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Town of Danville
Board of Selectmen
Monday, October 18, 2021
7:00 PM

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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; Chief Wade Parsons, Danville Police Dept.; Chris Tracy, Town Clerk; Barry Hantman, Camera Operator, Chair, Planning Board, Chair Cable Committee, Town Moderator; Residents: Barbara Gail Kingston, Lisa Stith, Katherine Mansfield, Bob Northland, Haeyoon Jacobus

The meeting is held at the Danville Community Center to accommodate public comments on the American Rescue Plan Act Grant (ARPA grant).

Shawn called the meeting to order at 7:00 PM 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

Due to tonight's scheduled Public Comment meeting, there is no Delegate session.

II. American Rescue Plan Act Grant (ARPA) Discussion and Public Comment

Shawn welcomes those who have come to attend the Public Comment opportunity for tonight's meeting. He notes the BOS has moved the location of their meeting to the Community Center to ensure there is enough room for everyone. He thanks all those who have taken the time to come down and participate in the discussion. Shawn explains that the Town has been awarded grant funds under the American Rescue Plan Act for \$238,000 for 2021 and will receive a second installment of the same amount in 2022. The BOS must use these funds for certain types of activities as defined by the grant, however, there is a lot of flexibility in the grant. Shawn reminds everyone that these kinds of funds are a one-time windfall and the BOS wants to spend them appropriately and put it towards things the Town would not normally be able to purchase through the normal budgeting process. He explains that the BOS did not want their five-member board to have the only input into the process, but wanted to open the discussion up so the Townspeople have a say in how they think those funds should be spent. Shawn states the there has already been some BOS discussion on the thought processes that will go into reviewing the proposals and will continue those deliberations tonight.

Mr. Hantman notes the issues with videotaping the BOS meeting at the Community Center and asks the BOS to consider upgrading the Audio/Video equipment at the Community Center from the ARPA grant funds. He notes that the Cable Committee had received a quote of \$45,000 to do that project earlier in 2021.

Lisa Stith addresses the BOS. She has printed a copy of ARPA grant information and asks to read out "examples of funded projects for ARPA" She reads the following: "assistance to households and small businesses, non-profits, and impacted industries such as tourism, travel, and hospitality." She notes that most of this does not apply to Danville. She continues reading: "workers performing essential work during the COVID-19 pandemic". She notes that she is aware this has been previously discussed by the BOS. Ms. Stith asks if the grant funds must be approved or does the Town have the grant funds now. She also asks if the proposals that were submitted must be approved by the State. Shawn states the BOS has never had to deal with funds as large as this. He explains some of the auditing processes

that occur with Federal grants over \$750,000, including an addendum to the standard auditing process to make sure it was done properly. He notes the Town's grant is much smaller than that, but there will still be paperwork showing the amount of the grant that was spent and what projects it was spent on.

Ms. Kingston asks if the projects "must be COVID related because it was a hardship on the Town". Shawn states that he wasn't sure that was how it was. Ms. Kingston states "we all read something differently" and that she interpreted the grant as narrowing it down so it can only be used for "welfare of the Town or to make necessary investments in water, sewer, or broadband infrastructure to the extent that the reduction in revenue due to COVID-19 related to revenues collected in the most recent full fiscal year of the state...." Ms. Kingston expresses her concern is that the Town will spend all the grant money and then find out it is not pertaining to what the grant wants.

Sheila explains that is why the BOS will be careful what they spend the grant funds on and will follow the guidelines. She confirms that once the Town spends the money, if it is not approved for the grant, the Town will have to "own that expense." The BOS will need to be very careful of how they look at the proposals and go through the process. Sheila explains there is an accounting process that will need to be completed by April 2022 and each town will have to fill out their own. She notes that she wishes the ARPA grant was as simple as the last process (GOFERR grant). She reads from the grant and explains that at the end there should be more funds available for a separate infrastructure grant. Sheila states her thought is to wait and see what is coming along and how the grant may be changing or if there will be additions to the grant. She notes that some of the proposals the BOS have received might fall into the category of "infrastructure" and be eligible for new infrastructure grants that the government may be coming up with. She suggests projects such as highway painting, etc. may be eligible. She explains the Town can't participate in both grants and must choose which one to use, but that there is plenty of time as the Town can push these projects out to 2024.

Shawn states this is the first he is aware of the issue of choosing which grant to use and asks for more information. Sheila explains there is another grant coming out that is for infrastructure. Shawn confirms this is a totally separate grant. He confirms the town already has the grant money from the ARPA program. Sheila confirms the government is doing another grant just for infrastructure, but the Town can't "double-dip". Sheila notes that reading the grant is one thing, but by attending the webinars, things are explained better. Steve asks who is administering the grant, the Federal government, or the State. Sheila states that she believes it is both, she is not sure, but thinks it is mostly the Federal government.

Steve asks if there is a contact person that can act as an advisor. He notes that he's "been paying attention and it still seems like no one knows what's going on, what's eligible, and what is not (eligible). He states that he's read the links that Sheila has sent him. Sheila reiterates that the webinars have more information. Steve asks if there is an advisor that could review the proposals that the BOS approve and ensure that the grant will honor those proposals. He notes that at the first meeting when the BOS discussed digitizing the Towns records, that they were using a "loophole" to qualify the project. He reiterates that he also thought it was a "COVID related" grant and notes his understanding is that some things hinge on the financial loss to the Town caused by COVID. Steve asks if the Town knows how much impact it has suffered because of COVID. Sheila states that she does not have that information with her and that the grant gives instructions on how to calculate that. She notes that a lot of towns are going under that particular "loophole, so to speak." Steve reiterates his question if there is an advisor available. Sheila states "there is not that she is aware of."

