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Town of Danville  
Board of Selectmen  
Tuesday, January 4, 2022  
7:00 PM

7:00 PM

Meeting is Video-Recorded

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

Others Present: Kimberly Burnham, Selectmen Administrator; Brian Paquin, resident

Shawn called the meeting to order at 7:00 PM and welcomes everyone to the first Board of Selectmen’s meeting in 2022. He asks for 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.

***Metal Detecting Request:*** Danville resident Brian Paquin asks the BOS for permission to do metal detecting on Town property, specifically at the Olde Meeting House and the Town Farm (599 Main St.). Shawn explains that the Olde Meeting House is governed and administered by the Olde Meeting House Committee and there are still legal issues regarding the Town-owned property at 599 Main St. For these reasons, he states that he could not support Mr. Paquin’s request. Sheila asks if the Old Meeting House is under the administration of the Heritage Commission, Shawn reiterates that he believes that the Olde Meeting House Committee has legal jurisdiction over that property.

Shawn explains to Mr. Paquin that the BOS has had these kinds of requests before and the Town has not allowed this activity because people come in and start digging holes and they can’t be supervised when they are doing that. He suggests that Mr. Paquin speaks to some of the local landowners about metal detecting on their properties and woods. Shawn notes that there have been numerous Native American artifacts found on the property behind where he lives.

Mr. Paquin asks if he could do metal detecting in the Town Forest as that is public property. Shawn agrees it is public property but doesn’t know how Mr. Paquin’s request would work there. Mr. Paquin expresses his concern that he does not want to be digging where it is not allowed. Shawn suggests that Mr. Paquin contact the Forestry Committee and reiterates Sheila’s suggestion that he contact the Heritage Commission. He notes that Mr. Paquin may get more support for his request if he agrees to turn over any artifacts that he finds to the Heritage Commission. Sheila states that Mr. Paquin is welcome to do metal detecting on her property. Shawn also suggests that he could explore some of the old trails, the old rail trails, and some of the older houses in town that have some history. Mr. Paquin asks if the Olde Meeting House is the oldest house in town. Shawn states that he does not know if it is the oldest house in town, but the BOS holds an annual meeting at the Olde Meeting House to retain the title of the “oldest, active Meeting House in NH.” There is a brief discussion of timing that meeting to utilize the summer daylight hours because there is no electricity or heat in the building. It is maintained in its original, authentic condition. He notes that he hopes that the discussion has provided some ideas to Mr. Paquin.

As no more members of the public wish to speak, Shawn closes the Delegate session at 7:06 PM

**II. Budgets**

**Income/Revenue Budget:** Shawn explains that he had received the revenue report from Patty Sarcione and has created a new column for FY2022 Proposed Income. He notes that he has only budgeted for the lines that are part of the BOS budget and these are highlighted in blue. He states that he believes that the closing numbers for FY2021 are accurate. **The FY2022 proposed revenue budget for the BOS is \$1,420,050.** This is about a \$300,00 increase over the FY2021 BOS Revenue budget of \$1,127,380.

Shawn explains that the BOS will vote on this revenue budget now, and in September the BOS will do a revised income/revenue budget just before the tax rate is set to adjust the budget numbers to reflect the actual income/revenue of the previous nine months of FY2022. He notes that some of the income/revenue lines in the FY2021 budget were “pretty good”, while other lines were “dismal”. He states that the proposed budget is forecasted from trends of prior years. As an example, he notes that in FY2021, the BOS budgeted \$800,000 for motor vehicle registrations. The Town has received \$1,028,000 in motor vehicle registrations, so he updated that amount for the proposed FY2022 budget. He notes that he has worked with these revenue budgets for so long that he is comfortable recommending a budget of \$950,000 for that line in FY2022. Shawn also notes that the Town is receiving more money from the State’s Rooms and Meals tax.

The BOS reviews the other budgeted lines in the Income/Revenue budget. Kim notes that the Community Center also did well in FY2021. Sheila and Dottie state that they have no questions or issues with the proposed Income/Revenue budget. Dottie motions to approve the FY2022 Town of Danville Income/Revenue budget for \$1,420,050. Second by Sheila. Vote is unanimous (3-0).

