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Town of Danville  
Board of Selectmen  
Monday, September 7, 2021  
7:00 PM

6:50 PM

Meeting is Video-Recorded

Selectmen Present: Shawn O’Neil, Chair; Steve Woitkun, Vice-Chair; Sheila Johannesen, Dottie Billbrough, and Scott Borucki

Others Present: Kimberly Burnham, Selectmen Administrator; Ed Lang, Trustee of the Trust Funds; Kathy Beattie; William Morse; Jim Seaver, Road Agent; Joshua Manning, Lewis Builders

Shawn called the meeting to order at 6:50 PM and opened the meeting with a moment of silence for the troops who put themselves in harm’s way. Shawn asks for special consideration for the thirteen soldiers lost in Afghanistan. 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.

Shawn closes the Delegate session at 6:51 PM

**II. Agenda**

**Samuel Eaton Trust Update:** Ed Lang, newly elected Trustee of the Trust Funds addresses the BOS regarding the Samuel Eaton Trust. Shawn explains there is a multitude of issues that the Trustees of the Trust Funds were in the process of correcting. He also explains that he saw more information today about the Trustees of the Trust Funds issue with their first meeting, prior notice, etc. and those issues can be remedied. He notes that when there are newly elected members, there is usually a need to learn all the rules. Shawn explains to Mr. Lang how to correct this past meeting by correctly posting a second meeting, review, and redo all the motions and votes that were made at the first meeting, and record all this in the new minutes for the “official” meeting.

Shawn explains the concern of the BOS with figuring out the Eaton Trust history, and that they want to ensure this gets done correctly and that everyone is on the same page. He notes there are various viewpoints among those involved, and that if needed they could seek legal counsel for clarification and advice on how to manage the Trust in the “modern-day”. He reminds Mr. Lang that the Trustees would need to petition the court for any changes they may wish to make to the Eaton Trust.

Mr. Lang explains to the BOS that the DOJ has told the Trustees that the Eaton Trust is alive and well and there is no reason to cancel or close the Trust. The original will states that the Trust “shall forever be held in trust by the Town of Danville, forever.” Mr. Lang notes the Trust belongs to the Town with no “expiration date.” He acknowledges the question if the Trust should go to the School District and states that his understanding is that with that statement in the will, the Trust will never go to the School District. He explains that the interest has been paid out to Langis ( school transportation contract) for student transportation and that this was changed by the court long ago and is an acceptable use of the Trust. He reminds the BOS that the original intent of the Eaton Trust was to build a high school in Danville, and that, technically, that is not off the table as there is still land in Town for that. Mr. Lang suggests that the \$36,000 in the Trust could be used for plans for a new high school down the road, but reminds the BOS that once that money is spent from the Trust, the Trust is gone. Mr. Lang clarifies that the request for the payment of

interest from the Trust for student transportation needs to come from the School Board. He is not sure when the last request was made. The Trust generates \$200-\$300 of interest each year. Shawn asks for clarification of who has the authorization to expend the interest if the Trust belongs to the Town, but the School Board must request the expenditure. Mr. Lang notes his assumption that while the School Board requests the funds, the Trustees of the Trust Funds or the BOS would have to approve that request and authorize the dispersal. Kathy Beattie notes the last payment made from the Eaton Trust was in 2012. Payments are not generally made every year because it is new. Seven years of accrued interest was paid out. Ms. Beattie explains that the files show the breakdown, etc. Shawn expresses his concern that Danville is properly credited for the dispersal. Ms. Beattie explains that she told them it was to be credited for transportation. Shawn reiterates his concern about ensuring that the money is credited to Danville's transportation account and wants reassurance that is being accounted for properly.

Mr. Lang states that the Trustees have also been told that the fund should be making more money and they (the Trustees) are looking into the investment process. Mr. Lang notes that all the Trust funds are attached and the Trustees will be working on that issue as well. Shawn confirms that the Town has only 6-7 trust funds to manage. Most of the funds that the Trustees previously managed belong to the school and those were transferred to Plaistow a couple of years ago.