Dottie states that she is going to NHMA (NH Municipal Association) conference in November and they (the NHMA) will have more guidance by then. She states that she believes more guidance will be coming. Steve asks if the NHMA could give the BOS answers of "is it legal for us to spend so much on digitizing, on the Highway Dept., etc." Shawn notes the BOS wants to say "this is what we believe we're allowed to do and move forward. What we don't want to do is go on with a project and find out later it was disallowed." Sheila agrees and states that she doesn't know for sure or how much, but there has been discussions that there is more money coming down. She states that based on all the towns she has talked to, they're all trying to do the same thing; figure out what their priorities are, and not jumping on the projects because of all the changes coming down and needing to figure out where they (the

towns) can get the most for their grant dollars. She gives the example that the Town doesn't want to pay for an infrastructure project out of the ARPA grant if it can be paid out of a separate infrastructure grant.

Scott states that he is bothered that the Town got the money first. Shawn agrees that it is odd, noting usually these grants are a reimbursement or require a 50% match from the Town or that that Town would apply for the amount of the project. Scott explains that he is also wondering what is covered and how, noting the Feds can do anything they want, they can do so and he is curious as to what they actually would do. He notes that many things could be done creatively, the Town could use the grant to pay for all the paving that it budgeted for and then move those funds to pay for something else. Shawn agrees that it could be done that way. Scott states that he believes this grant is going to be difficult through the "COVID" rules. He expresses his concern that the Feds are doing many things.... Shawn interjects "unprecedented". Scott agrees, noting that private industries got payroll protection and there were businesses that as long as they didn't show a gain and were able to show some form of loss; these payroll loans were forgiven. He notes that some of these loans were in the millions of dollars.

Katherine Mansfield states that she is there to support the veterans. She asks if there is a way to quantify the property taxes that may have been "back taxes" for veterans in Town and offering support in that regard. She clarifies that she is asking for veterans that were up-to-date on their taxes until COVID, and then got behind. Sheila states that she would have to ask the Feds about that, but doesn't think they can use the grant for that. Ms. Mansfield asks if that wouldn't be a "financial loss for the Town". Sheila explains that yes, it is a loss for the Town, but those taxes can't be paid for by the grant.

Steve explains that the BOS is trying for things they know the Town needs such as infrastructure, safety, etc., things the Town desperately needs but can't afford because the BOS does not want to burden the taxpayers. He explains the Fire Dept. submitted a proposal for portable radios to help their response. He notes the current radios are over twenty-five (25) years old and the Fire Dept. can no longer get parts for them. He explains that he tried to get a grant two (2) years in a row and was unsuccessful, so rather than burden the taxpayers for \$60,000-\$75,000 he and the Fire Wards felt it was a good proposal to submit.

Ms. Mansfield explains her reasoning regarding the veteran's back taxes. She states that if their tax dollars are not coming in, that is still a loss, so adding those taxes to the fund would allow those dollars to still be allocated as if they were still in the budget and that would reduce the tax burden on the veterans. Sheila states that she can tell Ms. Mansfield that the Welfare Dept. is still paying for people who need assistance for fuel, rent, utilities, etc. and those expenses will come out of the ARPA grant. She reminds everyone that the Welfare Dept. was also reimbursed through the GOFERR grant and the Town received \$106,000 from the GOFERR grant. Sheila confirms with Chris Tracy that current expenses from the Welfare Dept are approximately \$35,000-\$40,000 and those will be submitted to the ARPA grant for reimbursement.

Shawn states that he believes it is like Scott had suggested, that the Town takes funds from its operating budget, paying those funds out and then getting reimbursed. The BOS can then re-allocate those reimbursed funds towards something else. Sheila reminds the BOS that any reimbursements go back into the General Fund. Shawn states that he believes they go back into the line items of each budget as if they were never spent and can then be re-allocated. Scott notes this widens the list of priorities of what the Town needs. He states the BOS needs to go step-by-step. First: compile a list of what the Town needs. Second: determine what is covered by the grant and what is not. Third: see what can be reimbursed and re-allocated to projects that don't qualify directly for the grant. He notes that if the BOS can "find out what the Feds need, it could be a shell game from then."

Shawn explains some of the discussions from the October 11, 2021, BOS meeting. He states that records management is one of the bigger items facing the BOS. He notes the project has "lots of tentacles such as the Town Clerk's records, the books in the safe, Selectmen's records, etc." He explains that this will free up space in Town Hall and that the Town would then no longer need to keep all the paper records. Some records have to be retained for ten (10) years as required by law, but these can be addressed digitally and archived. The old books that the Town wants to be preserved can be relocated to the State archives once they have been scanned and digital copies saved. Shawn notes another proposal is to reward employees for their service during COVID, and the Fire Dept. radio update

proposal. Shawn states that these are “all noble causes” and will dip into that \$238,000. Now the question is what other things to add to that list. He reminds everyone that some things can be done this year and that some can be done next year, noting that Sheila has stated that the Town will receive the second installment of \$238,000 from the ARPA grant next year. Sheila reminds the BOS of the possibility that there may be more funding available when the funds not accepted by other towns are re-allocated. She states there is the possibility that the second half of the grant will be more money, but she won’t know until later. Shawn reiterates his concern that whatever direction the BOS goes in, that everything is reimbursable and that he doesn’t want to find out later that it is not. Sheila agrees, noting the BOS shouldn’t be “jumping the gun so fast.” Shawn agrees with her but notes that he does want to keep the process moving. He reminds the BOS and the public that this process will not be done tonight, that it is a continuing process.

