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Town of Danville
Board of Selectmen
Monday, November 22, 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; Stacie O’Connor, Field Coordinator; Rob Loree, Vice-Chair Conservation Commission; John Hughes, Fire Ward, Tim Howard, RMON, Janis Costa-Deedy, RMON, Danville Customer Success Mgr.; Cassandra Rheault, RMON, Re-sale Mgr. Kathy Beattie, Danville Treasurer; Jimmy Seaver, Road Agent; Resident: Katherine Nazzaro, Robert Chouinard, Sharon Griffin Woodside

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

Shawn asks if there are any members of the public not on the agenda who wish to address the BOS

Stacie O’Connor, as the Field Coordinator, states that she would like to present a gift to the Town and the Community Center from the Tornados Football Team. She explains that they had team photos done for the 3-4, 5-6, and 7-8 grade teams and felt that it was appropriate to gift a copy of those photos to the BOS and the Community Center for all the support provided by the Town. Dottie is elected to open the “pink” bag and the photos are passed around. Shawn expresses his appreciation for the gifts.

Rob Loree, as Vice-Chair of the Conservation Commission, requests that the BOS ask Eversource to turn over any data information that Eversource found on Town property with regards to wetlands, biodiversity, and delineations as per their previous agreement to do so. Shawn notes that Carsten Springer had spoken with him earlier that day. He explains that Eversource has all this information and the BOS would like a copy of it so the Town can use it for planning purposes. He requests the following motion be made: *“The Danville Board of Selectmen requires Eversource to provide to the Town any and all survey biodiversity, wetland delineation, and other data that Eversource has collected on Danville town property as per one of the agreements of their last conditional use permit that the Planning Board issued to Eversource and that Eversource agreed to.”* Sheila makes that motion. Second by Dottie. Vote is unanimous (5-0). Shawn explains that a copy of the motion and vote will be sent to Eversource as a formal request as well as to the Conservation Commission for their records.

Fire Ward Opening: Steve, as the Fire Chief, states that he has received a letter from Fire Ward Robert Sharpe stating that he is resigning his position as a Fire Ward effective immediately. Steve provides a copy of this letter to the BOS and explains that, due to family circumstances, Mr. Sharpe does not believe that he has the time to perform his duties as a Fire Ward. Steve states that he and the Fire Wards had an informal discussion and have a candidate they would like to propose for the opening, noting that he recognizes it is the job of the BOS to appoint someone to a vacant elected position. Shawn states that he needs to research the issue. He believes that when an elected board member resigns, it is those boards that appoint a replacement until the next election. In this case, the two remaining Fire Wards would select a candidate. Shawn suggests the BOS look into that issue to make sure it is done correctly. Steve states that he would like to publicly thank Mr. Sharpe for his years of service and notes that his particularly grateful that Mr. Sharpe is not also leaving the Fire Dept. Steve states there will be a Fire Ward meeting on Wednesday, December 1 and they will be discussing the issue and a possible candidate.

John Hughes, a Fire Ward, states that he looked up the RSAⁱ and explains that boards like the Planning Board can select a candidate and fill a vacancy, but that it does not mention Fire Wards, so he believes that role must be done by the BOS. He notes that historically, the Fire Wards have provided a nominee to the BOS. Mr. Hughes states that the Fire Wards would like time to meet and discuss this before bringing a nominee to the BOS. Shawn agrees and states that he would also like to thank Mr. Sharpe personally and as the Chair of the BOS. He states that Mr. Sharpe has done a lot for the community and that it does not go unnoticed. He wishes Mr. Sharpe and his family well.

Katherine Nazzaro, a resident of Danville, states that she has an issue with recent paving on her road. She states that while paving, the Highway Dept. “ruined a section of her house”, she clarifies this is a “huge section of her grass”, and that when she spoke to “Jimmy from the paving company” she was told “too bad” and that she does not find that response acceptable. Ms. Nazzaro provides photos of the damage to the BOS for review. She states that she has already spoken to an attorney who has advised her that the Town has different by-laws, but what the Town has done is not acceptable. Shawn reviews the photos. Ms. Nazzaro explains that the area was just reseeded and the paver came over and put concrete to her house. Shawn explains that legally, the Town has an easement for road maintenance. Ms. Nazzaro agrees and notes that was part of her discussion with the attorney. Shawn reiterates that he believes the paving was part of road maintenance and confirms this with Jimmy Seaver, the Road Agent. Mr. Seaver states that what was left was gravel and not concrete. Ms. Nazzaro notes that he left a certain section, and expresses concern that with the first snowstorm the gravel will come up further onto her lawn, completely ruining it. She reiterates this is not acceptable. Ms. Nazzaro also notes that she has not seen this done to anyone else’s lawn.

Shawn explains that it depends on the road’s shoulder. If the gravel is not put in, the road will deteriorate underneath the pavement and all the pavement will crack and break. He notes this is done on an “as needed” basis. Ms. Nazzaro states there are other streets in Danville “exactly like this and they did not do anything like this.” There is some discussion between Shawn and Mr. Seaver. Ms. Nazzaro again reiterates that it is not acceptable and she is willing to get an attorney because they have already talked to one. Shawn responds that if that is what she needs to do, she can certainly go ahead and do that and that she always has that right.