✚ **The FY2022 Income/Revenue Budget is approved for \$1,420,050. Vote is 3-0.**

**Personnel Budgets:** Shawn explains that he has added line EX-XX which will become the line that will reflect the personnel costs in each departments’ budget. The break-out section below that line reflects the Town’s costs for all the potential benefits that could be offered to Town employees. Some lines have no budget because there are no full-time or otherwise qualifying employees in that department. The total from that section is then reflected in this new budget line EX-XX. Shawn explains these personnel budgets may need to be updated but he will wait until everyone agrees on the updated amounts before correcting them. He reminds the BOS that when they approved the various budgets, those budgets often did not include the complete costs of that department’s personnel. He notes this new process of requiring each department to reflect personnel costs in their budgets, rather than having a lump sum of those costs reflected in the Selectmen’s Budget, was only implemented this year.

**FY2022 BOS Budget:** Shawn states that one of the biggest contributing factors to the approved budget was the BOS decision to expand road repair and development in the Highway Dept. budget. He explains that this budget line has been deficient over the years, despite efforts of the BOS to increase that line, noting that it is hard to do that. Shawn states that he hopes the voters will support the increase from \$225,000 to \$350,000. Sheila states that there were issues in the Highway Dept. that forced the BOS to “square themselves away” but the BOS “did pretty good coming out of it.” Shawn agrees the Town has done extremely well since then with new personnel and the new equipment the Town has acquired and that he feels the Town is on the right track.

Shawn states that he has received the correct amount to budget for Short-term Disability (\$372) and Life Insurance (\$644) premiums for the Library that was not included in that budget. He has added that \$1016 to update the Library budget.

Dottie motions to approve the revised FY2022 Selectman’s Budget for \$4,194,315. Second by Sheila. Vote is unanimous (3-0).

✚ **The revised FY2022 Selectman’s Budget is approved for \$4,194,315 Vote is 3-0.**

Shawn states that he will work with Kim to finish formatting the budget spreadsheets. He notes that almost all the budgets had minor updates from what the BOS originally approved due to adding in the personnel costs.

**FY2022 Default Budget:** Shawn has completed his work on the FY2022 Default Budget. The BOS review the FY2022 Default budget. Sheila motions to accept the FY2022 Default Budget for \$4,109,570. Second by Dottie. Vote is unanimous (3-0),

✚ **The FY2022 Default Budget is approved for \$4,109,570.**

**Vote is 3-0.**

### III. **FY2022 Warrant Articles**

The BOS review the following Warrant Articles for the FY2022 ballot.

✚ **Article 2022-xx Fire Dept. Capital Reserve Fund for Future Fire Dept. Vehicle Purchases**

*To see if the Town of Danville will vote to raise and appropriate the sum of \$100,000.00 to be added to the Fire Dept. Capital Reserve Fund for Future Fire Dept. Vehicle Purchases previously established.*

**Recommended by the Board of Selectmen (3-0)**

Dottie motions the move this Warrant Article forward. Second by Sheila. Vote is unanimous (3-0). Shawn motions to recommend this Warrant Article. Second by Sheila. Vote is unanimous (3-0). The warrant article is moved forward and recommended by the BOS.

✚ **Article 2022-xx Change the Name and Purpose of Milfoil Control Expendable Trust Fund**

*To see if the Town of Danville will vote in accordance with RSA 35:16 to change the name and purpose of the Milfoil Expendable Trust Fund to the **Invasive Species Control Expendable Trust Fund** and allow funds within the trust to be used for the purpose of managing and eradicating milfoil as well as all other invasive species infestations found in Danville's ponds and other bodies of water.*

**Recommended by the Board of Selectmen (3-0)**

Sheila notes that the BOS discussed this Warrant Article at the December 13, 2021 BOS meeting. Kim explains her question of how this was discussed in that meeting and wants to confirm the title of this Warrant Article. She confirms the current name of the trust fund is "**The Milfoil Control Expendable Trust**" as listed on the 2021 ballot. Shawn states that he believes the trust fund was established long before 2018 and suggests that Kim find the original date the trust fund was established and add that to the Warrant Article. After discussion, the confusion is identified as the parenthetical date following the title change request. Shawn suggests removing that date and replacing it with the correct date that the trust fund was approved. Dottie motions to remove the date in the parenthesis. Second by Sheila. Vote is unanimous (3-0). The date will be removed from the title of the Warrant Article.