Shawn asks Chief Parsons and Chris Tracy if they had anything they wanted to bring forward from their departments. Chief Parsons asks about Steve’s suggestions regarding “premium pay” and if there had been any consideration of who these people are and what the departments are. He notes the grant allows up to \$13.00 per hour for hours worked during the pandemic, not to exceed \$25,000. He states that is more than generous and that he never expected that he would see that. Chief Parsons asks if there are any considerations what the formula would be to recognize and pay these people. He notes that there was some earlier discussion of paying \$2.00 per hour or a given dollar amount. He asks if the BOS could come up with a formula so he could know what the impact would be on the total amount.

Shawn explains the BOS can look at this issue in many ways. The BOS could pre-determine a certain amount of the grant to be used for “premium pay” and divide that amount among the employees. They could do a simple “per dollar per hour rate” for each employee. He notes that he feels that is a fairer way to do it, that full-time employees deserve more because they had more “face-time” with the virus. Steve disagrees, stating the dangers of catching COVID doesn’t discriminate between full-time and part-time employees. He also notes that he feels the equitable way to do this would be to only award people who responded. He notes that in the Fire Dept some staff “aren’t into EMS” and won’t get “premium pay” because they didn’t respond to medical calls. Steve reiterates that COVID was just as infectious for part-time staff that did respond as for the full-time staff. Sheila points out that “whether or not they (Steve’s staff) responded, they could still get COVID”. She states that she was thinking “instead of allocating funds for ‘premium pay’ the BOS could give those people a day off”.

Scott states that he would like to see the total number of hours involved in “premium pay”. He confirms with Steve that the time discussed would be about eighteen(18) months. Steve confirms his idea that “premium pay” should cover the duration of the Governor’s State of Emergency, noting it would be easier to put a dollar amount on that. Scott notes that both the Police Dept. and the Fire Dept. should be compensated more than what the Town can do and that this is an opportunity to “kick back some money,” an opportunity that the Town has for something it would not normally be able to provide. Steve reminds the BOS that he was adamant that he wanted to extend “premium pay” to the Town Hall employees, noting there was no diminishing in those services, the employees worked every day and kept the Town running, and were exposed to COVID every day. He states that he knows the Police Dept and Fire Dept. went into houses infected with COVID, but that is part of their job. Steve reminds the BOS that the State compensated First Responders up to \$150 per week for the Call Dept. and that full-time staff made more money. The Town Hall staff got nothing and all the women who worked at Town Hall should be included in the “premium pay”. Shawn agrees. Sheila notes that the Highway Dept. also worked through COVID. Ms. Tracy states that her staff made sure they were available to the customers, they made sure they were available to the customers to do what they normally need to do and available during the elections. She delivered absentee ballots to people because they couldn’t come out of their houses and then picked them up so everybody could vote. Shawn agrees and reiterates the BOS “needs to see an aggregate of the hours and then make the dollar award per hour”. Steve notes that it will entail a lot of work for the Fire Dept. to figure out how many people responded to calls and how many calls were made. He notes that Chief Parsons’ staff works in shifts and a full-time position is 2000 hours per year. He clarifies that the Police Dept. should not be compensating for hours working details, only for patrolling. Steve states that he will need help figuring out his staff hours and that it will take a long time. He asks the BOS for a vote on priority so if “premium pay” is number twelve (12) on the priority list, it will not be worth the time and effort to go through that process. Scott states he would still like to see an estimate on the number of hours involved. Steve

states he wants an estimate on priority. Scott responds that he would list “premium pay” in the top three (3) priorities. Shawn agrees and notes that he doesn’t believe anyone on the BOS would advocate against the proposal. He reminds the BOS that the question is coming up with the dollar amount to be spent on “premium pay” and how it will be dispersed but first the BOS needs that data. He agrees with Scott that it doesn’t need to be an exact number of hours, but an approximate number so the BOS can fine-tune the dollar amount, how to allocate it, and how much money this will take from the grant.

Sheila reminds the BOS to look at the grant and make sure that whatever they do for “premium pay” follows the steps in the grant and how the grant requires that to be figured out. Shawn notes that is what he is trying to say, that the BOS needs somebody who can figure out these pieces of the grant. Sheila responds that it is in “black and white and on the computers so everybody can read it, and like Dottie, attend the webinars.” She states it is “great to have ideas and great to have what the BOS is looking for, but everyone needs to do some more work and regarding ‘premium pay’ find out what the grant will give you, how far back they will allow, what will the grant do and how it will do it.” She notes that the BOS may find it can’t go back as far as Steve would like.

Ms. Stith notes there is so much fine print contained in the grant. She read a summary to the BOS: “...respond to workers performing essential work during the COVID-19 pandemic by providing premium pay to eligible workers of the State.” She states that is “plain and simple and as a little Town, we need to take care of our family first and our employees are the ones that took care of the Town.” She notes that “her print-out is a pretty good guideline and that the grant is provided by a Treasury bill”.

