes he is particularly concerned that her appointment may result in the nullification of all the Library items she voted on.

The BOS has received a request from a resident for a refund on extra Toters that she has been charged for due to improper assessments of her apartments for the past five (5) years. Shawn states that while he supports providing the additional Toters without charging going forward, he does not support back-dating the assessment. There is discussion of how the assessments are made. Shawn notes the assessment year ends every March 31 and that any discrepancies must be addressed by that deadline. Shawn expresses concern that at the time in question, the apartments may not have been properly zoned. Sheila questions the accuracy of the request. Shawn reviews the request further and notes he supports further investigation to ensure there is proper zoning for the apartments and to provide the appropriate number of Toters.

**Minutes:** The BOS review the minutes for the December 21, 2020 BOS public meeting. Dottie motions to accept the minutes as written. Second by Joshua. Vote is 3 -yes, 0- no, and 2- abstentions. (3-0-2). Shawn and Steve abstain as they were absent from that meeting.

**CDBG Grant Request from Rockrimmon:** The BOS revisit this request. Shawn outlines his understanding of the request is that the Town would apply for the CDBG grant and be responsible for its both administration and financial oversight. He states that he feels the request would have more leverage if the application came from the County level. He also expresses his concern that with the amount of new staff, there is not the time or the knowledge to commit to this process. He emphasizes that his concern is for the Town staffs’ workload and focus, and not with the reason for the grant. Shawn recommends the BOS authorize Rockingham County to apply for and administer the CDBG grant on behalf of Rockrimmon. He states the Town will waive its rights to be involved. Sheila makes this motion. Second by Dottie. Vote is unanimous (5-0).

**IMC Update:** Sheila states that she has reached out to the local IMC representative and is working on a proposal. She hopes to have more information for the next meeting.

**Budgeting for Virtual/ Online Town Meetings:** Joshua suggests the BOS should consider appropriating funds for technical support of virtual/online town meetings in the event that the BOS and other boards and committees have to move to an online infrastructure to conduct their meetings. Shawn notes the School District has a complete staff that is handling the virtual/online meeting process. He also notes the Planning Board is not doing totally virtual meetings, but rather members have the option to “ZOOM” in, allowing the public to still attend a physical meeting. Shawn and Joshua discuss how to get staff in place to address the potential of this issue. Joshua reiterates his suggestion that the way to start the process is to appropriate funds for it. Sheila asks if the BOS could use the Cable Fund for these expenses.

Shawn clarifies the Cable Fund is for Cable purposes, and is not to be used as a “general fund.” He explains the issues involved with taxing Cable users and notes the Fund was set up for a specific purpose and is to be used for that purpose. Shawn notes that when the Cable Fund was established, he pushed for a dedicated account. He explains that other towns charge the maximum rate of 5% allowed by the FCC and puts that money in their General Fund. Danville only charges 1% and that money is dedicated to be used for the infrastructure for cable. He also notes that with fewer people actually using cable, there will be a decrease in the amount of money collected for that fund.

Shawn agrees with Joshua that the BOS should look into how they would have to conduct virtual/online meetings, but should address the issue as a town-wide issue for all the Town’s boards and committees. He suggests this be discussed with Mr. Hantman (Chair of the Cable Committee). Shawn notes that the same camera operators that video the School Board meetings also oversee the virtual/online meetings. Shawn agrees that the BOS should have a contingency plan in place. There is further discussion of how a positive COVID test of a BOS member would impact the ability of the BOS to meet.

Joshua clarifies that his concern is about appropriating funds for the planning stage during the budget season. Shawn states he feels the BOS should discuss the amount of money necessary and bring it forward during the Deliberative Session. He notes the continuity of government must be there at all times. There is further discussion of the process and issues. Shawn asks Joshua to follow-up with Mr. Hantman. Joshua asks for the deadline of the budget impact of a proposal. Shawn confirms that would be the Deliberative Session.


Steve asks how the CDC /State guidelines work for contact if everyone is wearing a mask and is six (6) feet apart. Joshua states he is not sure how that would be accounted for, but notes to the best of his knowledge anyone in direct contact with a COVID positive person would be considered exposed regardless of masking and distancing and would have to quarantine. Shawn confirms that Joshua will follow up with Mr. Hantman and bring a proposal to the BOS.

**Deliberative Session:** Sheila asks if the Town is considering using the school for the Deliberative Session. Shawn notes that Mr. Hantman (Town Moderator) is aware that it is available. The School Board has authorized the use of the local school buildings for the towns. The towns will be billed \$1000 for the clean up if they choose to use their local schools. Shawn states the Community Center works well for the number of people who usually attend the Deliberative Session and he is not anticipating any changes to the location. Sheila expresses her concern that the Deliberative Session and the voting need to be at the same location to avoid confusion. Shawn notes the voting process is easier because people are in and out quickly, limiting exposure. The issue with the Deliberative Session is that it requires the townspeople to be sitting with the same people and the same air for three (3+) hours.

**Town Report:** Kim reminds the BOS that they need to dedicate the Town Report to someone. Shawn explains that this discussion does not take place in public, as it is supposed to be a surprise. He notes the BOS will meet off-camera with nominations, discussion, and a consensus regarding the dedication.

**V. Town Announcements**

**Calendar**

 **Monday, January 4, 2021-** BOS meeting at the Town Hall at 7:00PM

There being no further items to discuss, Shawn adjourns the meeting. He and the other members of the BOS wish everyone a Happy New Year.

Meeting is adjourned at 8:51PM

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

Respectfully Submitted  
Deborah A. Christie