✚ **Article 2022-xx Highway Capital Reserve Fund**

*To see if the Town of Danville will vote to raise and appropriate the sum of \$20,000.00 to be added to the Highway Capital Reserve Fund for the purchase of future highway vehicles and equipment previously established.*

✚ **Recommended by the Board of Selectmen (3-0)**

Kim explains this Warrant Article was originally approved and recommended by the BOS for \$5,000. Since then, the Road Agent has asked the BOS to increase the amount to \$20,000. Dottie motions to approve this Warrant Article for the requested updated amount of \$20,000. Second by Sheila. Vote is unanimous (3-0). This Warrant Article is updated as requested to \$20,000.

✚ **Article 2022-xx Fire Department Equipment Capital Reserve Fund**

*To see if the Town of Danville will vote to raise and appropriate the sum of \$15,000.00 to be added to the Protection of Personnel Equipment Capital Reserve Fund previously established for the future replacement of Self-Contained Breathing Apparatus (SCBA) to protect firefighters, previously established.*

**Recommended by the Board of Selectmen (3-0)**

Sheila motions to move this Warrant Article forward. Second by Dottie. Vote is unanimous (3-0). Sheila motions to recommend this Warrant Article. Second by Dottie. Vote is unanimous (3-0). This Warrant Article is moved forward and recommended by the BOS.

**Article 2022-xx Colby Memorial Library Infrastructure and Facility Non-Capital Reserve Fund**

*To see if the Town will vote to raise and appropriate the sum of \$5,000.00 to go into this fund for the engineering, repair, and renovation of facilities and the upgrade of the Colby Memorial Library's infrastructure.*

**Recommended by the Board of Selectmen (3-0)**

Dottie motions to move this Warrant Article forward. Second by Sheila. Vote is unanimous (3-0). Dottie motions to recommend this Warrant Article. Second by Sheila. Vote is unanimous (3-0). This Warrant Article is moved forward and recommended by the BOS.

**Article 2022-xx Colby Memorial Library Expend Interest**

*To see if the Town of Danville will vote to raise and appropriate, this year and each year in the future, the amount of interest income earned (not to exceed \$100.00) from the Library's checking account and to authorize the Library Trustees to use the expenditure of those funds, annually, on books.*

**Recommended by the Board of Selectmen (3-0)**

Dottie explains that Patty Sarcione has recommended that the BOS include the additional wording to this Warrant Article to eliminate the need for this to be an annual request. Dottie motions to move this Warrant Article forward. Second by Sheila. Vote is unanimous (3-0). Dottie motions to recommend this Warrant Article. Second by Sheila. Vote is unanimous (3-0). This Warrant Article is moved forward and recommended by the BOS.

Shawn suggests that Kim can start numbering the Warrant Articles as soon as she gets the approved Warrant Articles from the Planning Board. Kim explains she has attached the Planning Board Warrant Articles but is waiting for the Public Hearing to be scheduled. Shawn suggests that Kim put them into the ballot as "place holders" noting that the Planning Board will not be creating any new Warrant Article because the time frame to add them has already started. The only changes the Planning Board will be able to make at this point will be changes to the language in the already-proposed Warrant Articles and that will be the only information that Kim needs to update.

Shawn explains the first Warrant Article after the Planning Board Warrant Articles is the Operating Budget, so Kim will need to know how many Planning Board Warrant Articles there are in order to start numbering the remainder of them. Kim asks if there is a specific order for the Warrant Articles e.g: from the most expensive to the least expensive. Shawn explains the BOS prefers to order the Warrant Articles in order of their priority, noting that does usually follow the dollar amounts to ensure the amount appropriated and raised stay within the limits of the law. The law only allows 10% of the approved budget to be raised through Warrant Article appropriations. For FY2022, this would be approximately \$400,000.

