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Town of Danville
Board of Selectmen
Monday, October 17, 2022
7:00 PM

6:52 PM
Meeting is Video-Recorded

Selectmen Present: Shawn O'Neil, Chair; Dottie Billbrough, Vice-Chair; Steve Woitkun, Sheila Johannesen, and Dennis Griffiths

Others Present: Kimberly Burnham, Selectmen Administrator; Chris Tracy, Town Clerk/Welfare Officer; Ed Lang, Trustee of the Trust Funds

Shawn called the meeting to order at 6:52 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. Delegate Session

Shawn opens the Delegate Session and asks if there are any members of the public not on the agenda who wish to address the BOS. There are no members of the public present. Shawn closes the Delegate Session at 6:54 PM.

II. Budgets:

#4150.10- Trustees of the Trust Funds. The proposed budget FY23 budget is $2378. Ed Lang, representing the Trustees of the Trust funds notes the only increase is the 6% COLA in the salary line as approved by the BOS. There is no discussion on the budget. Dottie motions to approve this budget as presented. Second by Sheila. Vote is unanimous (5-0).

- **#4150.10- Trustee of the Trust Funds budget is approved for $2378.**

Mr. Lang takes this opportunity to update the BOS on the Trust Funds. He states that he reached out to the finance officer at the bank regarding the Town's investments and was reassured that all the accounts have been automatically adjusted reflecting the new interest rates. The new rate is 1.75%, a bit more than last year. Mr. Lang explains that CDs (Certificates of Deposit) are paying quite a bit more and suggests that perhaps some of the long-term Capital funds, like those for the Fire Trucks could be moved into CDs and earn even more interest. Shawn suggests that this is a conversation that the BOS and the Trustees need to have. He expresses his concern that if something like the Fire Truck Capital Reserve fund was moved into a CD, should an emergency arise, the Town would not have access to that money. Shawn suggests that Mr. Lang looks into what kind of penalties the Town would be charged if they had to make an early withdrawal (for that kind of situation). Mr. Lang explains that usually, they would forfeit a portion of the interest. He notes that he just received the e-mail today and the CDs require a minimum deposit of $50,000 per account. Shawn suggests that perhaps the Trustees could take funds from several accounts and aggregate them into one CD to maximize the interest and maintain flexibility. Mr. Lang explains that would require the Trustees to divide the interest between the accounts at the end of the CD. Dennis asks if the bank would do that. Mr. Lang states he does not know and that this would require further conversation. Shawn suggests that the BOS develop a plan of action and after Town Meeting, provide the Trustees with some direction. He states the BOS could talk to each Town department head to find out how much they felt comfortable putting into a one-year CD.

#4140.10- Town Clerk. The proposed FY23 budget for the Town Clerk is $107,499. Chris Tracy, the Town Clerk presents the budget. Sheila confirms that the Town Clerk hours will remain the same in FY23. Mr. Tracy explains that they did add one Saturday per month to the Town Clerk hours this past year on the same Saturday that the State

opens. Those Saturday hours are from 9:00 AM- 11:30 AM, two and a half (2-1/2) hours. This added a total of sixteen (16) hours to the Town Clerks salary budget. Ms. Tracy reviews several other lines in her budget. She notes a reduction in the postage line because they are using e-mail more frequently to notify residents of renewal reminders. Dennis confirms that the Town Clerk's office is building a list of e-mails and opt-outs of paper notifications. Dennis asks Ms. Tracy to explain a reduction in software support. Ms. Tracy states that her office had purchased wireless CASS (credit card transaction) machines as budgeted in FY22. However, ongoing issues with the Town's wi-fi access made them useless and she was able to return them for full credit and went back to the wired CASS machines. Ms. Tracy also confirms that equipment expenses were for the dog license tags. Training seminar costs were lower because the training was held in Manchester and did not require an overnight stay. Supply costs were decreased because she will not need to purchase any printer toners in FY23. Dottie motions to approve this budget as presented. Second by Sheila. Vote is unanimous (5-0).