Sheila reads from a webinar slide: “Premium pay: recipients may provide premium pay specifically for work performed at any time since the start of COVID-19...the city or town must launch the premium pay program after March 3, 2021.” Scott states that he feels the BOS should do as much as they can do to comply as best as possible with the guidelines from the Feds. He notes “the reality is that \$238,000, given the amount of money that has been given out, isn’t even flipping the needle.” Sheila responds the grant is money that the Town didn’t have. Scott clarifies that he is talking about scrutiny from the Feds. He notes some businesses received millions of dollars that had to do much less to write that money off.

Bob Northland states the everything that he has read states it's not up to the recipients, but up to the BOS to decide on “premium pay”, who gets it and how much, etc., that there are no clear guidelines, just that it must be related to COVID in some way. He agrees with Steve that employees are the Town’s most important asset. Shawn agrees and explains the BOS is trying to get its’ “hand around the sum of all the labor so the BOS knows this is the sum of the labor expelled by the Town during the State of Emergency declared by the Governor.” The BOS would take a portion of the grant funds, which he notes will be its own discussion, and the next question is how to “map that dollar amount onto all these weighted averages, hours, calls, etc.” Shawn notes the outcome is that “right now all the departments need to do a quick assessment of the hours spent and that he feels the best way to do that is to keep it during the declared emergency, within those defined dates.” He questions Sheila on the March 3, 2021 date. Scott asks if that means the BOS can’t consider hours worked prior to that date. Sheila explains the date was due to the groups of First Responders who already had some pay compensated and that is why the grant won’t let the pay go back beyond March 3, 2021. Dottie confirms the date is March 3, 2021, not March 3, 2020. Scott notes that he read in the grant that “premium pay” was not to be paid out prior to that date. Chief Parsons confirms that “premium pay” cannot be applied to work hours occurring prior to March 3, 2021. Shawn reiterates the BOS is trying to come up with the fairest and most rational way to disperse the grant. He notes if the Feds say you can’t use the grant money for anything prior to March 3, 2021, the BOS can’t say directly that that you were paid for your service back then, but they can use data points that say this was worked and instead of being “x dollars per hour it can be 2.3x dollars per hour.” There is further discussion of the parameters of the grant regarding “premium pay”. Scott suggests the BOS get the data and see what the Town has.

Haeyoon Jacobus states that “it seems clear that no one fully understands where the grant should be allocated to be used, what strings are attached, or what the stipulations will be so the Feds won’t come back on us”. She asks if the Town can wait before spending the grant. Sheila confirms there is no deadline. Ms. Jacobus reiterates that the BOS needs to take their time to see how other towns are allocating their funds. She urges the BOS to be cautious

and strategize. Shawn explains that is what the BOS is trying to do and reiterates that no decisions will be made at tonight's meeting. He notes the "action item" from tonight's meeting is for the Town's department heads to get an aggregate of the hours of labor expended during the requested timeframe. The BOS will aggregate that information at a future BOS meeting. Shawn confirms with Ms. Jacobson that the Town has already received the grant funds. Ms. Jacobson asks if there is an option for the Town to reject the grant money. Sheila explains the Town has until 2024 to spend the grant money and if it is not spent, any remaining amount will go back to the Feds. Ms. Jacobson expresses her concern if there are strings attached after the Town spends the grant that the Feds can come back and claim. She states that she "wants the BOS to be really cautious of 'free money'". Sheila explains there is a whole process the BOS must go through to expend the grant and accounting that must be done. Ms. Jacobson states that she "will trust the BOS." Shawn reiterates that the BOS will not be making quick decisions and that this was why they held the open meeting for the public tonight, because they would like to hear ideas from the Townspeople.

Scott notes a couple of points of clarification. One, as far as the payroll/hazard (premium pay), the BOS is just looking for the number of hours. Two, regarding the actual grant funds, the BOS needs to figure out if they are being administered by the Feds or the State and there must be a point of contact somewhere. He states that he can't believe there is nobody to answer any questions or clarify if proposals qualify. Steve states that when the Fire Dept. got grants there were always points of contact and a binder with all the information for the grant and each grant was audited and the Fire Dept had to provide all the proofs. Shawn states the BOS should look at the grant with other towns and make sure other towns adhere to the spirit of the grant. He confirms that the department heads present at the meeting understand the BOS' request for "premium pay" hours. Chief Parsons confirms the dates for the State of Emergency are March 2020- June 2021. Sheila asks that someone notify the Highway Dept. of the BOS request. Kim will pass that information on to them. Scott reiterates the BOS is only looking for an approximate number of hours.

Shawn reviews the proposals with the public and the BOS. Scott suggests going back to the digitization project, noting that he deems that a priority. Ms. Tracy emphasizes the Town needs to do something. She has records back to 1700 in her office closet, the fire safe, and the vault. She reiterates the Town needs to do something with these records. Shawn explains the BOS has been looking at digitizing these records for many years since he's been on the BOS. He states it will be hard to go to the voters to ask for the funds to do a digitization project. He explains that is far more complex than just scanning the records. They must be able to keep these records and find their records afterward. He notes there is "a lot of historical precedence that can be gained from the 1700-1800 minutes and decisions made by the Town are all in those books and that's where it sleeps, and no one can read them". He feels that over time people could begin to be interested in the history of the Town. Shawn notes that digitization will give the BOS the ability to address the existing problems and there is no other alternative. The BOS needs to seize on this moment.