**Article 2022 -xx Road Agent from Elected to Appointed**

*To see if the town will vote to discontinue the elected road agent position and to require the selectmen to appoint a highway agent pursuant to RSA 231:62.*

Shawn explains that if this Warrant Article is approved by the voters, it would not become effective until the term of the elected Road Agent position expires. The current Road Agent, even though he was appointed by the BOS is still serving under the "elected" status. Once that elected term expires, the BOS would then be able to appoint a Road Agent. Dottie motions to move this Warrant Article forward. Second by Sheila. Vote is unanimous (3-0).

**Article XX – Acceptance of the Town Forest Management Plan**

*To see if the Town of Danville will vote to accept the 2020 Forest Management Plan for the Danville Town Forest, Danville, New Hampshire, prepared by Dalton Mountain Forestry and accepted by the Danville Forestry Committee and the NH Audubon Society (Town Forest conservation easement holder). This plan has been prepared in accordance with RSA 31:111 to encourage the proper management of natural resources.*

**Recommended by the Danville Forestry Committee 3-0**

Shawn notes that the Forestry Committee has recommended this Warrant Article. Sheila questions if this is allowed to be on the ballot as a Warrant Article. Shawn reminds her that because it does not request an appropriation, the

BOS does not have to recommend/not recommend, but this does not preclude the BOS from recommending it and he feels that decision can be extended to a committee. Sheila asks how the Forest Committee can write a Warrant Article without first coming to the BOS. Shawn explains that the Forestry Committee has the statutory right to oversee the Town's forests<sup>i</sup>. Sheila expresses her concern that the management plan was not discussed with and approved by the BOS. She explains that when the previous Forestry Plan was done, it was worked on jointly with the Forestry Committee and the BOS. Shawn states that the Forestry Committee can accept the plan, but that it needs to be accepted and adopted by the Town. Sheila states the previous Forestry Plan was never adopted by the Town. Shawn reiterates that the Forestry Plan is already done. Sheila reiterates that the previous Forestry Plan was worked on jointly by the Forestry Committee and the BOS. She expresses her concern that this is the first that the BOS has heard of this plan. Shawn states that the Forestry Committee minutes reflect that they have been working on the plan. Sheila reiterates that the Forestry Committee has a responsibility to discuss this with the BOS. Shawn questions why the BOS would be involved. He notes that when the Town adopted the RSA<sup>ii</sup> creating the Forestry Committee to oversee the Town Forests, it excluded the BOS, who would be the default Board to oversee the Town Forests. Sheila reiterates her concern that the "committees are not communicating with the BOS". Shawn motions to move the Warrant Article forward. Second by Dottie. Shawn asks to amend his motion to retain "recommended by the Forestry Committee 3-0" so long as it is determined that it is legal to note that in the Warrant Article. Dottie agrees to the amendment. Vote is 2-yes, 0-no, and 1-abstention (2-0-1). Sheila abstains. Shawn motions to recommend this Warrant Article. Second by Dottie. Vote is 2-yes, 0-no, 1- abstention (2-0-1). Sheila abstains. Both motions pass.

#### **Article 2022-xx (11/7/16) Modify the Elderly Exemption**

*"Shall we modify the elderly exemption from property tax in the Town of Danville, based on assessed value, for qualified taxpayers, to be the following: for a person 65 years of age up to 74 years, Seventy three thousand Eight Hundred Sixty-Four Dollars and Fifty-Three cents (\$73,864.53); for a person 75 years of age up to 79 years, One-Hundred Five Thousand Seven Hundred Sixty Dollars and Eight cents (\$105,760.08); for a person 80 years of age or older, One Hundred Thirty Thousand One Hundred One Dollars and Ninety-Nine cents (\$130,101.99). To qualify, the person must have been a New Hampshire resident for at least three consecutive years, the person may own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married for at least 5 years and the property must be the primary residence. In addition, the taxpayer must have a net income of not more than Thirty-Two Thousand Dollars (\$32,000) or, if married, a combined net income of less than Forty Thousand Dollars (\$40,000); and own net assets not in excess of Seventy Thousand Dollars (\$70,000) excluding the value of the person's residence." This article shall take effect for the 2017 property tax year. (Majority vote required)*