Shawn also notes that the BOS has not updated the stipend that is paid for managing the remaining Town trusts since the Trustees stopped managing the School Trusts. He is asking for direction from the Trustees regarding the current need for updates, bookkeeping, and appropriate funding. He states his understanding is that managing these trusts requires a monthly reconciliation with the statements and year-end report filings and that he believes the current stipend to be "excessive" given the few Town trusts that are now being managed. Ms. Beattie states that she objects to that. Shawn asks her to approximate how many hours Ms. Hand works each month on the trust funds. Ms. Beattie states 10-15 hours. Sheila reminds Shawn that budgets are coming up. Ms. Beattie notes that Ms. Hand is paid \$200 per month for bookkeeping and that is an issue with Dr. Farah. She discusses the previous conversations on that subject. She also notes that she told Dr. Farah that Ms. Hand receives a stipend from the school district for managing the scholarships. Shawn and Sheila note that they were not aware of this. Ms. Beattie states that Dr. Farah was going to investigate the issue. Shawn clarifies that his concern is that the Trustees are now overseeing only the Town trust funds and are no longer managing the school district trust funds. This has resulted in the workload being drastically reduced, but the stipend has not been adjusted to reflect that reduced workload. Ms. Beattie states that Ms. Hand is paid \$200 a month "for a lot of aggravation." Kim notes the stipend is more than \$220 per month. Shawn reiterates the Town has only approximately ten (10) accounts and discusses the hours of work with Ms. Beattie.

Sheila reminds Shawn that budget season is coming up and this topic should be discussed at that time. Shawn notes that he is not "trying to cut it for the sake of cutting it." Ms. Beattie disagrees. Sheila explains that the BOS is trying to verify what the Trustees need to do their function. Scott asks for clarification if the stipend is paid by the Town or the school district. Shawn explains that the Town pays the Trustees to oversee the Town Trust funds. He notes the Town was never compensated for the Trustees' work when they were also managing the Timberlane School District Trust funds. If the school district is/was paying the Trustees in addition to the Town's stipend, that is a new issue. Shawn expresses his concern that the Trustees are being paid twice for the same work, noting the school was never involved and payment was made only by the Town. Now Plaistow is managing the school district trust funds. Shawn explains the BOS wants a clear understanding of the duties and jobs of the Trustees. He understands it involves balancing the monthly statements and year-end summary, and now there is a discussion of research that is needed. He questions if the monthly reconciliations and year-end recording is worth \$2000 per year and is asking that the Trustees demonstrate the hours involved. Mr. Lang clarifies that it is only the bookkeeper that receives the stipend. Shawn explains the stipend is paid to the Trustees of the Trust Funds and that it is up to them how that money is divided up. He notes that if one person is doing the work, the accounting, and the research, they should be getting paid for that. Mr. Lang clarifies that the BOS is now asking the Trustees to re-evaluate all the funds to increase the amount of interest that they earn and that will take some time. Shawn notes "at least he knows that is happening." Sheila states that is part of the function of the Trustees. Shawn reminds the BOS that the funds were a disaster when the Town was managing the school district trust funds, but now that most of that workload has been transferred to Plaistow, the Trustees no longer have that kind of workload and the stipend needs to be re-evaluated.

Dottie reviews the Town Report for 2019-2020 and notes there were twenty (20) accounts for the school district and twenty-seven (27) accounts for the Town. She notes she assumes the Town still has those twenty-seven (27) accounts. Shawn questions how many of those accounts are for perpetual care. Ms. Beattie and Dottie discuss the details and summaries from the report. Shawn explains there were some corrections made including cemetery lots that were purchased and categorized incorrectly. Scott confirms that the BOS is still discussing the Eaton Trust fund and notes the BOS has spent a large amount of time on the discussion of the stipend. Mr. Lang notes that he does not get a stipend. The discussion ends. Mr. Lang states the proper time and place for this discussion is during the budget season.