Ms. Nazzaro also notes her concern that they were not notified, stating that the home is well posted with “No Trespassing” signs. Shawn again explains that the Town has an easement for road maintenance. Ms. Nazzaro disagrees stating this is her property. Shawn explains that yes, it is her property, but the Town has an easement on it for maintaining the road. Ms. Nazzaro states that she will have an attorney talk to the Town.

There being no further comments from the public, Shawn closes the Delegate session at 7:07 PM.

II. Budgets

4150.60- Information Technology: Tim Howard from RMON, the current provider of IT for the Town of Danville presents the #4150.60 Information Technology budget for \$89,701. He introduces Janis Costa-Deedy as the Danville Customer Success Manager and Cassandra Rheault as the Re-sale Manager. Mr. Howard reminds the BOS that when he presented the FY2021 budget last year he had noted that the Town would need to budget for improvements and additional spending for needed hardware because the Town had not done any upgrades for quite a few years. Mr. Howard explains that Janis did the breakdowns to show existing costs to maintain the Town’s PC servers, firewalls, backups, anti-virus, Microsoft Office Suite, and cyber-security. The FY2022 budget breaks out the number of PCs by department, the rate charged for each service, the Quick Books codes for each service, and the total cost of services. He notes that his supplier has increased their costs by \$5.00 per device, servers by \$10.00 per device, and these increases were passed on in the budget. Fire-wall protection and Backups remain level-funded. The Anti-Virus program is changing, but the price is remaining the same, RMON is just moving to a better product. Mr. Howard notes that he is also changing the Microsoft Office Suite and Exchange program on a different level based on the number of licenses required. Microsoft has notified them of a price increase beginning in March 2022. This will cost the Town \$2.00 per SKU with an annual commitment. However, if the Town chooses to renew its contract with RMON on a monthly basis, there will be an additional cost of 20%. He explains

that Microsoft used to bill only for the licenses that were being used, but are now requiring a commitment to a certain number of licenses and RMON must pay for those licenses even if they are not using all of them. He notes that if they add to the number of licenses they have committed to, they are charged the same rate of those committed licenses, even if those costs have increased. Shawn confirms that six (6) Town employees only have Microsoft e-mails and do not use their PCs for any other Office programs.

Mr. Howard reiterates that the budget for Backups and the Cyber-Security bundle have remained the same. He asks for clarification in the Police Dept budget regarding the Microsoft licenses as he does not want to reflect those costs twice. Shawn explains that the BOS made changes in how the budgets are presented to reflect the true costs of each department's operations. Mr. Howard notes that for the Town and the Fire Dept. the issue is just the costs of the licenses. Shawn notes that at the end of the day, it is still tax dollars that support all these operations, it's just how the Town will account for those expenses. Mr. Howard explains the "Microsoft Government" line. He states the Police Dept is mandated under the federal CJIS (Criminal Justice Information Service) law to be broken into their own "tenant" that certifies and services only the Government side of the Microsoft programs. At some point in time, the rest of the Town departments will fall under this realm of the government program, but right now the federal government is just dealing with the security of Police Departments. Shawn explains that as long as the Town can break out the expenses for each department and reflect them in the appropriate budgets, everything is fine.

Mr. Howard explains that page #2 of his proposal reflects the recommended hardware upgrades. He notes the issues with slow computers, dropped calls, etc. He explains that RMON put loaner equipment in the Town Hall and the Fire Dept and these issues were resolved. Shawn states that he thought the upgrade of the phones was the issue. Kim confirms that was only part of the issue at the time. Shawn commends Mr. Howard for RMON's support whenever the Town has IT issues.

Mr. Howard explains that he is providing Quick Book codes for each item so that Kim can allocate the funds appropriately when she is paying the bills. Kim notes that she has some of the R and Rs on the Selectmen's budget which may need to be changed around. There is a discussion between Kim and Mr. Howard regarding how to allocate the costs in his billing. Mr. Howard notes there is other software that the Town uses outside of that provided by RMON and these would need to be added to the RMON Quick Book codes for the Town budget. Shawn explains that the BOS would need to clarify this with Patty Sarcione, the Town's Finance Director to add this to the budgets. He confirms the proposal contains all the recommended projects. Mr. Howard confirms the project costs for the Town Hall total \$8,508.45. The project costs for the Safety Complex (Fire Dept.) and the Police Dept. Government licenses total \$23,687.05 for a total of \$33,664.50.

Mr. Hughes reminds Shawn that the Fire Dept. budget had allocated \$4000 for hardware upgrades in their budget to fix the issues with the WIFI. Mr. Howard confirms that budget recommendations for the Fire Dept. upgrades are approximately \$4000. Shawn reviews the equipment budgeted in RMON's budget for the Fire Dept., noting that if it is already in the Fire Dept. budget, they can reduce RMON's budget by that amount. Mr. Hughes expresses his concern with "double budgeting". Mr. Howard agrees that was also his concern. Shawn notes that BudCom will also be reviewing the budgets and will bring any duplication to the BOS's attention.

Janis explains that many of the things proposed for the Police Dept will help the Fire Dept as well, as the Police Dept. equipment upgrades will also benefit the Fire Dept. Shawn states that he believes having both departments involved in these IT upgrades will make the whole IT infrastructure "more robust". Mr. Howard states that he believes RMON has done a "great job" asking for funds only every few years when it is absolutely needed. He notes that the Town Hall server also needs to be upgraded, but won't ask for that to be done until FY2023 because they can still "get by" with the existing hardware.