Scott states that he feels the Town could have addressed the issue earlier with a mandate to "eliminate paper". Sheila disagrees, stating "it's not that simple". Scott reiterates it is the execution and what the Town is willing to do. He notes "the reality is that people aren't going to change and do something new without it being mandated" and refers to the mentality of "we've always done it this way, why do we have to do something new." Sheila states that it is also a priority for her but she would like to see an updated estimate of what Mr. Becker gave the BOS. She states that she has conflicting information. Shawn reminds her that the estimates are from all different departments. He states that he would like to see the information aggregated into a spreadsheet so the BOS can see all the costs. Scott notes that he thought the total was in the vicinity of \$183,000. Sheila states she spoke to Mr. Becker and the total for everything was \$73,213.50, with a breakdown of \$7,000 for upfront costs and training and \$350 per month after that as ongoing, as the department heads do their work. That would be \$7,000 added on to the contract for \$66,213.50, this was for PD, Town Clerk, Assessing, Tax Collector, it also included the vault, total cost of \$73,213.50. Shawn asks if Mr. Becker was aware of all the records or just a subset of the records. Kim explains the quote was for what Mr. Becker could see in each department. Ms. Tracy showed him the old records in the vault and the file cabinets. Sheila notes that the Heritage Commission had questioned about the old records being done and the quote took care of that issue with the items in the vault. Kim states the estimate for scanning everything was \$45,509. It would cost \$11,200 for the initial license, system set-up, and subscription. The total for the first year to

set up and scan what they have seen is \$56,752. She notes the Police Dept is not included in this estimate and is entirely separate. Sheila states her figures is for the entire town hall and the Police Dept.

Scott asks if Recordsforce is the only company that does this and questions the issue of getting only one quote from one company. He confirms the price going forward is \$350 per month and asks how long the price is guaranteed. Kim reads that anything over 50,000 documents that Recordsforce has to manage will cost \$350 per month or \$4200 per year. Kim explains the Police Dept. estimate for scanning, imaging, and filing is \$20,661.50 plus the \$11,200 for the license, etc. and the anticipated costs for the first year of the subscription are \$4200. She explains the anticipated costs for the third year with over 100,000 documents are \$580 per month or \$6960 per year. Anything over 100,000 documents is \$730 per month or \$8760 per year. Sheila states that when she talked to Mr. Becker, she was told the total was \$73,213 for everything including the Police Dept and Town Hall. Kim states that she spoke to Mr. Becker after Sheila had spoken to him and these were his updated figures. Shawn confirms that Kim's numbers are updated and that the BOS needs a real dollar amount if they decide to move forward with the project. He agrees that the BOS should look at other companies as well to ensure the price is fair. Scott states that if this project is a priority, if this a real number, what is the price from "company B". Shawn asks if there is a "company B" willing to do the project.

Ms. Mansfield asks about other towns and what future-proofing looks like. She explains that anyone who has worked for the State in the past knows their software is not "future proof" and discusses issues with trying to access outdated and/or poorly designed software. She notes it's important when getting bids to speak to other towns regarding how well they can move forward, noting there are long-term issues when systems collapse. Shawn agrees and notes the BOS should get references for the current bid/proposal. Scott asks where the copies of the records go. He expresses his concern is that the Town's records are stored in a database that Recordsforce hosts. He asks what the Town would do with its hard copy. Shawn suggests working with RMON to store the Town's backup copy. He agrees that the Town should have multiple copies of the data necessary to ensure nothing happens if the company "goes belly-up", noting that at least the Town would have a copy of the records.

Ms. Tracy confirms that Dottie is going to the NHMA conference. She states that usually there are multiple digitization companies at these conferences that already work with municipalities. Ms. Tracy suggests that Dottie can get more information about different companies. She notes that other municipalities would already be using these companies so the BOS can call for references. Shawn agrees, noting the BOS "still needs to do its homework".

Shawn notes the BOS has also received a proposal for security for the Town buildings, for monitors, and surveillance and this is something the BOS should want to consider. Other proposals are from the Highway Dept. for equipment, a lawn trimmer/mower/hedger for the streets. Sheila states that she hopes to put that proposal towards the second half of the grant. Steve disagrees. Sheila notes the Town hasn't had one (a mower) for years and doesn't need one right now and the BOS has other priorities. Steve notes stormwater management was mentioned in the grant. Sheila reminds the BOS is hoping the grant will cover Kimball Terrace under stormwater management and reiterates the possibility of an infrastructure grant.

Steve asks Sheila if her proposal for the Animal Control (ACO) software is the IMC program. Sheila confirms this is so and explains the software will only provide the module for her to input her ACO reports. Those reports would go into the IMC database at Rockingham County. She reiterates that she has no way of looking at anything in the modules, it is for input only. Law enforcement can look at anything, but she cannot. Steve asks if "QuickBooks" would be cheaper and just as effective for the number of calls she deals with. Sheila states that she "does a lot of calls" and explains that "QuickBooks is only for payroll and the reports 'don't go anywhere.'" With the IMC software, when she inputs a report, it goes to Rockingham County into a central database and any law enforcement agency in the country can look at it. She reiterates that she has no way of looking at that report once it is submitted to the database. Steve explains that he is trying to clarify in his mind, prioritizing how important expenditures are when he votes for them. He expresses his concern that Sheila could get into the IMC records and notes that Sheila has clarified that she can't do that. Sheila confirms that she "never could". Steve states he is wondering about the validity and importance of a "dog bite" and asks how many she has in a year. Sheila explains it is not just dog bites, but any call she takes would be reported into IMC. She states animal calls could lead to domestic violence, animal