**Back Road Driveway:** Shawn states that this discussion is of the written notice that Mr. Morse received to remove the driveway that was installed illegally. Mr. Morse clarifies that he did not seek a permit first because he did not believe that the additional pavement that was added to his existing pavement was a driveway. He also explains that he was at the last BOS meeting and had apologized for the misunderstanding. Sheila explains to Shawn that they (the BOS) had requested that Mr. Morse return to hear what the Road Agent had to say about refusing the driveway permit and that no decision was made at the previous meeting.

Kim explains that Mr. Morse wants to mitigate the driveway issue. Mr. Seaver (the Road Agent) wants the driveway to be disconnected from Back Rd. Mr. Morse asks if he can still bring his trash totes up there. Shawn states he believes that the Town would need to contact Casella because his legal address is on Main St. Shawn believes Mr. Morse would need the final okay to come from Casella. Sheila confirms with Mr. Morse that Casella is already picking up his trash from the Back Rd. end. Steve also confirms that Casella has been picking up Mr. Morse's trash from the newly paved area, so he sees no difficulty that the location was changed. Sheila suggests that it might be safer picking up the trash from Back Rd. than from Main St. Shawn reiterates that the Town should get Casella's "official opinion and not just assume the guys in the truck are just picking it up." Shawn notes his concern with the trucks stopping on the corner of Back Rd.

Shawn agrees the driveway permit was denied for the reasons specified. Scott notes that there were no reasons specified at the previous meeting. He confirms that Mr. Morse and Mr. Seaver have discussed the issues. Mr. Morse states that they have discussed different options. He notes that Mr. Seaver was concerned with the water flow and that he (Mr. Morse) did a water test and has pictures to show that water ran down the side of the road. He also has provided a picture of "natural" water running down the side of the road, so there would not be any water flushing out onto Back Rd. Shawn notes that Mr. Morse did his own test and that it was not done by the Town Engineer. Mr. Morse notes that he did the test only to show the grade that the water would not run onto the road. Shawn explains that his biggest concern was how close the driveway was to Rte. 111 and his concern was with the number of elderly people at the end of Back Rd. that might become confused and take the right into his driveway and a 6' cliff. Shawn states that he believes that to be a serious safety issue. Mr. Morse states that he has provided pictures to the BOS of the telephone pole he has used to close off access to his driveway.

Steve notes that the driveway is on Mr. Morse's property and in his opinion, he should be allowed to do what he wants on his property. He also notes that Mr. Morse has met with Mr. Seaver and that he (Steve) has also talked with Mr. Seaver and discussed removing some of the pavement. Steve states that if this is done to the Road Agent's satisfaction, he will vote to approve the permit. Sheila notes that she would second that. She states that she has also looked at the driveway and Mr. Seaver's report and agrees that if the driveway is modified, she would accept it. Dottie states that she needs more facts. Steve reiterates the loading dock (which is why Mr. Morse constructed the driveway) is on Mr. Morse's property and not in the Town's right-of-way. Mr. Morse reminds the BOS that this dock is only used a couple of times each year.

Shawn notes that it is a driveway connecting to a Town road and there is a process to that as well as zoning laws. Sheila notes that Mr. Morse has agreed to disconnect his driveway from the Town road. Steve also notes that Mr. Morse has agreed to remove the paving from his driveway to the edge of the road. He states that Mr. Seaver had stated that when he researched it, Mr. Morse owns up to the edge of the road and reminds the BOS that on the old roads, property owners could even own to the middle of the road. Mr. Morse agreed to move the edge of the

driveway back four feet (4') from the edge of Back Rd. Steve notes the only problem will be when the snowplowing pushes the road snow into the end of the driveway. Mr. Morse states that he has to use his tractor to move the Town plowing to maintain visibility on the Main St. end of his driveway. He also notes that when he was asked to fill out the application, he had put on it "for the purpose of improving safety". He reminds the BOS of his previous discussion regarding his concerns with his safety coming down Main St and the sharp turn he must take to get into his driveway on that end. The lower end of the driveway is a 90' turn and he has to go very slow, resulting in people "riding his bumper and honking". He also reminds them of his discussion with how the trash barrels at that end made the situation even worse, which is why he started putting his barrels out on Back Rd., even before he paved that end of his driveway. He notes that they did sometimes fall over in the dirt and that was the biggest reason he paved that area. The loading dock was secondary and that is why he put the telephone pole there.