Sheila confirms that the ARPA grant funds can be used for the technology upgrade projects. Shawn agrees noting all the infrastructure upgrades are eligible for ARPA funds. Shawn clarifies that only the actual equipment is eligible, not maintenance items such as licenses renewals, etc. Mr. Howard warns the BOS that because some of the software updates are subscriptions, they have been denied for ARPA funds. Shawn states this is the reason he

wants someone from the State to approve the proposals. Sheila explains that the BOS will not get that advice from the State. She states “they will look at it (the proposal), but won’t tell you if it’s a go or not.” She states the BOS must do its own due diligence. The reason is the State does not want to be responsible (if a proposal is later rejected). Sheila confirms with Mr. Howard that the documents he submitted for his ARPA proposal are the same that they are reviewing tonight. Kim confirms the Police Dept. also put computer upgrades in their budget in case there were issues with the ARPA grant. Steve expresses his concern with RMON’s ARPA proposal without getting the required three (3) bids. Sheila explains that “this is something that is continuing and somebody the Town has used for a while and something that can’t go out to bid.” She notes they will need to explain this to the Feds. Scott asks to keep this issue separate and focus on the budget.

Mr. Howard reviews page #3 with the BOS. Shawn asks about the highlighted items. Janis explains that everything that is highlighted reflects the costs explained on pages #1 and #2 of the proposal. She recommends that the BOS add a Quick Book line item strictly for cyber-security because that is becoming a prominent issue. She notes that it is a cost that may increase through the years. Shawn states that he would entertain that idea, but notes the Town is trying to get off Quick Books and move to a new accounting system. He notes the BOS will need to have a conversation with the Town’s Finance Director regarding the timetable for the conversion to the new accounting system. Mr. Howard explains this will be just one of the Town’s codes and that RMON is requesting a line code reflecting the “security line item” so the Town always knows what it is spending just for cyber-security. Shawn totals the following, noting that the budgets do not reflect cents, only whole dollars: Page #1-\$49,964, Page #2-\$33,664 minus \$3054 (already reflected in the Fire Dept. budget) is now \$80,574; plus Internet Service Providers-\$7044 and Internet Webhosting for \$1653 for a total of \$89,271. Shawn notes this is less than the FY2021 budget.

Steve questions why the Town is paying for cyber insurance if they are also paying \$625 each month for a cyber-security bundle from RMON. Mr. Howard explains that if there is an incident- that the cyber-security bundle is the software to hopefully, prohibit something from coming in. He notes that no software can provide 100% protection. Steve states that if the Town is paying RMON to protect it, if “something comes up”, he would take legal action against RMON. Mr. Howard clarifies that RMON provides the software to “help the Town”, if the Town is compromised, the cyber insurance is a safety net for the Town. He suggests the BOS review their cyber insurance policy, noting that some policies stipulate that if you have XY technology, they will give a discount on the policy. Shawn agrees the BOS should inquire into this issue. Cassandra explains that the policy may also require that there be certain steps taken to prevent an incident. Scott notes this has become a huge issue across the board for businesses to deal with. The reality is that most of the time, it’s a human that does something they shouldn’t have done. Mr. Howard states the RMON security bundle does a great job of stopping 95-98% of spam. It’s that 2% that slips through that wreaks the havoc. Scott notes that scammers have become very creative with their e-mails allowing many of them to avoid spam blockers.

Dottie motions to approve the budget for #4150.60 Information Technology as presented from RMON for \$89,271. Second by Sheila. Vote is 4-yes, 1-no, 0-abstentions. (4-1-0). Steve votes no. Shawn thanks Mr. Howard for his presentation.



#4150.60- Information Technology budget from RMON is approved for \$89,271
4-1.

Vote is

Home Occupation Application: The BOS reviews a home occupation permit from Rob Chouinard who is starting his own subcontracting company. He explains that he has been in the fiber optics business for fifteen (15) years and is going into business for himself as a subcontractor for the telephone and cable company. He states that he will not be working out of his home. Shawn confirms that Mr. Chouinard has answered all the administrative questions on the application with Gail. Shawn reviews the answers and Gail’s recommendation that Mr. Chouinard’s business qualifies for the Home Occupation Application. Shawn reiterates that the work is done off-site. Steve asks what Mr. Chouinard will be using for a work vehicle. Mr. Chouinard states that he has a Ford E-350 van. Steve confirms that it is just one van. Mr. Chouinard explains that he is just starting his business and notes that if he hires someone “down the road” they wouldn’t be parking at his house. Shawn notes that part of the home occupation application process is that there will be no employees and that if Mr. Chouinard does grow bigger, he will need to reapply for a full business application with the Planning Board. Shawn reiterates that the

home occupation application is a special exemption for home-based businesses. Scott notes that if Mr. Chouinard does eventually have employees, there may be zoning issues because Caleb Dr. is strictly a residential area and he would need to find another business location. Shawn explains the BOS will approve and sign the application. Mr. Chouinard can return tomorrow and Kim will give him a copy of the approved application for his records. Mr. Chouinard explains that does the splicing for fiber optics after the contractors have pulled the cable. Shawn suggests that Mr. Chouinard contact Mr. Howard of RMON as he has a cabling component in his business. Mr. Chouinard notes that many towns and schools have been upgrading to fiber optics.