abuse, or other incidents with a history of ongoing complaints or issues. -All these things are tied in with what they call a link.” Steve asks if she could physically mail the reports to Rockingham. Sheila reiterates that the reports still won’t go anywhere, that they must be on the computer into the system. Steve explains that he stopped using Temsis for uploading medical reports because he thought it was a duplication of effort for the Danville Fire Dept. when they didn’t even transport the patient. Sheila reiterates its very important that not only are the calls documented as received but documented as to the outcome to each call received. Steve notes that Temsis told them they would no longer license their (Danville’s) ambulances so he had to comply with their reporting requirements, but it is still a repetition of data that they don’t need. Sheila confirms with Chief Parsons that if law enforcement goes into IMC with someone’s name, they can see a history of whatever has gone on with that person. Chief Parsons clarifies that anything the Police Dept. inputs into IMC goes into a database for Rockingham County. He notes that people outside of Rockingham County can’t see that information. Local Police Departments that utilize Rockingham County’s service can see the case number, but can’t pull up any details, just the person’s name, the incident, and the subtitle. Chief Parsons expresses his concern with Rockingham County allowing Sheila to be in their server because she has no one providing oversight to what she is doing. Sheila states that RMON worked with Rockingham and has received clearance to submit her reports. She reiterates that she doesn’t have access to get into anything or see anything and that once she inputs her reports, they are “gone.” She notes that she can’t even add any updates to a report once it has been submitted. Chief Parsons explains that no other agency can see the details of her reports either- they can only see that a report has been filed. Shawn closes the discussion at this point.

Mr. Northland states that the only justification that runs clear through the entire grant is “it is justified due to COVID.” He suggests that perhaps the digitizing of the Town’s records, if not for this COVID pandemic, could be for the next pandemic so that everything could be online. He states that if the BOS can’t justify the project for this pandemic or the next one, it should be considered a moot point. Sheila explains that the digitization project would be considered a software upgrade. Shawn clarifies that Mr. Northland’s point is that there is justification for the project because the Town is creating infrastructure for the next pandemic. The Town will be able to vastly reduce human interaction and the BOS can justify that 100%. Mr. Northland agrees. He also notes this all depends on how much revenue the Town lost in 2020. The Town is supposed to average town revenue from 2017-2019 and subtract 2020 revenue and that will equal the amount of the lost revenue. That amount should be the limit of the proposals. Sheila states that the formula used to calculate losses is “crazy”. Mr. Northland disagrees stating that it is simple. Shawn thanks Mr. Northland for his input and closes the discussion and public input for ARPA.

III. Budgets

4150.40- Tax Collector: Kim presents the #4150.40- Tax Collector budget for \$76,171. She notes that she has added the 4.4% COLA to her and her Deputy Tax Collector’s salary. Other expenses include a new company for tax research because the owner of the company the Town has used has serious health issues and can no longer do the work. Kim explains that expenses in General Supplies include envelopes and the training this year was done virtually. She is hoping that training will be in-person in 2022. She quickly reviews the remaining lines in her budget that were level-funded. Shawn confirms that Kim has added a new line to her budget to reflect costs for FICA, etc. as per the BOS directive to reflect the “true cost” of the salary lines. Sheila asks for the year-to-date expenditures from the Tax Collector budget. Kim states she would need to get those figures from Patty (Sarcione). She notes that Patty had told everyone that she (Patty) would provide the year-to-date reports. Shawn states that the BOS should be getting a year-to-date report every pay period. Dottie states that the year-to-date reports are in the folder. Kim asks Dottie if she had done a pay matrix for the Tax Dept. Dottie states that the Deputy Tax Collector Clerk would be the same as the Deputy Town Clerk. That pay rate was \$17.97 per hour for a first-year employee up to \$21.81 per hour. The BOS had been adjusting the pay rate from \$18.25 per hour to \$20.00 per hour. There is a discussion and some confusion over what the other salaries were increased to. Kim asks the BOS to keep in mind that her budget was based on having two staff members at \$16.49 per hour. Dottie agrees that the rate should be increased. Kim notes her Deputy Tax Collector has been working for her for three (3) years. Dottie notes that new staff have received rate increases to \$18.00 per hour, the Deputy Tax Collector’s rate should be increased to around \$18.50-\$19.00 per hour. Shawn confirms any increase could be accommodated in the current salary line. Sheila asks Shawn to look in the Signature File for the year-to-date reports. Shawn passes the folders down to her. Shawn asks the BOS for recommendations for the Deputy Clerk’s salary, reiterating that it won’t change the bottom line of the budget, just

the rate of pay for the salary line. There is no discussion on the Deputy Tax Clerk's salary. Steve motions to approve the #4150.40 Tax Collector budget for \$76,171. Second by Scott. Vote is 4 yes, 0- no, 1- abstention. Sheila abstains because she could not find the information she was looking for. (4-0-1).

🗳️ **#4150.40- Tax Collector is approved for \$76,171** **Vote: 4-0-1**

4153.10- Legal: Kim presents the #4153.10- Legal budget for \$45,500. She notes this budget has been level-funded. Shawn explains that the Town expects that some of the expenses for 599 Main St. will be "winding down soon" Scott motions to approve the #4153.10 Legal budget for \$45,500. Second by Steve. Vote is unanimous (5-0).