- **#4140.10- Town Clerk budget is approved for $107,499. (This budget is immediately revised below)**

Kim notes that Ms. Tracy did not include any FICA costs in the Town Clerk Salary lines. She had calculated those costs and reflected them on the budget worksheet for an additional $6972. **The new total for the #4140.10 Town Clerk budget is $114,471**. Dottie makes a motion to approve the new Town Clerk budget for $114,471. Second by Sheila. Vote is unanimous (5-0).

- **#4140.10 Town Clerk budget is adjusted and approved for $114,471.**

Sheila confirms with Kim that the updated budget will be forwarded to BudCom.

#4140.20- Voter Registration. The FY23 proposed budget is $17,202. Ms. Tracy explains that in FY23 there is only one election (Town election), the Deliberative Session and Candidates' Night. Dennis confirms that the costs of the "tasks" don't change, the changes are due to the number of elections each year. Sheila asks why there is a new line in the budget for "Police Detail Salary." Ms. Tracy explains that there were two officers at the primary elections, each officer covering six (6) hours. They were paid as "Special Detail Officers." She states that other surrounding towns are also asking for Police Officer coverage as "special details." Sheila and Shawn confirm the BOS is paying for these officers above and beyond their scheduled hours. Ms. Tracy states that she estimated those costs at $800. Shawn explains that part of the "Special Detail" fees goes into the Police Revolving Fund for new cruisers. Other discussion includes noting that the contract for maintaining and programming the voting machines has increased by $50.00.

Shawn asks why there is such an increase in the printing and supplies lines. Ms. Tracy explains that when she spoke with her advisor at LE Jackson, she was advised to add 10% to her FY22 expenses. She notes the Town still has an outstanding balance with LHS (the printing company) and the costs to code the voting memory cards and printing has increased. Ballots increased from .24/each to .49/each and it depends on how many ballots are required. Ms. Tracy notes that last year there were five (5) different Town ballots. Ms. Tracy also notes a reduction in postage costs because her office has completed the voter records purge which required a great number of letters to be mailed. Most postal costs now will be for absentee ballots and that is not a significant amount. Ms. Tracy states the increase in meal costs reflects the food increases due to inflation.

Under the equipment line, Ms. Tracy explains that she would like to purchase six (6) spare voting booths. Mr. Chandler asked for this as part of the "continuity of operations" discussion/planning several weeks ago. Some of these booths will be stored upstairs at Town Hall as previously discussed and there are several voting booths currently in service that need to be replaced as they are no longer safe. Dennis confirms that there is no FICA added to the salary lines in this budget and asks Kim to confirm his math. Sheila and Ms. Tracy explain the "salaries" are stipends and that there are no FICA costs incurred. Dottie motions to approve the Voter Registration budget as presented. Second by Sheila. Vote is unanimous (5-0).

- **#4140.20- Voter Registration budget is approved for $17,202.**

#4440- Welfare. This budget has three (3) components.

#4441.10- General Assistance. The proposed FY23 budget is $12,780.

#4445.20- Vendor Payments. The proposed FY23 budget is $27,582.

#4442.10- Direct Assistance. The proposed FY23 budget is $24,700**.**

Ms. Tracy explains that under General Assistance she added the 6% COLA increase to the salaries, but did not calculate the additional FICA expenses. She notes that beginning in 2023, the State will be starting the annual Welfare meeting back up. Shawn expresses his concern that the FY22 budget is already over budget in the rent and mortgage assistance lines, yet Ms. Tracy has budgeted the same amount for FY23. Ms. Tracy explains that she is comfortable with that line, noting that she expects to see an increase in requests for utility and fuel assistance. Shawn notes that the FY22 utility assistance line is also already over budget as well. Ms. Tracy explains that the State will be developing an assistance program for the coming year that she can refer applicants to.