#4150.50- Treasury: Kathy Beattie presents the #4150.50 Treasury budget for \$16,483. She is accompanied by Sharon Griffin Woodside. Ms. Beattie explains that her salary and that of the deputy treasurer reflect the approved 4.4% COLA increase. She notes that she has also increased her salary based on previous BOS discussions of updating the wage/salary matrix for the FY2022 budget. Ms. Beattie states that her current salary is approximately \$13.61 per hour based on her stipend. Ms. Woodside asks if Dottie has researched the Treasurers' position. Dottie explains that as a stipend, the average pay was \$7,761 per year. As a salaried bookkeeper, the wage ranged from \$23.46-\$27.97 per hour, that Ms. Beattie's request for \$25.00 per hour is within that range, and that she (Dottie) has no problem with that. Steve agrees. Ms. Beattie notes that as the treasurer for the school district she only does one-quarter of what she does as the Town treasurer, which includes Quick Book accounting. She explains that her job as the treasurer of the school district involves only signing checks twice a month and balancing bank statements for one large and two small accounts and she is being paid \$27.00 per hour from the school district. Sheila confirms that Ms. Beattie has been the Town treasurer for six (6) years. Shawn states that he supports the salary increase to \$12,000 per year knowing how many hours Ms. Beattie works, noting "it's probably a correction we should have made a while ago." Steve motions to approve the budget for #4150.50 Treasury for \$16,483. Second by Dottie. Vote is unanimous (5-0). Shawn commends Ms. Beattie on the improvements that she has made in the Town's accounting processes. He notes that it is now concise and accurate, and the auditors must work hard and can only come up with deficiencies that are small and obscure.



#4150.50- Treasury budget is approved for \$16,483

Vote is 5-0.

#4194.10- Government Buildings: Kim presents the #4194.10 Government Buildings budget for \$71,040. She reviews the budget with the BOS. She begins by noting there is no change in the Custodial services salary. She explains that she has spoken with Leo Beauchamp regarding the idea of having a facilities coordinator, particularly during the summer to coordinate the con-call. She notes that Mr. Beauchamp helped her get the front porch painted and she would like to keep a salary in the con-call assistant line, possibly moving that amount from line #GB-111 to #GB-112 (facility coordinator). Sheila asks if Kim is trying to create a new position in that budget. Kim clarifies that the Assistant Con-Call is funded for \$2000 and that nothing has been spent from that line and that no one has been hired. Kim states that she is simply asking to move that money into #GB-112- Facilities Coordinator. Shawn explains it would allow Steve and the Fire Dept to be less involved in resolving issues with the Town buildings. Steve states that he doesn't mind doing it during the hours that he's at the Fire Dept. to save taxpayer dollars. He reminds the BOS that he and Patty Hess used to work together on town building issues. After some discussion, the BOS determines that Con-Call means "contractor on-call". Sheila states she doesn't understand why it's needed as a line item. Kim states it has been a line in that budget since 2008. Sheila responds that it was never funded until 2020. Kim agrees it wasn't used last year or this year. Steve suggests the BOS could do some research into the possibility of a facility coordinator for the whole Town. Kim notes that she has also put a lot of trust in Norm Collins and explains there are issues with having to wait to fix things like a broken window, moving tables for meetings, etc. Steve explains that in the past he has two "guys on duty" and there are the "guys from the Highway Dept." and he feels it's best to use the personnel the Town already has.

Dottie asks if the BOS ever considered putting the custodial services out to bid. Kim and Sheila confirm that the current company was hired as a local recommendation and the position was never put out to bid. Shawn notes the company was hired as the BOS was dealing with a personnel issue and services were no longer being performed, noting the Town needed someone quickly. Kim notes that the current provider is not raising their prices for FY2022. Ms. Woodside raises the issue of going into the Community Center and it not being cleaned after being used in between scheduled cleanings. Steve confirms with Kim that the Community Center has a different custodian.

Kim continues to review the following lines in the budget:

✚ **GB-410- Electricity** is level-funded. Shawn asks if Kim has projected an increase in the rates for 2022. Kim states that she can call the utility company for that information. Shawn expresses his concern with a possible increase in the electric rates.

✚ **#GB-411- Heating Oil** has also been level-funded. Kim notes that the Town is locked into the rate of \$2.899 until next May so she feels comfortable funding that line at that level.

✚ **#GB-414- Propane:** Kim states that she has level-funded this line as well because the Town currently has a credit of \$278.75 in FY2021. She explains that she is comfortable with this amount as the Town has only a small propane tank at the Town Hall. Sheila asks what the Town Hall runs from the propane tank. Dottie and Steve confirm it is the heat for the second floor of the Town Hall. Steve notes that he also has a small propane tank at the Fire Dept for their stove. Mr. Seaver asks if his propane use is reflected in this budget. Shawn states that the Highway Dept. has a wood stove for heat. Mr. Seaver confirms that he also has propane heat in the garage. Kim confirms the Highway garage is also included in the propane budget and reiterates that all the Town buildings are included. Scott notes that the cost of propane has also had a large increase. Kim states that she can check on these prices. Shawn agrees the BOS needs to do their due diligence and make sure they are budgeting enough.