Shawn confirms the agreement is for the removal of four feet (4') of pavement. Mr. Morse asks if that could be modified to 2' (two feet) of pavement because the plate he would need to put over the space is 2' and that is much less expensive than having to purchase a much larger plate. Mr. Seaver agrees the 2' plates are much lighter to move. Scott notes that Mr. Seaver had recommended the removal of 3'-4' of pavement and confirms that Mr. Seaver really wants four feet (4') removed to create more road shoulder, but agrees that 3' would also work. Shawn notes that he would support Mr. Seaver's original request for the removal of four feet (4') of pavement. He explains to Mr. Morse that the issue could have been avoided if Mr. Morse had talked to the BOS before paving the driveway. He states the problem now is "unwinding" the issue and do it in a more reasonable manner. If it had been done properly, the driveway would have probably been denied in its entirety for all the reasons specified. Now the BOS is trying to be reasonable and "unwind this without making Mr. Morse go through all the problems to get it resolved." Sheila notes that "what's done is done and the BOS should move on with getting the issue squared away." She states that she would agree with Mr. Morse removing only three feet (3') of pavement. Dottie states that she will agree with the removal of four feet (4') of pavement. Steve agrees with the removal of four feet (4') of pavement following the Road Agent's recommendations. The consensus of the BOS is that Mr. Morse will need to remove four (4') of pavement, disconnecting the driveway from Back Rd. to receive his permit for the driveway.

Mr. Morse notes the original letter mandated the driveway be removed by September 9. Scott clarifies the that consensus of the BOS at the previous meeting was that the removal must be completed within thirty (30) days from the final decision of the BOS. Mr. Morse will contact his contractor to cut and separate the driveway from the road. Scott reminds Mr. Morse that if he needs a longer period of time to schedule the removal that he needs to contact the BOS.

**Road Acceptance:** The BOS review the paperwork submitted requesting a reduction in the road bond and acceptance of the road for Wards Way. Shawn notes that the paperwork requests a bond reduction, but does not mention that the Town accepts the road, it simply updates the BOS on what still needs to be done. Shawn explains that Dennis Quintal, the Town Engineer usually recommends to the BOS that the road meets all the criteria for acceptance in his review and that paperwork is missing. Kim explains that according to Gail, there are exceptions with Wards Way, and based on the pictures provided to the BOS, those are the items that need to be addressed. Mr. Quintal is requesting that the BOS keep \$25,000 in the bond until the issues are addressed. Joshua Manning of Lewis Builders addresses the BOS and states that those issues have been resolved. Mr. Seaver, the Road Agent confirms this information. Mr. Manning notes the issues mentioned in the review are all minor and included clearing brush. Shawn agrees, but explains that "part of the data set the BOS receives from the Town Engineer is recommendations to accept/reject the road acceptance request, but there is nothing in this file." Mr. Manning states he will go back to the Town Engineer and ask him to submit a letter of recommendation. Shawn agrees and will ask the BOS to table the road acceptance request until they receive the letter from Mr. Quintal. Sheila and Shawn ask Kim to put this issue on the next BOS agenda.

**Budget Schedule:** Kim has submitted a draft budget schedule to the BOS to start budget reviews at the Sept. 20 BOS meeting. She explains that she has received correspondence from Tom Billbrough Sr., Chair of the Budget Committee (BudCom) that they will be starting their budget process on Tuesday, September 14. Shawn notes that as an independent committee, they (BudCom) can determine their own schedule. Kim confirms that once the BOS begins budget hearings on September 20, the BOS meetings will go to every week.