Dennis and Kim confirm that the FICA costs are an additional $973 to the General Assistance Salary line, which increases this line to $13,693 and increases the bottom line for #4440-Welfare to $66,035. Dottie motions to approve the Welfare Budget as adjusted. Second by Sheila. Vote is unanimous (5-0)

- **#4440- Welfare budget is approved for a total of $66,035.**
  - *#4441.10- General Assistance* amended budget is approved for $13,693.
  - *#4445.20- Vendor Payments* is approved for $27,582.
  - *#4442.10- Direct Assistance is approved* for $24,700**.**

#4583.10 Patriotic Purposes. The FY23 proposed budget is $4533. Sheila asks who purchases the flags. Shawn explains that the American Legion orders the flags and the Town pays for them. Dennis asks what this budget includes. Shawn explains that the majority of the budget is used for the Memorial Day Parade; the vendors, lay people, vehicles, services, etc. Sheila asks if the Town could contribute some money towards small flags for the Veteran's Suicide Awareness flag display, noting that it is becoming an annual event. Shawn agrees noting that Russell Currier has been donating all flags for this display. Shawn states he would like a motion to increase the Patriotic Purposes budget. He states that this budget has had very little increase over many years, there is a lot of community support for the Veteran's Suicide Awareness display, and that it has a very large visual impact. He believes that it extends patriotic recognition beyond Memorial Day and would like the BOS to support the program. Shawn suggests the BOS could earmark $1500 to go to Mr. Currier's program and event. Dennis asks how many flags are needed. Shawn explains they are the little inexpensive ones. Sheila states they don't last very long. Shawn suggests increasing the Patriotic Purposes budget to $6000. Dottie motions to approve the Patriotic Purposes budget for $6000. Second by Sheila. There is further discussion. Shawn notes that currently there are funds in the FY22 budget and suggests the BOS could offer to help Mr. Currier with this year's display. Shawn calls for a vote. Vote is unanimous (5-0).

- **#4583.10- Patriotic Purposes budget is approved for $6000.**

Dottie motions to expend up to $1500 from the FY22 Patriotic Purposes budget for the Veteran's Suicide Awareness program this year. Second by Sheila. Vote is unanimous (5-0). Shawn states that he will contact Mr. Currier.

#4241.20- Building Inspector. The FY23 proposed budget is $5043. Kim explains that the BOS increased this salary mid-year because he took on the additional role of being the Town's Code Enforcement Officer. The salary line is $4452. Shawn notes that a number reflected in the NH Retirement line should be in the FICA line as there is no NH Retirement for this position. Shawn confirms that the total of $5043 with the FICA included is correct. Dottie motions to approve this budget as presented. Second by Sheila. Vote is unanimous (5-0).

- **#4241.20- Building Inspector budget is approved for $5043.**

***#4411.10- Health Officer*.** The FY23 proposed budget is $2865. The salary line is $2661. Dottie motions to approve this budget as presented. Second by Sheila. There is further discussion. Dennis asks who is the Town's Health Officer. Kim states it is Mark Tulman. Dennis asks what his duties are. Kim explains that he does the septic inspections as well as follow up on any reported concerns regarding living conditions, and if Danville had any restaurants, he would be inspecting them as well. Shawn calls for a vote. Vote is unanimous (5-0).

- **#4411.10 Health Officer budget is approved for $2865.**

***#4316.10- Street Lighting*.** The FY23 proposed budget is $14,500. Kim states she increased this amount in order to cut the risks of going over budget at the end of FY23. Dennis asks if she has received any further clarification on different electrical proposals. Shawn notes that he believes that's where all the updates are. He suggests the BOS

review this budget again around the time of the Deliberative Session. At that point, they will be two (2) months into FY23 and hopefully have a better idea of the rates. Shawn notes that he is comfortable with the current budget of $14,500 until that number can be more accurately updated. Dottie motions to approve this budget as presented. Second by Sheila. Vote is unanimous (5-0).

- **#4316.10- Street Lighting budget is approved for $14,500.**

#4150.50- Treasury. The FY23 updated proposed budget is $18,710. The updates include the 6% COLA increase, the new milage rate increases, and FICA. Dottie motions to approve this budget as presented. Second by Sheila. Vote is unanimous (5-0).

- **#4150.50-Treasury budget is approved for $18,710.**

III. Old/New Business

Town Announcements: Shawn reads the Town Announcements listed below. He also notes the corrected date for the Veteran's Suicide Awareness flag display is Saturday, October 29 on Main St. across from Danville Market at 12:00 (Noon). Dennis confirms with Sheila how volunteers can participate and if registration is required. Sheila states that no registration is required and to "just show up."