✚ **#GB-430- Repairs and Maintenance:** Kim notes the Town has already spent approximately \$23,000 in FY2021, noting that the second floor of the Town Hall was redone to accommodate the Heritage Commission, explaining that instead of replacing the heating system, the Town installed ceiling fans to push the heat down. Steve asks how much this project cost. Kim states that she doesn't know without pulling all the warrants for the project. She notes the work was done by DT Electric, the Town's usual contracted electrician. Other costs from this line include painting the front and back doors and the stairs of the Town Hall, the Town Hall porch, and repairs from this summer's windstorm damage. Kim explains that the Town Hall will also need a new window. There is a crack in the glass that Mr. Collins has stabilized to hold them over until next spring. Steve confirms that Mr. Collins didn't have time to do the painting and replace the fascia that was damaged this past summer.

✚ **#GB-610- Supplies:** Kim notes this line has increased due to increased use in the Town Hall and the Fire Dept. Current expenditures have exceeded this budget line in 2021.

Shawn asks if \$25,000 is enough in the Repairs and Maintenance line. Kim states that she believes that it is because repairs and maintenance for the Community Center are in the separate Community Center budget. Steve notes that the Fire Dept. doors need attention again. Kim offers to provide a list of repairs to the Town Buildings that have been expended from that line (GB-430), noting that she and Patty Sarcione made some changes to correct how some things were charged, so she feels the current expenditures are accurate.

✚ **#GB-840- Alarm System:** Kim explains that the Town pays Pulsar in Plaistow for 599 Main St., the Fire Dept., the Police Dept., the Town Clerk's Office, and the Community Center. Steve notes there is a large increase in this line. Kim confirms this is the current price for those services. She states that the yearly fee also includes service calls.

Shawn suggests that the BOS approve the level-funded Government Buildings budget until they receive the requested updated cost information, noting the BOS can adjust the budget later if needed. He notes the BOS is looking for the updated costs for electricity, heating oil, and propane. Steve motions to approve the budget for #4194.10- Government Buildings for \$71,140. Second by Dottie. Vote is unanimous (5-0).

✚ **#4194.10- Government Buildings budget is approved for \$71,140. Vote is 5-0.**

#4130.10- Executive (Selectmen's) budget: Kim presents the proposed budget for the #4130.10 Executive-Selectmen's budget for \$206,693. Sheila asks for clarification for the Recording Secretary line. Kim explains that she works for Robert Half, a temp agency. Steve asks Kim how many hours she truly works as the BOS's Administrative Assistant. Kim responds that a fair average would be thirty-two (32) hours per week. Steve confirms that the current rate for that position is \$20.40 including the 4.4% COLA increase. Kim notes that Dottie did an average wage survey for the Administrative Assistant position that included Danville. When she figured out the average, she took Danville out of the equation because there was such a difference in what is being paid in the

surrounding towns. Kim explains her average wage survey range was \$28.72 to \$31.33. Steve states that when the BOS started the FY2022 budget process, he and Dottie were on the same page about paying the Town employees fairly. Dottie agrees. Steve notes that on Kim's behalf that she is the face of Danville Monday through Friday 8:00-4:00 and that the previous Town Administrator was making \$35.00 per hour with a full benefits package. Dottie reminds him that person was also doing the Finance Director duties. Steve states that he feels that both Administrative Assistant and the Land Use/ Assessing Secretary salaries are "grossly underpaid". He notes the BOS raised the salary of the Deputy Town Clerk to over \$20.00 per hour. Dottie confirms the BOS did not raise the Town Clerk's salary but did adjust her salary as the Welfare Director. Shawn reminds the BOS that the Town Clerk's salary was adjusted in the FY2021 budget. Steve reminds the BOS that they have just increased the salary of the Town Treasurer and that he feels they should also adjust the BOS Administrative Assistant salary as well.

Dottie explains that she did a wage and salary survey that included Danville at the current rate. Her survey range was \$27.06 to \$29.15 per hour. She notes that she agrees that the current salary should be increased. Steve asks Dottie for her recommendation. Dottie suggests that the BOS Administrative Assistant salary be increased to \$27.06 per hour, noting that this is a \$7.00 per hour increase over the current wage.

Sheila states that Kim is supposed to be working a set number of hours, but understands that she may have to work extra hours sometimes. She expresses her concern that the BOS needs to be careful that Kim's hours do not exceed the "part-time status" and would qualify her to receive Town benefits. Kim states that she has no problem working twenty (20) hours, but reminds the BOS that they "will not get the output" with that few hours. She explains to Sheila that if it is her (Sheila's) intention (to limit Kim to twenty (20) hours) Sheila is not going to get the output that the BOS is getting right now because it's just not possible. Dottie states that she doesn't believe anyone is suggesting that Kim work only twenty (20) hours. Kim explains that is what she was hired for. Dottie states that she believes that Kim was hired for 28-30 hours per week. Kim states that to be fair, she works thirty-two (32) hours, but if the BOS wants to decrease her hours, she has no problem. She states that last week she worked fifty-seven (57) hours and that it's "physically not okay." She states that she is not looking for insurance. She reiterates directly to Sheila that she is "not looking for insurance at all." Sheila states the Town has a policy when benefits are paid after a certain number of hours. If Kim works that number of hours, the Town must abide by that policy. Kim reminds her that employees sign an Employee Handbook that specifically outlines that. She explains that Steve specifically asked her if the insurance was something she needed and she told him that she didn't need that. Kim notes that she doesn't want to work over thirty-two (32) hours, but that it is an average of what she works depending on the demand. Sometimes it's thirty-six (36) hours because this time of year it is very busy.