Steve asks about his previous discussions of moving the true costs of salaries into each budget. These costs include health insurance, retirement, Social Security, and Medicare. He acknowledges this is more work for the department heads, but will give the Townspeople a more accurate view of what Town services are costing the Town. Kim explains that she has a draft e-mail that she would like the BOS to approve that has that request included. Shawn explains that each departments' budget would have to have a new line that would show all the Towns' true costs of the salary lines. Shawn suggests that the lines also show the costs of health care, dental care, long and short-term disability, etc. He reminds the BOS that the dollar amount of these costs won't change, it is how they will be accounted for that will change. He notes that currently, these costs are reflected simply as Town costs, but the change will more accurately reflect the true costs of employees.

Sheila expresses her wish that the BOS also be able to see the "unseen" revenue that different departments have in their budget requests. She gives an example of the Recreation funds and notes other committees have revenue that is never reflected in their budget requests. Shawn agrees that this information should be reflected as well. He notes those revenues have been aggregately reflected in the Town's Revenue budget, but with work could be moved to the appropriate department budgets. Sheila notes that she will work with Kim on using a previous budget form that is different from the one used last year. Steve agrees that is a good idea.

***Paid Time Off (PTO) Policy:*** Kim explains that the auditors have requested a correction/clarification on the intent of the PTO policy that allows employees who "separate from employment with the Town for any reason will be paid for any unused PTO." Kim reminds the BOS this policy was changed last year<sup>i</sup>. Sheila reminds the BOS that the policy was changed at the request of the Police Dept.<sup>ii</sup> Kim notes the policy changed so that Police Dept employees could have up to two weeks of PTO paid out at the end of the year. She gives an example that if a Police Dept. employee carried over 300 hours and separated two weeks into the new year, would they be paid those 300 hours that they carried over? The auditors are asking if that carryover was part of the intent of the policy.

Shawn explains that the carryover hours of the Police Dept. was to address a short-term issue. Dottie reads the policy that states a maximum of two (2) weeks can be carried over into the new year. Kim reminds her the policy also allows for a maximum of two (2) weeks that can be paid out at the end of the year. Dottie confirms with Shawn that generally, carryover of PTO was not allowed before. Shawn states that in the Police Dept, staff was filling in for open positions and were unable to use their vacation time before the end of the year. The situation would have created mass vacations being used at the same time or staff losing that PTO at the end of the year. Shawn notes his personal caveat was that he did not want the Police Dept staff holding onto their PTO and not take their vacations as he feels that people do need their vacations.

Shawn asks Kim why the auditors were asking this question. Kim states it is because the policy appears to contradict itself and shows Shawn the line in question. Steve states that he thought it was a one-time resolution to the Police Dept staff issues of 2020 and COVID-19. Sheila agrees that she also thought it was a one-time issue. Kim notes the changes were put into the Employee Manual. Shawn states that he does not believe it was meant for just one year. Scott asks for clarification if the policy change allows two(2) weeks of PTO to accrue. Kim explains the auditor's question is does the Town have a policy to carry over PTO. Shawn states that he does not believe it is a carryover. An employee may request to be paid for accrued/unused PTO at the end of the year. In the next year, the employee would start over earning PTO as the year progresses. Shawn confirms that is what the line of "unused PTO" refers to, the accrued PTO of the current year.

Kim states this is not how it works in "real-time." On January 1 of each year, all PTO is credited to the Town employees. Shawn states that if the employee resigns early in the year, they will not get that full amount of PTO. Kim disagrees, stating that is not what the policy states. Scott confirms that PTO is not done as an accrual throughout the work year. Kim confirms that it is not done that way according to the Police Dept. Shawn disagrees, noting the Police Dept. does not have its own PTO policy, and the Town as a whole has an accrual process for PTO. Kim notes there are also issues with PTO credits through the longevity of employment. She asks who falls in these "groups" that are referenced in the policy.

Scott explains that usually employees are separated by their years of employment. “x number of years = x amount of PTO” and generally speaking it is accrued at “x amount per pay period.” If an employee wants to use more than they have accrued, they are usually allowed to “borrow” against future accrued time. Kim explains that is the way she understands it, but was told not to do it that way. Shawn confirms with Kim that the Police Dept. is telling her not to do it this way after a conversation with LT Merced in which she (LT Merced) stated that the Police Dept employees get credited for their full amount of PTO on January 1.