Years 65-74 was \$ 73,865 Increase by 30% property value to \$96,000

Years 75-80 was \$ 105,760 Increase by 30% property value to \$ 137,500

Years 80+ Was \$ 130,102 Increase by 30% property value to \$169,000

**Increase income limits? Suggestion was to use the overall inflation of 5% increase**

Income limits using 5% inflation increase overall

\$ 33,000 \$ 34,650 (1650 increased) \$ 70,000 \$ 73,500 (3500 increased)

\$ 40,000 \$ 40,000 (2000 increased)

Shawn explains this is how the BOS has requested to modify the Elderly Tax Exemption in past years. The exemption is tied to the assessment rate, so as property appraisals increase or decrease, the elderly tax exemption needs to be adjusted to keep it in line with whatever direction the assessments are going in. The BOS reviews this worksheet version of this Warrant Article which is using amounts from the 2017 Warrant Article. Sheila confirms that Kim has just cut and pasted the 2017 Warrant Article and has not updated it with the current amounts. Shawn confirms that the amounts that Sheila has proposed at the end of the "worksheet Warrant Article" reflect the exemption increase of 30%. He notes a mathematical error on the income limit calculation for \$32,000. The calculation should be on \$32,000, not \$33,000. The correct amount of the income limit increase for that item is \$33,600. The new married income limit is corrected to \$42,000. Kim states that she will "clean up the Warrant Article with the proposed changes". Dottie motions to move this Warrant Article forward. Second by Sheila. Vote is unanimous (3-0). Sheila motions to recommend the Warrant Article. Second by Dottie. Vote is unanimous (3-0). The updated Warrant Article is below:

### **Article 2022-xx Modification of Elderly Exemption**

*To see if the Town of Danville will vote to modify the elderly exemption from property tax in the Town of Danville, based on assessed value, for qualified taxpayers, to be the following: for a person 65 years of age up to 74 years, Ninety Six Thousand Dollars and no cents (\$96,000.00); for a person 75 years of age up to 79 years, One-Hundred Thirty Seven Thousand Five Hundred Dollars and no cents (\$137,500.00); for a person 80 years of age or older, One Hundred Sixty Nine Thousand Dollars and no cents (\$169,000.00). To qualify, the person must have been a New Hampshire resident for at least three consecutive years, the person may own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married for at least 5 years and the property must be the primary residence. In addition, the taxpayer must have a net income of not more than Thirty-Three Thousand Six Hundred Dollars and no cent (\$33,600.00) or, if married, a combined net income of less than Forty Two Thousand Dollars and no cents (\$42,000.00); and own net assets not in excess of Seventy Three Thousand Five Hundred Dollars and no cents (\$73,500.00) excluding the value of the person's residence." This article shall take effect for the 2022 property tax year.*

#### **Recommended by the Board of Selectmen (3-0)**

Shawn reiterates his suggestion that Kim rearranges and number the Warrant Articles once she is sure she has all the Planning Board Warrant Articles. She will also need to show the cost of each Warrant Article that requests an appropriation. Kim notes that she needs the numbers from the Operating Budget and the Default budget to do this. Shawn states that the BOS has already passed the Default Budget, so she can begin using those amounts. He acknowledges that everyone is still waiting for the Operating Budget from the Budget Committee.

**FY2021 Encumbered Funds:** Shawn notes that a couple of requests to encumber funds have been submitted to the BOS. He explains that the process of encumbering is creating a legal obligation that is recognized by either a purchase order or an invoice. He states that he has asked Town departments to submit any year-end invoices for a pay warrant and these invoices do not need encumbering. He explains that the Town does not close its books on the preceding fiscal year until after the first two weeks of each January. Pay warrants and checks for invoices that are dated from 2021 will be back-dated for December 31, 2021. Shawn notes this is an issue with the Police Department. Kim confirms that she has received invoices from them and these will be paid from the Police Dept.'s FY2021 budget. She reminds the BOS that they did approve encumbering funds from the Conservation Commission FY2021 budget at the December 20, 2021 BOS meeting.<sup>iii</sup> Shawn confirms with Kim that the Conservation Commission has already received these invoices and that she can pay them directly from the Conservation Commission's FY2021 budget.