🗳️ **#4153.10- Legal is approved for \$45,500** **Vote is 5-0.**

#4194.20- Community Center: Kim presents the #4194.20 – Community Center budget for \$34,450. She explains the Community Center Committee (CCC) met last Thursday and that Sheila and Sharon Woodside requested that the Repairs and Maintenance line be separated. The Maintenance line is Matt Bean's (the custodian) salary. The CCC did not come up with a figure for repairs, so she left it at \$10,000. She notes that they are trying to "do the front deck and the Lion's Club is doing some fundraising for the ramp." Kim states that she would like to keep some money in for the repairs to the front deck. Shawn explains that when the Town got the building years ago, the budget was \$60,000-\$70,000 a year and that has been reduced as repairs to the infrastructure of the building were made. The Community Center budget has been at \$27,000 for the last 3-4 years and that he feels an increase of \$6,000 for repairs is fair. He notes that the BOS has been focused on other projects, but he believes they need to come back and address the issues at the Community Center. He states that he supports the increase in the Community Center budget to \$34,450.

Steve states that he has issues with the Maintenance (Custodian's) line. He had questioned the salary in earlier meetings because the Community Center was closed and not being rented but signed a payroll voucher for \$35.00 per hour and he is concerned. He also questions what the line for Professional Services was for. Kim explains it is how she is paid to manage the Community Center. Shawn explains that they need someone to answer the phone calls and deal with the logistics of managing the building because the BOS did not want to handle that through the BOS office and staff and Kim has done this since the beginning. Steve and Sheila state that during the day, Community Center issues are handled by Kim while she is staffing the BOS office. Kim states that she also gets calls all weekend and during "out-of-the-office" hours. Shawn reminds the BOS that Kim has come in on the weekends to run the logistics of the Community Center such as arranging for keys, etc. and he does not expect anyone to do that for nothing. Kim agrees that no one will manage the Community Center for nothing because it is a lot of work.

Dottie also comments on the Custodian's salary. She states that she doesn't understand why someone is getting \$35.00 per hour to clean, doing three (3) hours per week for \$210, noting that other town custodians are only making \$13.00 per hour. She notes that when she was doing the salary comparisons, the average rate was \$16.48-\$19.06 per hour. She reiterates her concern with this salary. Shawn notes that the Community Center custodian also deals with winter maintenance. Kim states that he helped her set up for tonight's meeting for the BOS. She also clarifies that it is more a stipend than a salary. Dottie states that he is showing it as hours worked. Kim explains that Patty Sarcione told him to do that for auditing purposes and notes it has been the same sheet since the day he (Mr. Bean) started. Sheila states that "a stipend is a stipend and you don't show the hours." Kim notes the CCC was also discussing a 15% increase in the Custodian's salary. She states that she does not believe that Mr. Bean is getting \$35.00 per hour, noting that he is at the Community Center 3-4 nights per week. Dottie asks why that isn't reflected on his timesheet. Kim explains that Mr. Bean never fills out his timesheet because he never comes into the office. It's just a document that she attaches to the pay warrant.

Scott confirms the Community Center Custodian is getting a 15% increase in his rate of pay. Sheila explains that he's been there six (6) years. Sheila confirms there was a discussion of his pay at the CCC meeting. The yearly salary is \$5460 or \$210 bi-weekly. Dottie questions if that is for six (6) hours. Kim disagrees stating it is not just six (6) hours. She reminds the BOS that the CCC is a whole new board and she is the only member that has been on the CCC from the beginning. She notes that everyone has opinions and suggestions, noting that Sheila recommended the 15% increase in the Custodian's salary. There is a discussion regarding how Mr. Bean's timesheet should look.

Scott confirms the Mr. Bean's pay is a stipend and questions why he is submitting a timesheet. Kim reiterates that the request came from Patty Sarcione. Steve clarifies that the custodian is a "vendor" and notes that his "heartburn" is because when the Community Center was closed in 2020, the custodian still got \$35.00 per hour. Shawn states that he understands Steve's concerns and explains that the stipend was paid, as a vendor, provided the custodian was able to do the work. Shawn agrees that if the Community Center was shut down and the Town was not renting it out, there was no need to pay the stipend and the BOS should not have been paying it out. Sheila states that "he's been signing his name to his timesheet every payroll". Steve states that he "has no problem compensating someone who's doing a good job," noting that he's the one that brought up the pay raises. He states "do the work and get paid a fair hourly rate, but if you are not doing the work and are not here, you don't deserve to get paid." Shawn agrees. Sheila states that's hard to do when you're on a stipend. Steve clarifies if there is a contractual obligation, even if it is verbal, he has no problem with that. He feels the timesheets are fraudulent. Dottie agrees, stating that if the Community Center is rented three (3) times a week, is he still only cleaning it once? Kim states that's not the case. Dottie reiterates the BOS can't see what's really being done.

Kim reiterates that copies have been made of the same timesheet for the past number of years. Sheila expresses concern that Mr. Bean's paycheck doesn't show his pay as a stipend. Kim states that she can't answer that because she doesn't know how the books were set up. Sheila asks who does the input for payroll. Kim clarifies that Patty Sarcione inputs the pay warrants. Shawn reminds the BOS that Patty Sarcione is the Finance Director. Steve states that his conflict is that the custodian has been getting paid this way for years and Patty Sarcione only started last year. Kim reiterates that she has nothing to do with it. Scott states that if the custodian pay is truly a stipend, the pay warrant needs to be corrected. He asks who oversees the custodian. Kim states that she does. Sheila states that it's "on our dime". Kim disagrees. Sheila states "it certainly is", Kim responds that "it most certainly is not". Scott stops that discussion and asks how much time the custodian averages in a week. Kim estimates that he is there 4-5 days a week for approximately two (2) hours, depending on if he is doing the floor with the polisher. Scott confirms the custodian is averaging 8-10 hours per week. Shawn notes the custodian has to set up the Community Center for those using it, clean the bathrooms, and deal with any other issues that need to be addressed. Scott calculates that he is actually being paid \$10.00- \$11.00 per hour. Steve states that he doesn't have a problem with \$6279 for the Custodian's salary if it is a stipend and he's responsible for that. He notes that he used to plow the Community Center parking lot and there was always a teenager doing the shoveling. Shawn explains that "was Janet's son". Kim notes that she has shoveled the Community Center as well. Scott reiterates that if the Custodian's salary is a stipend, there should be no timesheet. Kim states that she will check on it. She states that on Thursday, Mr. Bean told her he was "a 1099." Scott confirms it doesn't matter; a stipend should not have a timesheet. Scott motions to approve the #4194.20 Community Center budget for \$34,450. Second by Shawn. Vote is unanimous (5-0).