Shawn reiterates that it should be done as Scott had outlined. Scott notes the risk of someone using an advance on their PTO and then leaving before accruing the “borrowed” time. He states that companies can go after the employee for that “borrowed” time, but “it is difficult and a very slippery slope because it results in short-changing an employee’s paycheck and employers generally don’t win.”

Kim notes the auditor’s question was if Danville had to shut down today, what would happen to employee PTO? Scott notes that he would challenge any municipality shutting down. Shawn states that he would challenge the auditor on that question. Kim asks if the BOS is keeping the PTO as it is currently written. Shawn notes that he wants to know where is the problem. Scott agrees the policy should be clarified better and put into writing. Generally speaking, PTO is accrued each pay period. Department heads can approve an advance use of PTO, borrowing ahead on future accrued PTO.

Shawn explains that he vaguely remembers it was a completely different issue with the Police Dept. this year. He asks Scott to work with Kim to resolve the issue and bring the proposed changes to the BOS. Kim asks for the BOS to clarify what departments fall under what category. Shawn states that everyone should be under “employee”, not by department. Kim notes that the current policy separates certain groups. Dottie states that she believes each group is determined by the hours worked and each employee should know what group they are in as part of their hiring process. Kim explains the groups are named, but not described. Dottie and Sheila explain the groups are defined at the beginning of the Employee Manual. Scott expresses surprise at how many groups there are for a small town like Danville. Shawn reminds him that he is open to any proposed changes, noting that the Employee Manual was “inherited” from many BOS boards before. Scott explains that generally, PTO is correlated to the length of service. Kim agrees it needs to be clarified and that she has not been addressing the issue at all, noting the group information is not in the information she gives to new hires.

Dottie looks up the Employee Manual and finds the definitions for each group. She reads this information to the BOS.

- ✚ Group #1- Part-time employees who work an average of 1-15 hrs. per week.
- ✚ Group #2- Part-time employees who work an average of 16-30 hrs. per week.
- ✚ Group #3- Part-time employees who work an average of 31-39 hrs. per week.
- ✚ Full-Time is 40 hrs. per week.

Scott asks if there is PTO for part-time employees. Shawn and Steve confirm there is PTO for part-time employees over 15 hours. Scott explains that it can be simplified so that part-time employee PTO is accrued at the rate of “x amount per hours worked.” Shawn states that he is open to discussing this at future meetings. Kim will put it on a future agenda.

### **III. Old/New Business**

**Minutes:** The BOS review the minutes for the August 23, 2020 BOS public meeting. Dottie motions to approve the minutes as written. Second by Sheila. Vote is 4- yes, 0-no, 1- abstention. Shawn abstains due to his absence from the meeting. (4-0-1).

**Signature File:** Shawn states that the MS1 has been filed with the State Dept. of Revenue. The amount presented on line #21A of the net valuation of the Town is \$275,606,456. The net valuation of the Town without utilities is \$555,645,256. These two numbers will be used to set the Town’s tax rate later this fall.

Shawn reads the Town Announcements listed below. He notes that anyone interested in volunteering for the TRSD Capital Improvement Committee will need to submit a letter of interest to the BOS. The BOS will then appoint a candidate to this position. He also adds that the Danville Lion's Club will begin collecting plastic bags on September 10. The drop-off collection locations are at the Town Hall and Colby Memorial Library.

**Meeting Room Chairs:** Steve informs the BOS that at last week's Planning Board meeting a gentleman sat on one of the chairs and it collapsed. A few moments later another chair was found to be defective. He suggests that the BOS consider purchasing new chairs for the meeting room. He notes that thankfully, the gentleman was not injured. Kim explains that the incident was reported and that a total of three chairs appear to be broken. All the chairs at the Town Hall have also been checked. She notes there is a piece of metal that goes into the sides of the chairs. That is what is breaking and all broken chairs have been replaced. For now, the chairs are safe and will be checked periodically. Kim states that she has been getting quotes for new chairs that range from \$123-\$350 for each chair, noting it will be expensive to replace all the chairs. Sheila suggests metal folding chairs, but Kim notes that they can collapse too. Shawn notes that one issue with the chairs is that they are old and while he does not want to discard things because they are old, there will need to be a preventative program in place and the remaining chairs will need to be checked regularly. Kim states that she has noted the need to check the chairs on her calendar.