**Household Hazardous Waste (HHW) encumbrance request:** Kim explains that she has received an encumbrance request from the town of Chester for the Fall HHW day that Danville residents participated in. Chester has applied for a grant to offset the expenses of that collection but has not received notice of what the final amount of the grant will be. Kim states this is a legal obligation that Danville has to the town of Chester for an estimated amount of \$1572.10 pending the amount of the grant. Dottie motions to encumber \$1572.10 from the FY2021 budget #4323.20- Household Hazardous Waste. Second by Sheila. Vote is unanimous (3-0).

**Milfoil Treatment Invoice:** Kim has received an invoice from Solitude for the balance due for the 2021 Milfoil treatment service. The invoice is for \$5,068. She wants to confirm that this is to be paid from the FY2021 Conservation Commission budget. There is a discussion if the BOS has already dealt with this invoice. Kim notes that she does not believe they have as the invoice is dated from last week. There is further discussion regarding when the Conservation Commission encumbrances were approved<sup>iv</sup> and that Mr. Loree had not received the invoices at that time. Sheila motions to encumber \$5,068 from the FY2021 #4611.20 Conservation Commission budget for the Milfoil treatment invoice. Second by Dottie. Vote is unanimous (3-0).

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

**RFP for 599 Main St.:** Shawn states that several agencies have reviewed the RFP and that he would like to move it forward so that it can go out to bid. Shawn suggests a response deadline of two (2) to three (3) weeks. Sheila expresses concern that may be a too short timeframe. Kim reminds him that there will be time needed to publish

the RFP in the *Carriage Town News*. Shawn suggests sending the RFP to local realtors. Kim confirms that it can be put on the Town website. Shawn notes that the Town has been receiving inquiries on the property for months and suggests that Kim contact those people directly to let them know the process is moving forward. She confirms whether the RFP needs to be published in the paper. Shawn states that he does not believe that the BOS is required to publish the RFP there, noting that it does cost money. There is a discussion on the best way to publicize the RFP. Shawn states that it is important for the BOS to show that it has done its due diligence in sending out the RFP. Shawn notes that it will be real estate companies, not individuals who will be bidding on the RFP. He suggests providing the link to the RFP to real estate “networking sites” and Chambers of Commerce. Shawn asks if everyone feels the three (3) week deadline is enough time. Sheila states that they can try it and see what happens. Shawn explains that he just wants to move the process forward. Sheila states that she is okay with the three (3) week deadline and the BOS can see what happens at that time. The consensus of the BOS is to add the appropriate dates to the RFP and move forward with the process.

**Digitizing Town Document Project:** Shawn states that due to the absence of two of the BOS members, he would like to table this discussion until the full Board is present. Sheila and Dottie agree to table this discussion at this time.

**Signature File:** Shawn notes there is a Road Bond reduction request in the file. He reviews the paperwork and the Planning Board’s approval of the request. After reviewing the paperwork, Shawn explains this is actually a new road bond request that was approved. The total amount of the bond is \$367,334.48 and is produced and recommended by Dennis Quintal the Town Engineer. The request is for a road acceptance bond for Stage Coach Estates, Map/Lot #1-19-B. Shawn motions to accept the road bond as recommended by the Town Engineer Dennis Quintal for Stage Coach Estates, Map/Lot #1-19-B for \$367,334.48. Second by Dottie. Vote is unanimous (3-0).

**Minutes:** The BOS review the minutes for the December 20, 2021 BOS public meeting. Dottie motions to accept the minutes as written. Second by Sheila. Vote is unanimous (3-0).

Shawn reads the Town Announcements listed below. He asks if the Budget Committee has set a date for the public hearing on the FY2022 Town Operating Budget. Kim states that she has heard that the public hearing was set for Wednesday, January 12, 2022, at 7:30 PM at the Town Hall. Dottie notes that the Heritage Commission is scheduled to meet in the Town Hall that same night. Kim states that their meeting has been moved to the Community Center. Kim notes that she has only received verbal confirmation of this information and that it has not been posted yet. Sheila confirms that this information is correct. Shawn asks Kim to start posting for the public hearing. There is a discussion regarding the statutory requirements for posting the public hearing. After checking the schedule, it is noted that only a seven (7) day notice is required for a public hearing on the Annual Town Operating Budget. Shawn confirms that this public hearing appears to fall under different RSAs than the “usual” notice requirements for Public Hearings.