Steve states that he would like the BOS to use Dottie's wage suggestion of \$27.06 per hour and tell Kim not to exceed thirty (30) hours. Steve reiterates to Kim that she needs to leave work when she is supposed to but recognizes that Kim is very dedicated and stays to work late. He also notes that a lot of work "gets added to her plate that doesn't have to be." Shawn notes this includes issues at a recent BudCom meeting that will be addressed later. Steve reiterates his idea of increasing the BOS Administrative Assistant salary to \$27.06 per hour and limiting those hours to thirty (30) per week, noting that Kim will still probably stay over to get something finished. Steve states that he believes this is fair, they are paying Kim what she deserves and limiting her hours so that the position stays within the Town policy regarding the insurance. Shawn has done the calculations and states that will increase the BOS Administrative Assistant salary to \$42,213. Kim explains that her current salary is based on her working twenty (20) hours working as the BOS Administrative Assistant from 1:00-4:00 after she leaves the Tax office. Shawn notes that the Land Use/Assessing Secretary's salary has also been increased to \$25.00 per hour.

Scott asks if the BOS is limiting Kim to thirty (30) hours per week, why is it being reflected as an hourly position instead of a stipend or salary. Sheila agrees but doesn't know if the BOS can change the BOS Administrative Assistant to a stipend or salaried position. Shawn notes that it is a flexible position with more hours worked during the budget season. Dottie states that in her wage/salary survey that the Land Use Secretary salary range was \$19.62-\$23.45 per hour. Shawn confirms that the \$41,600 in that line of the budget reflects the salary increase to \$25.00 including the 4.4% COLA. Dottie asks how many hours the Land Use/Assessing Secretary's position is. Kim confirms that it is thirty-two (32) hours. Shawn confirms the current salary for that position is \$19.38 per hour. Kim

confirms that the Land Use/Assessing Secretary's salary is calculated at \$25.00 per hour for thirty-two (32) hours per week totals \$41,600. Sheila states that if the BOS changes the position to salary, both positions should be the same whether they are paid as hourly employees or as salaried employees. Kim notes that both positions were "hired as hourly employees" and they (the employees) would need to agree to change to be salaried employees.

Shawn notes that the BOS needs to focus on the dollar amount for the budget right now and discuss these changes later. A member of the public asks if the positions changed to salary would that require the Town to pay benefits. Shawn states that it would not, there is disagreement on that among the Board. Shawn notes this is the reason he doesn't want that discussion tonight. Kim asks Shawn to calculate her position at thirty-two (32) hours instead of thirty (30) hours. He recalculates that salary line to \$45,027. Scott confirms that the change includes the 4.4% COLA increase and the calculated salary is thirty-two (32) hours at \$27.06 per hour. Sheila states that the discussion with Steve was only for thirty (30) hours. Steve states that he has no problem increasing that to thirty-two (32) hours. Kim reminds the BOS that the BOS Office is open 8:00-4:00 Monday through Thursday which is thirty-two (32) hours.

Shawn confirms that the Finance Director's salary and the BOS stipends reflect only the 4.4% COLA. Scott asks if the BOS gets the COLA. Shawn confirms that this is the case. Dottie confirms with Shawn that the Land Use/Assessing Secretary's salary is \$25.00 per hour. Dottie reminds the BOS that this is not part of her wage/salary survey range of \$19.62-\$23.45. She confirms the position is currently paying \$19.38 per hour. Shawn notes there were a couple of "snafus" as part of the learning experience and that the BOS learned from that as well. He states that he feels she's done a good job and reminds the BOS about their "great apprentice program called sink or swim." Steve notes that the Land Use/Assessing Secretary takes care of all the permitting, all the solid waste, land use, and planning. Shawn reiterates it is part of the services offered out of the BOS office for the ZBA and Planning Board and includes attending multiple meetings. Shawn states that he feels the office has the "right mix of staff". Sheila confirms with Shawn that he is recommending the wage increase to \$25.00 per hour.

Shawn asks to finish reviewing the Selectmen's budget and come back to the Administrative Assistant and Land Use/Assessing Secretary salaries later.

✚ **#Exe-110- Finance Director:** Shawn notes his has been discussed earlier in the budget discussion

✚ **#Exe-130- Selectmen's Stipend:** Shawn notes this reflects the 4.4% COLA increase.

✚ **#Exe-342- Telephone:** Shawn asks if Kim has inquired into any projected increase. Kim states the budget is based on costs from this year. Shawn suggests that after the budget season the BOS explore going out to bid for VOIP phone services. He states that he suspects the current costs are a bit high and the BOS has not bid out these services for a while. He asks Kim to develop an RFP for these services.

✚ **#Exe-393- Background Checks:** Kim explains that \$132.79 has been expended so far in 2021, so she increased the budget to \$150.