**American Relief Grant:** Steve has a couple of questions regarding the American Relief Grant that Sheila has secured for the Town. 1) Who determines the need and approval for receiving the funds? Steve asks if the BOS is "going to entertain thoughts or requests from various Town departments. 2) Steve notes that he had given Sheila all his invoices and receipts from the Fire Dept. for the GOFERR grant and did not receive reimbursement for the Fire Dept. He would like to know where the money went. Sheila states that the reimbursement money from the GOFERR grant came back to the Town and she believes that Patty Sarcione, the Finance Director would have the answer to Steve's question. Steve reiterates that he did all the legwork getting the receipts and invoices to Sheila and nothing went back into his budget. Sheila suggests that the GOFERR grant funds may have been returned to the General Fund.

Shawn agrees that is probably where those funds ended up and notes that they would not automatically be added back into each departments' budget. He explains the grant should be making those expenses paid "neutral". Shawn notes that the current American Relief grant is different. The funds have been given upfront and the departments need to request those funds. Sheila explains that requests must follow very stringent guidelines.

Steve states that he has reviewed the grant guidelines and believes the Highway Dept could benefit through Stormwater management expenses, that there were some benefits that the Police Dept. and Fire Dept could apply for, and some reimbursement for "merit" pay, any bonuses for First Responders that were not reimbursed through the previous GOFERR grant.

Sheila states that she would like the BOS to evaluate what the Town needs, and gives examples such as security cameras, enhancing broadband access, and perhaps the Kimball Terrace project. Scott also suggests that cellular communication projects might also be included. Steve states that he is asking "each department to do research on what is eligible and submit their ideas to the BOS for a vote." Shawn agrees.

Kim asks where she can find the necessary information. Sheila notes that the American Relief grant is "a lot of work". Steve states that Sheila is sending him some links and he will start his research now, noting the Fire Wards have already done some research and that's how he learned that Stormwater management was an eligible project. Shawn confirms with Steve and Sheila that the amount of the grant is \$238K and that next year (2022) the Town will receive the other half of the grant. Kim asks Sheila to send her the links to the grant. Sheila states that there may be more money available in 2022 because the grant money that was set aside for towns that did not apply will go "back into the pool and be re-apportioned." She reiterates the Town needs to spend this grant money wisely.

Shawn asks what are the caveats of the grant. He gives an example if the grant will only pay for a portion of a project, what is the rate of reimbursement. Sheila and Steve believe that reimbursement will be 100% for qualified projects. Sheila reminds the BOS that what is not spent this year will be combined with the 2022 grant and that all funds must be expended by 2023. There is a reporting requirement to the Federal Government throughout the process. Kim

reminds the BOS that they had been discussing security cameras which are mentioned as a qualifying project. She asks if replacing the meeting room chairs would qualify and suggests perhaps computer software upgrades. Sheila confirms that computer upgrades are qualified in the grant. She will send the links to Kim. Kim states she will reach out to RMON.

**Affinity LED Project Update:** Kim explains that Affinity will be dropping off the material for the LED changeover on September 8. Steve notes that he will watch for that delivery. The installation will begin on September 9. Kim notes that she wanted to ensure the Town would receive the incentive before she proceeded with the contract. She also notes that Affinity had recommended the Town purchase two extra sets of the light fixtures as a “safety net” for any lights that failed. Sheila agrees this is a good idea. Shawn expresses his concern with how and where the extra lights would be stored and if that would be remembered when the extra lights are needed. Scott asks who would be responsible for replacing any failed lights. Kim states that Affinity would have a contractor come out to replace them. Affinity had explained that having the “safety net” of extra lights would eliminate the need for a wait time while ordering replacement lights. Shawn states that by the time the Town might need to replace a light there may be new technology and the Town would want to update to that. Sheila confirms with Kim the costs of the two extra light fixtures and upon hearing that, changes her mind. Scott agrees that he does not feel the extra fixtures are needed. Shawn confirms the consensus of the BOS is that they will not purchase the two extra light fixtures.