**NH Retirement for Town Employees:** Dottie explains that at the December 20, 2021 meeting she had stated that she was looking into the Town offering NH Retirement benefits to the “Group 1” full-time Town employees”. She states that she had spoken to Attorney Steven Buckley at NHMA about the process and was told that the BOS would need to do a resolution and then contact NH Retirement for an audit. The Town’s cost to offer this benefit would be 14.06%. Dottie notes that she had an earlier conversation with Kim regarding the fact that one of the Highway Dept employees would not be considered full-time this year, so there would only be three (3) full-time employees who would qualify for this benefit; two (2) full-time Library employees and one (1) full-time Highway Dept. employee. The Town’s cost for the Library would be \$16,800 and for the Highway Dept. \$10,900 for a total of \$27,700. Sheila confirms that this change does not have to go into a Warrant Article.

Shawn states that he would definitely want the Town’s voters’ input on this decision. He notes this creates a whole new long-term liability that the Town is going to undertake. Dottie states that she understands how Shawn feels, but the BOS does not have to “go that route”. Sheila again confirms this information is from Attorney Buckley.

Shawn expresses his concern with the statutory separation between the Town and the Library, noting the Library is administered by the Library Trustees. Shawn questions the Town offering a benefit that will cost the Library Trustees

money because \$16,800 would need to be paid from the Library’s funds. He asks if the BOS has any written confirmation that the Library Trustees support this. Dottie states that she spoke with the Library Trustee Chair and that she (the Chair) was supportive of it, but the Library Trustees have not had a meeting to discuss this issue as Dottie just received the information today. Shawn reiterates that he believes it would be pre-emptive to encumber the Library Trustees to this benefit and questions if it would even be legal for the BOS to do so.

Dottie motions to offer NH Retirement benefits to the Town’s “Group 1” full-time employees to include the Library and the Highway Dept. Second by Sheila. There is further discussion.

Shawn states that he will vote “no” on this because he believes this is something the BOS should bring to the voters for acceptance. He notes that as the Town grows this will automatically start all new positions that will have this benefit and that this is a big change for the Town. Shawn explains that he doesn’t want to do that even though the BOS has that power. He also notes that he only has the information that Dottie has provided and has not had an opportunity to do his due diligence. Shawn reiterates that he wants this issue to go to the voters and not just the three (3) BOS members at tonight’s meeting, noting there is not even a full board at tonight’s meeting. Dottie states that when she discussed this at the December 20, 2021 BOS meeting, Steve was in favor of it at that time and even knew the percentage of the Town’s costs for “Group 1”. Shawn expresses his concern with the cost variances based on positions. Dottie explains that all three qualifying employees are “Group 1” and notes that she forwarded Attorney Buckley’s e-mail to the BOS.

Shawn calls the question and asks for a vote. Vote is 2-yes, 1- no. (2-1-0). Shawn votes no. The motion passes.

Dottie motions to add \$27,700 to the Selectmen’s Operating Budget. Kim and Dottie discuss the status of the non-qualifying Highway Dept. employee. Dottie confirms that if anything changes this employee would also be in “Group 1”. There is further discussion regarding the employee’s full-time status at the time of his appointment. Sheila seconds the motion. Vote is 2-yes, 1-no (2-1-0). Shawn votes no. The motion passes.

Shawn confirms this will increase the Selectmen’s Operating Budget for FY2022. He explains to Kim to add it to the bottom line of the budget and then she will need to adjust the Library and Highway Dept. Personnel budgets to reflect the new NH Retirement benefits costs.

Kim confirms that the next BOS meeting is Monday, January 10, 2022, noting that she has some items to add to the agenda. Shawn suggests that she add those items to the agenda and see what the discussions look like. He states that he wants to discuss and sign off on the digitizing project. Sheila confirms that the January 10, 2022 BOS meeting is also a payroll warrant week and the BOS will need to meet anyways to sign the payroll warrants.