✚ **#Exe-670- Books and Periodicals:** Shawn explains this line is to purchase the NH RSA updates. Kim explains the current budget for \$100 and she has spent almost \$1000 in 2021. The yearly Lexus-Nexus subscription is currently \$750 for the Land Use and NH RSA laws. Shawn states he believes there is also a line in the Legal Budget to get updated RSA's. Kim clarifies that Lexus-Nexus includes NH Land Use laws as well as the Revised/Annotated NH RSA's. Sheila asks if access to the Land Use laws should be under the ZBA budget instead of part of the Selectmen's budget. Kim states that she will check and make sure the costs are not also included in the Legal Budget.

✚ **#Exe-810- Training:** Sheila notes that when she and Dottie went to the NHMA conference, those costs were expended from this line. Kim confirms that only \$180 was spent so far because Sheila and Dottie only attended the conference one day. Sheila states that she would like to increase that line. Shawn reminds her that they have only spent \$180 out of the budgeted \$300. Sheila suggests level-funding this line and the BOS can adjust that if needed. Dottie confirms that Sheila is concerned that the 2022 NHMA conference may cost more next year if they want to attend more than one day. Shawn suggests that more training may be through webinars.

Shawn calculates the updates to the #4130.10 Executive-Selectmen's budget with the adjusted salaries to total \$216,328 (the original figure was \$206,693) and \$229,369 with the FICA costs included. The totals for the salary lines are updated to \$170,478. Sheila confirms that Shawn is using the proposed Land Use/Assessing Secretary's

salary of \$41,600 and the BOS Administrative Assistant’s salary of \$45,027. The FICA costs have increased to \$13,041. Shawn notes the BOS will need to make more adjustments to add in the other insurances. Kim reminds the BOS that none of the staff qualify for any of the other Town insurances. Shawn notes that they do still need to add in Workman’s Comp insurance costs. Steve motions to approve the budget for the #4130.10 Executive-Selectmen’s budget for \$229,369. Second by Scott. Vote is unanimous (5-0). Scott asks Shawn how the increase percentages are calculated. Shawn expresses his concern that he doesn’t know if the right lines are included in those calculations. Scott and Shawn agree that these increase percentages are probably not calculated correctly.

 **#4310.10- Executive Selectmen’s budget is approved for \$229,369** **Vote is 5-0.**

III. Old/New Business

Minutes: Kim explains that the minutes for the November 15, 2021, BOS public meeting are not completed due to illness. Shawn states that the BOS will postpone them until next week.

Non-Public Minutes: The BOS review the minutes for the November 15, 2021 BOS Non-Public session under NH RSA 91-A 3:II(L). Dottie motions to approve the minutes as written. Second by Sheila. Vote is unanimous (5-0).

Shawn reads the Town Announcements listed below. Ms. Woodside asks to correct the date of the Christmas Tree Lighting Ceremony to Saturday, November 27; and to change the hours of the Craft Fair to 9:00 AM-3:00 PM, noting the craft fair vendors can set up from 8:00-9:00 AM and breakdown from 3:00-4:00 PM.

Eversource Update: Kim states that she has received a request from Eversource to have someone from the Town meet with them on Wednesday, November 24 at GH Carter. She notes that she has talked to Carsten Springer and he felt the Town did need a representative to meet with Eversource. Ms. O’Connor states that Eversource has not done anything at the GH Carter site, including not installing the silt barriers. Shawn states that it was supposed to be an action that was done. Ms. O’Connor notes that Eversource was up to GH Carter today. Shawn explains that Eversource was supposed to be setting up hay bales. He states that he went up to the site after the last meeting and that he has continued to represent the “disgruntled public” by calling Eversource all week because “stuff wasn’t getting done” noting that it is getting done now. Ms. O’Connor states that she will be sending pictures of another area that needs to be addressed to the BOS tomorrow.

Kim states that she also received an e-mail that an Eversource “cut crew” were at the pond to remove chipped branches and brush. Today (November 22) Eversource also installed the “straw bottles” in the pond to reduce the possibility of erosion. She reiterates that Eversource still wants to meet on Wednesday. Shawn asks Kim to see if Mr. Springer can meet with them. Kim states that he has offered to do so, but wanted to be sure it was okay with the BOS. Shawn states that Mr. Springer has done a good job with these issues and should continue to be the one to address them.






Cub Pond Issue: Mr. Seaver (Road Agent) asks Kim to mention there is an issue with the dam on Cub Pond. The State wants to meet with the resident, himself, and the BOS on either Wednesday, Dec. 1, or Thursday, Dec. 2. Mr. Seaver explains there is a new landowner in the “Chamber’s house”. He notes that he and Andy Ward went to the dam meeting in May and they explained the situation with the dam. The new landowner and the original landowner are now claiming that the Town owns the dam. Mr. Seaver asks if this issue is still ongoing with the State. He explains that the water is so high, all the sticks are going down to the end of the dam and the owners are complaining. He and Mr. Ward cleaned out some of the debris from the dam. Shawn clarifies this is for Cub Pond, noting that the Town has no access rights to that pond and asks why the Town would be responsible for a dam that they have already demonstrated to the State that the Town does not own. Shawn expresses his concern about using taxpayer dollars to maintain the pond when there is no public access, noting it is the landowner’s responsibility. Shawn reiterates the Town doesn’t own the dam, has no access to it, that no one can go to that pond via any public access, and therefore there is no public interest in the dam. Mr. Seaver agrees. Shawn states this needs to be communicated to the landowners. He asks Mr. Seaver to let the State know that the BOS has already addressed that the Town does not own this dam with the Dam Division multiple times.