**American Relief Grant (Cont.):** Steve asks if the BOS should set a deadline for grant proposals to be submitted to the BOS. Scott agrees a deadline will ensure that proposals are done. Shawn suggests a deadline of one month from tonight’s meeting, as the BOS will be meeting weekly. The deadline for the grant proposals will be Monday, October 4. Sheila states that Chris, the Town Clerk is doing a project archiving the Town’s records so they can send them to the State and that this process is covered in the grant.

#### IV. Town Announcements

##### Calendar

📅 **Sept. 20- Monday:** Board of Selectmen’s meeting @ 7:00 in the Town Hall

📅 The BOS is seeking a volunteer to represent the Town of Danville as a Member-at-Large as part of the TRSD Capital Improvement Committee. The first meeting will be held on Wed. Sept. 8, 2021, at 7:00 PM at the SAU. Please submit a letter of interest to the BOS.

📅 The Danville Lion’s Club will begin collecting plastic bags on September 10. Drop-off locations are at the Town Hall and the Colby Memorial Library.

There being no further items to discuss, Sheila motions to go into a Non-Public session under NH RSA 91-A 3:II(d). Second by Dottie. Roll call vote: Shawn- yes, Steve-yes, Scott-yes, Sheila-yes, Dottie-yes.

The public session of the September 7, 2020 BOS meeting ends at 8:07 PM.

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

Respectfully Submitted  
Deborah A. Christie

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<sup>i</sup> **Paid Time Off (PTO) Policy Update:** The BOS has received an updated correction to the previously approved PTO policy change. The change is as follows: “Employees who separate from employment for any reason mid-year will be paid for any unused, accrued, PTO”. Steve motions to approve the change to the PTO policy for the Town as indicated. Second by Joshua. Vote is unanimous. (5-0). **Danville Board of Selectmen’s Minutes, October 26, 2020.**

<sup>ii</sup> **Paid Time Off (PTO) Policy Update:** The BOS review the latest draft of the PTO policy received from Town Counsel. This draft has changed the second paragraph at the end. Joshua asks if “unused PTO will be paid out to the employee” could be changed to “may be paid out to the employee” (giving the employee the option of

carrying over unused PTO into the following year). Shawn explains the previous discussions regarding the confusion of budgeting and managing the choice of carrying over unused PTO into the subsequent year and that creating that option would “create more headaches than it was worth.” ***The final draft of the policy does not give the option of carrying over unused PTO and caps the amount of unused PTO that will be paid out at the end of the year to two weeks (80 hours).***

Sheila asks what the BOS considers as “mid-calendar year” as referenced in the policy. Kim states she believes that would be June. Dottie expresses concern that it is not clear. ***Shawn explains that PTO is earned and pro-rated throughout the calendar year.*** Joshua asks if this means that the pay out of unused PTO is only if an employee has worked a certain length of time during that year. ***Dottie clarifies the section of the document in question is regarding separation; “if they (the employee) separates for any reason mid-calendar year, that employee will be paid for any unused PTO allotted in that calendar year.” Shawn clarifies that if an employee left before that “mid-calendar year”, they would receive pro-rated PTO.*** Joshua confirms that by law, an employee must be paid any accrued PTO. ***Shawn reminds the BOS the policy change is only to unused PTO at the end of the year and does not affect the remainder of the PTO policy.*** Steve motions to adopt the current draft of the Paid Time Off policy update. Second by Dottie. Vote is unanimous (5-0). Sheila confirms this will satisfy the request by the Police Dept. Shawn explains to Kim that there is a whole “HR” process that needs to be followed now that the policy has changed. **Danville Board of Selectmen’s Minutes October 19, 2020.**