Shawn explains that he would like to get the ability for the BOS to sign off on documents electronically. He notes that the BOS meetings have traditionally been scheduled to coordinate with the payroll warrants and that he would like to change that so the BOS can schedule their meetings based on what needs to be discussed. He reminds the BOS that there is software available that allows the BOS to sign pay warrants electronically so that it does not have to be done at the meetings. He explains that the payroll warrants can be scanned and sent to the BOS via e-mail for authorization. Shawn reiterates his wish to move to a “PandaDoc” type software. There is a discussion of how the process would work. Sheila notes that she would still want to review the payroll warrants in person. There is a question if the BOS could also sign off on the pay warrants in person or just online. Shawn notes that he has never seen a “hybrid” version of the process, noting that once the system is set up, everyone signs online. Shawn explains that the software is very “intuitive and straightforward” and is a solution to several BOS issues including times when there are documents that need immediate signatures. Shawn reiterates that he would like to move inquiries into this software forward. Dottie notes that she has no problem with this idea.

## V. Town Announcements

### Calendar

-  **January 11, 2022- Tuesday:** Citizen’s Petitions due no later than Tuesday, Jan. 11, 2022, at 4:00 PM
-  **January 12, 2022- Wednesday:** Public Hearing for the Budget Committee’s FY2022 Town Operating

Budget at 7:30 PM at the Town Hall

✚ **February 5, 2022- Saturday:** Deliberative Session will be held on Saturday, Feb. 5, 2022, 10:00 AM at the Community Center

✚ **March 8, 2022- Tuesday:** Town Elections at the Community Center 8:00 AM- 8:00 PM.

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

The public session of the BOS meeting ends at 8:37 PM.

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

Respectfully Submitted  
Deborah A. Christie

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<sup>i</sup> State of New Hampshire. NH RSA TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES. CHAPTER 31-POWERS AND DUTIES OF TOWNS. Town and City Forests Section 31:111. Online at [www.gencourt.state.nh.us/rsa/html](http://www.gencourt.state.nh.us/rsa/html). January 4, 2022

<sup>ii</sup>State of New Hampshire. NH RSA TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES. CHAPTER 31 POWERS AND DUTIES OF TOWNS. Town and City Forests Section 31:112. Online at [www.gencourt.state.nh.us/rsa/html](http://www.gencourt.state.nh.us/rsa/html). January 4, 2022

<sup>iii</sup> **Conservation Commission Encumbrance Requests:** *Mr. Springer and Mr. Loree have two requests for the BOS. Mr. Springer provides copies of the Conservation Commission minutes as records of the votes for these requests. The first request was approved at the Conservation Commission meeting three weeks ago. Mr. Springer has the invoice and would like to request to encumber \$595 for the mowing contract for 2022. This contract is for mowing the field and removing the brush. Sheila confirms that this is a contract.... Over the years, the Conservation Commission has been working to establish parking areas where people can park to access Conservation properties for hiking, fire access, etc. The Conservation Commission has received an invoice for \$1200 for the first phase of establishing a parking lot along Happy Hollow Rd. that is 25' deep by 75' wide.... Sheila motions to encumber \$595 for the mowing contract and \$1200 for the parking lot proposal from the Conservation Commission's FY2021 operating budget. Second by Dottie. Vote is unanimous (5-0). **Town of Danville NH Board of Selectmen's Minutes December 20, 2021.** Online at [www.townofdanville.org](http://www.townofdanville.org). January 4, 2022.*

<sup>iv</sup> *IBID*

<sup>v</sup> *Dottie explains that during her wage and salary survey, she had spoken to towns regarding their employee benefits and every town around offers NH Retirement benefits to all their full-time employees.... Dottie states that if the Town makes the Road Agent position full-time, there would only be four full-time Town employees eligible for NH Retirement, two Highway Dept employees, and two Library employees. Dottie explains that she has talked to Patty Sarcione and the Town's portion of NH Retirement for the Highway Dept. would be 14% and for the Library would be 11%. She reiterates that this is done in other towns and she is just trying to bring Danville up to scale. **Town of Danville NH Board of Selectmen's Minutes December 20, 2021.** Online at [www.townofdanville.org](http://www.townofdanville.org). January 4, 2022.*