Staff Holiday Party: Kim explains that the Town Hall staff would like to have a staff holiday party and close the Town Hall on Wednesday, December 15 at noon. The BOS approves this request by consensus.

Highway Dept Update: Mr. Seaver states that the Highway Dept. will be sealing road cracks on Tuesday, November 23, and gives an overview of the roads that will be done. Shawn notes that the Kimball Terrace project is moving forward. Mr. Seaver confirms the project is almost done. He also states that the new utility is on the truck. Shawn confirms that the Highway Dept is set up and ready for snow. He advises that Mr. Seaver order his last loads of sand and salt from the FY2021 budget. Mr. Seaver states that he has ordered the sand, which will be coming soon, and that salt prices have “hit the roof”. He confirms he will be ordering salt in the next week.

IV. Town Announcements

Calendar

-  **November 27- Saturday:** Christmas Tree Lighting Ceremony across from Danville Market
-  **November 29- Monday:** Board of Selectmen’s meeting at 7:00 PM at the Town Hall. Budgets to be reviewed are Household Hazardous Waste, Winter, Storm Water Management, Road Maintenance, and Parks and Recreation.
-  **December 3- Friday:** American Red Cross Blood Drive at the Community Center 2:00 PM-7:00 PM
-  **December 4- Saturday:** Annual Craft Fair, hosted by the Recreation Committee 9:00 AM- 3:00 PM
-  **April 9, 2022- Saturday:** Danville Rabies Clinic at the Danville Police Station.

Hazardous Mitigation Plan meetings will be held on Wednesdays, via ZOOM from 1:00 PM- 3:00 PM Dec. 1, and Dec. 15.

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

The public session of the November 22 BOS meeting ends at 8:45 PM.

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

Respectfully Submitted
Deborah A. Christie

ⁱ State of New Hampshire. NH RSA TITLE LXIII-ELECTIONS:CHAPTER 669-TOWN ELECTIONS Filling of Vacancies Section 669.61. 669:61 Vacancies in Town Offices. –

I. Whenever a vacancy as defined in RSA 652:12 occurs in any elective town office or whenever a town neglects or refuses to fill an elective town office, said vacancy shall be filled by the action of that body or person authorized by law to appoint or elect such officer for a term ending upon the election and qualification of his successor, unless otherwise provided. Unless otherwise provided, at said next annual town election, the voters of the town shall then elect an officer for the full term provided by law or the balance of an unexpired term provided by law, as the case may be. If a town then refuses or neglects to fill said office, a vacancy shall be deemed again to exist.

II. Nothing in this section shall be deemed to empower a town to find that a vacancy exists, in the case of a contested election or recount, until the rendering of a final judgment by a court of competent jurisdiction or by the ballot law commission as to such contested election in accordance with RSA 652:12, V, or until the recount has been concluded.

III. For the purposes of paragraph I, and with respect to those offices elected by official, non-partisan ballot, the term "next annual town election" shall mean the next annual town election for which the nomination filing period, as set forth in RSA 669:19, begins subsequent to the occurrence of the vacancy. Any vacancy which occurs between the beginning of the filing period and the town election shall not be filled by official ballot until the annual town election the following year.

IV. The legislative body of a town may adopt or rescind the optional procedure in this paragraph for filling vacancies in elective town offices. If the authorized person or body does not make an appointment to fill the vacancy pursuant to paragraph I within 45 days after at least one legally-qualified person has applied in writing for such appointment, then upon the filing of a petition with the selectmen signed by the number of voters required under RSA 39:3 for the warning of a special town meeting, presented not less than 90 days before the next annual town meeting, the selectmen shall call a special election to fill the vacancy. The special election shall be subject to the provisions of RSA 39:3 and other applicable provisions governing town elections. The person elected at the special election shall serve for a term ending upon the election and qualification of his or her successor. Unless otherwise provided, at the next annual town election, the voters of the town shall elect an officer for the full term provided by law or the balance of an unexpired term provided by law, as the case may be. If the town then refuses or

neglects to fill the office, a vacancy shall be deemed again to exist. Online at www.gencourt.state.nh.us/rsa/html. November 22, 2021

State of New Hampshire. *NH RSA Title LXIII Elections: TOWN ELECTIONS CHAPTER 669- Filling of Vacancies Section 669:75. 669:75 Vacancies in Other Offices.* – Vacancies in the offices of constable, sewer commissioner, town assessor, overseers of public welfare, library trustee, and any other optional offices where no other method of filling a vacancy shall be provided by vote of the town shall be filled by appointment made by the board of selectmen. Online at www.gencourt.state.nh.us/rsa/html. November 22, 2021.

See also: *NH RSA Title LXII Elections: Town Elections Chapter 669.70. Chapter 669.71, Chapter 669.74* for specific town elected vacancies. Online at www.gencourt.state.nh.us/rsa/html. November 22, 2021