Minutes: The BOS review the October 11, 2022 BOS public minutes. They note that on line #248 there is a question regarding Jacqueline's last name. She was approved for appointment to the Recreation Committee. As no one could remember her last name, Kim will look it up and add it to the minutes. Sheila states that she would like to correct the day and date of the Veteran's Suicide Awareness flag program, noting that she gave incorrect information at the meeting. Shawn suggests that the correction be added by parentheses in the minutes, so as to keep the original statement in the minutes. Sheila motions to approve the minutes as amended. Second by Dottie. Vote is unanimous (5-0).

2023 Town Holiday Calendar Update: Kim has provided the BOS with an updated edition of the 2023 Town Holiday Calendar that reflects and clarifies the changes discussed and made at the last BOS meeting. She reminds the BOS that they approved the calendar as originally presented and will need to approve the updated calendar. Sheila motions to approve the 2023 Town Holiday Calendar as updated and presented at tonight's meeting. Second by Dottie. Vote is unanimous (5-0).

Direct Energy Quote: Kim explains that she sent the BOS and e-mail from Neighborhood Energy, the organization she is working with to find an alternate electric supplier. They stated that due to the rapid rate fluctuations, the original proposal they submitted a couple of weeks ago was no longer valid. They have sent a new quote for twelve (12) months, based on 800 kWh. Kim explains that Hampstead and Sandown have worked with this organization for over a decade and their contracts have "outperformed the electric companies." She stresses the importance of the BOS putting something in place for supplies due to the expectation that supply costs will at least double over the coming months and that rate changes are happening weekly. Shawn asks Kim to put the quote on the agenda for the October 24 BOS meeting. Dennis suggests that Kim let the representative know this in case those prices need to be refreshed again.

Signature File: The BOS review and sign the documents in the Signature File. Shawn states that he has received the missing paperwork for the bond reduction request packet. He reminds the board the original bond was for $367,334.48. The request is to reduce the bond by $264,207.65. This will leave $103,126.82 remaining on the bond. Steve motions to authorize the Chair to sign the bond reduction request letter. Second by Dottie. Vote is unanimous (5-0).

Health Trust Rate Update: Shawn states the BOS has received the notice of the increase in the rates for the Town's Health Trust. Medical coverage will increase by 5.2%. Dental coverage will increase by 1.5%. Short-term Disability will increase by 3.2%. There are no increases for Long-term Disability, Life coverage, or Benefits Advantage. The letter is an acknowledgment that the BOS has received the notice of these updated rates. Dottie motions to

authorize the Chair to sign the letter of acknowledgment regarding the rate changes from the Health Trust. Second by Sheila. Vote is unanimous. (5-0).

Non-Public Minutes: Dottie provides minutes for the October 11, 2022 BOS Non-Public session under NH RSA 91-A 3:II (C). Sheila motions to approve these minutes as written. Second by Dottie. Vote is unanimous (5-0).

IV. Town Announcements

Calendar

- **October 23- Sunday:** Trunk or Treat @ the Community Center 12:00 (Noon)- 2:00PM. Hosted by the Recreation Committee. Rain date is Sunday, October 30, 12:00 (Noon)-2:00PM
- **October 24- Monday:** Board of Selectmen's Meeting – Town Hall at 7:00 PM.
- **October 29- Saturday:** Veteran's Suicide Awareness Flag Display. 12:00 (Noon) on Main St. across from Danville Market. The community is encouraged to come and participate in this program.
- **October 29- Saturday:** Household Hazardous Waste Collection: Hosted by Kingston: 12 Main St. Kingston, NH- 9:00 AM- 12 Noon. See the Town's website for more information
- **November 19- Saturday:** NH Fish and Game Moose Program @ the Community Center 12:00 (Noon)-3:30 PM. Sponsored by the Colby Memorial Library and Danville Animal Control.

As there are no further items to discuss, Shawn requests a Non-Public session under NH RSA 91-A 3:II (C). Sheila makes the requested motion. Second by Dottie. Roll call vote: Shawn-yes, Steve-yes, Dennis-yes, Sheila-yes, Dottie-yes.

The public session of the BOS meeting ends at 7:42 PM

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

Respectfully Submitted
Deborah A. Christie