🇺🇸 **#4194.20 Community Center is approved for \$34,450 Vote is 5-0.**

Steve requests that in the future, the BOS see the income from the Community Center. Kim explains she will need to get that information from Patty Sarcione. Dottie asks how many times the Community Center has been rented this year. Kim states that it has been rented 8-9 times, but is used almost every night. Sheila notes that she will need all this information for BudCom. Shawn states the Community Center income should be reflected in the BOS revenue budget.

IV. Old/New Business

Signature File: The BOS reviews the contents of the Signature File. This is not a pay warrant week.

Minutes: Shawn notes that he postponed reviewing the minutes for the October 4, 2021 meeting until Sheila and Dottie could be present. Sheila motions to approve the minutes for the October 4, 2021, BOS public meeting as written. Second by Dottie. Vote is unanimous (5-0).

The BOS review the minutes for the October 11, 2021 public BOS meeting. There is a discussion if the "Amy" that represented the Danville Long Pond Protective Association is "Amy Berry". Shawn asks Kim to confirm this and authorizes her to change the name if necessary. Scott suggests that "Amy's" surname be struck from the minutes. He notes there are several members of the DLPPA named "Amy". Steve motions to accept the October 11, 2021

BOS public minutes as amended. Second by Scott. Vote is 3- yes, 0-no, 2-abstentions. Sheila and Dottie abstain as they were absent from that meeting. (3-0-2).

The BOS review the minutes from the October 4, 2021 Non-Public BOS session. Dottie motions to approve the minutes as written. Second by Sheila. Vote is unanimous (5-0).

Public Statement: Shawn explains that the statement is regarding the issue that the BOS has been dealing with regarding Mr. Ortiz's Home Occupation Application. He reads the following into the minutes:

"Mr. Ortiz's Home Occupation Application was approved in error. The application should have gone in front of the Planning Board for a site plan review. However, after a discussion with our Legal Dept. and the nature of the business, we (the BOS) decided not to have Mr. Ortiz come in for a second application. We (the BOS) made a mistake as a board and consulted legal. We believe, based upon the nature of the business, that it would impose an unfair burden on the homeowner and we are going to accept that as is and we ask Mr. Ortiz that if he looks to do any kind of further modifications or business adjustments that he would need to go in front of the Planning Board and fill out the "normal" application that he would have had to gone under initially but for this boards' error that caused him to go- it was through no fault of his own. It was our office that did that and we've made the corrections and updates so that this doesn't happen again. But we are not going to make one of our citizens go through hoops to correct the matter that this board had failed."


Sheila asks if Legal Counsel would be notifying Mr. Ortiz of the BOS decision. Shawn states that he is notifying Mr. Ortiz through this public statement as part of the minutes.


Shawn reads the Town Announcements listed below. He adds that there is a Special Meeting at 7:00 PM on Thursday, October 21, 2021, at the Timberlane High School gym to accept funds received through additional State funding. He explains that everything will be done at this one meeting, both the deliberative session and the vote on the decision. Shawn notes the State funding is for almost \$1M and the meeting is to expend the funds this current year to address infrastructure and capital projects. The Facilities Dept. has laid out plans that will be discussed at the meeting.

Old Fire Truck: Sheila asks what the Fire Dept. plans are for the old fire truck. Steve suggests the Town could auction it off or try to sell it. Sheila asks about the two trucks that are at the Highway garage. Steve and Shawn state that one is being used for parts. Steve notes that "when Jimmy's (Seaver) is done with them, he will probably scrap it." Shawn notes the "vast improvement" at the Highway garage and gives credit for a great job to Mr. Seaver and Andy Ward. Sheila also expresses her concern with the trees that are growing over the top of the shed next to the old fire truck and asks if Auger can remove them. Kim states that she can get quotes, but does not believe that Auger will do tree removal. Sheila states that somebody needs to address the issue before the trees damage the shed. Steve states that he will look at the issue on Tuesday.

V. Town Announcements

Calendar

 **October 21- Thursday:** Special Meeting at the Timberlane High School gym at 7:00 PM to discuss and vote on the acceptance and use of unanticipated State funds.

 **October 25- Monday:** Board of Selectmen's Meeting at 7:00 PM at the Town Hall. Budgets to be reviewed are the Fire Dept. and the Town Cemeteries

**Hazardous Mitigation Plan meetings will be held on Wednesdays, via ZOOM from 1:00 PM- 3:00 PM
On Oct. 27, Nov. 17, Dec. 1, and Dec. 15.**

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

The public session of the October 18, 2021 BOS meeting ends at 8:56 PM.

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

Respectfully Submitted
Deborah A. Christie