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Town of Danville  
Board of Selectmen  
Monday, November 14, 2022  
7:00 PM

7:00 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; Ann Massoth, Director, Colby Memorial Library; Tom Billbrough Jr., Assistant Director, Colby Memorial Library; Elizabeth Seals, Chair, Colby Memorial Library Trustees; Mary Jo Gallagher, Secretary, Colby Memorial Library Trustees.

*Due to a technical issue, there is no audio for approximately the first ten (10) minutes of the meeting. Minutes reflect the usual process that is seen on video.*

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. 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. As no members of the public wished to speak, Shawn closes the Delegate session at 7:02 PM

**II. Budgets**

**#4550.10- Library.** The proposed FY23 budget is \$314,392. The budget is presented and reviewed by Ann Massoth, Director, Colby Memorial Library and Elizabeth Seals, Chair, Colby Memorial Library Trustees.

- The salary lines of the FY23 Library budget reflect the 6% COLA increase that was approved by the BOS for Town employees.
- Community Services and Museum Passes were level-funded from the FY22 budget.

*Dennis confirms with the camera operator that the audio issues have been resolved and there is audio for the remainder of the meeting.*

- Health and Dental Insurance: Ms. Massoth explains that last year, BudCom had told her that the Library was not budgeting correctly in this line because they had budgeted only for the two (2) single policies for two (2) full-time library employees. BudCom had expressed its concern that if there was a status change or a new hire that needed a different level of insurance, the Library had not adequately budgeted for that and suggested that "extra for insurance changes should be built into the Library budget." Shawn states that he understands what the Library is trying to do and asks if that "extra" amount is not used, will that \$10,000 be returned to the Town's General Fund. Shawn then explains that the BOS has "an extra slot in its budget and if something like that changed, he would be supportive of funding it. Ms. Massoth notes that those were also her questions.

Ms. Massoth asks if there was a change to a Library employee's insurance status, and the Library did not account for that change in its budget, are there funds somewhere in the Town's general budget? Shawn explains the BOS would need to reallocate funds, but does budget for these kinds of changes and would be able to cover such a change at the Library. He notes there are only two (2) Library staff positions that are eligible for insurance benefits and in the worst-case scenario, an increase would only be an increase to the family plan. Shawn reassures Ms. Massoth that the BOS could cover those changes and the Library would then budget accordingly for the next fiscal year. Ms. Massoth and Ms. Seals agree that they like this idea. Ms. Massoth confirms that if the Library did budget for these

changes, and that money was not used, it would be returned to the Town's General Fund. She notes that given this discussion, she will need to recalculate this budget line.

- Telephone: Level-funded from FY22
- Software Upgrades: Level-funded. Ms. Massoth explains the Library has ten (10) computers for the staff and the public. This line also supports the Library's Quicken account for bookkeeping, antivirus software, etc.
- Databases: Level-funded. These include yearly subscriptions to Ancestry, Transparent Language, Learning Express, Novelist, etc. Several of these databases are also available remotely to Library patrons. Ms. Massoth explains that these databases are purchased through a consortium of other state libraries for the best price.
- Building Maintenance: Level-funded. This includes regularly scheduled maintenance and unexpected repairs to the building, parking lot, and operating systems as well as the annual inspection and maintenance fees for the stair lift, fire extinguishers, furnaces, etc. Ms. Massoth states that the unexpended funds in this line from the FY22 budget will be used at the end of the year to clean the carpets.
- Security Monitoring: Ms. Massoth reminds the BOS that the Library uses Pulsar for its security. The increase is due to the additional monitoring of the new cameras that were installed through the ARPA grant fund.
- IT Support: This line has been increased. Ms. Massoth explains that this line is used to support the Library's web-based circulation system. The costs of the system have been negotiated through the NH State Library for the little libraries that use the system. She notes the subscription is paid in December, so the FY22 budget for this has not been paid yet. It will be approximately \$2500. This line also pays for the whole NH State Library upgrades, and IT assistance for the website. The website will be upgraded next year. Internet access and indoor/outdoor wi-fi as well as any unforeseen issues that would require the Library to bring in an IT contractor are also expended from this line.
- Professional Services: Level funded. This line is used for background checks for new hires.
- Heat and Electricity: These lines have been increased based on existing costs. Ms. Massoth notes that the Library has locked in with the Town's contract for fuel at 3.999 and based on previous years, she estimated using 2,200 gals. Electricity is from Unitil and Tesla (solar). Ms. Massoth explains that she again budgeted based on the assumption of Unitil's new rate and the Library's projected usage. She reminds the BOS of their previous conversation regarding an energy management system and states that someone will be coming on Thursday (November 17) to give her a quote.

Steve asks Ms. Massoth to explain the Library's solar program. He notes that he knows the solar panels were installed, but does this give the Library a fixed electric rate? Ms. Massoth explains that the solar panels allow the Library to use less electricity from Unitil and states that Tom Billbrough is more the expert on this matter. She notes that the Tesla rate is very low and was only going to increase by 1% in FY23.

Dennis asks for more information on the solar panels. Mr. Billbrough explains the panels have been leased for thirty (30) years. Tesla also insures the panels on the Library's roof and the Library has a locked-in rate of .13/kWh. He notes there is some increase, but by contract, Tesla can't increase the rate over 1/3 of 1%. Dottie clarifies that the Library pays per kWh for the electricity it produces and in good weather, the Library can generate more power than it uses which is then sold back to the grid for credit on the Library's electric bill. Mr. Billbrough notes that the last payment the Library received was for a "few hundred dollars." Dennis asks if this was a wise investment. Dottie explains that the Library did not have to pay anything for the installation of the panels or the program. Mr. Billbrough notes that Tesla also insures the Library roof and that "it has been an excellent adoption." He offers to discuss the program with the BOS if they are interested in adding the program to other Town buildings. Dennis explains "those were his thoughts if it made sense." Ms. Seals states that the Library has had positive feedback from the public about the solar program and that "it makes a really good statement for the Town." Dennis asks about snow on the roof. Mr. Billbrough states that snow melts right off and that due to the orientation of the building, the new addition heats up really well and with the solar panels, the snow only last 1-2 days even in the extreme cold.

- Advertising: Level-funded. Ms. Massoth explains this is for advertising any job vacancy
- Dues: Level-funded. This line pays for Library staff memberships to professional organizations such as the ALA, NELA, etc. Membership benefits include reduced fees for professional development opportunities and other resources on statistics and trends.
- Janitor Supplies: Ms. Massoth has decreased this line by \$100, noting that she purchased well ahead with money from the CARES Act.

- Office Supplies: Level-funded. Ms. Massoth explains that in addition to regular office supplies, this line is also used to purchase the supplies required to prepare new materials for circulation such as book covers, bar codes, labels, etc.
- Postage: Level-funded. This line also includes the annual rental fee for the Library's postal box.
- Books/Magazines/Videos: Level-funded. Ms. Massoth explains this includes new purchases for the Library's print and digital collections. The costs are usually discounted by approximately 30% because the Library is considered an educational institution. The Library purchases a full range of materials from Board Books for toddlers to Large-Print, Audiobooks, fiction, and non-fiction. Ms. Massoth notes that DVDs are still very popular with the Library's patrons. This line also pays for the Library's digital resource collections such as HOOPLA, Overdrive (NHSL), and the Wall Street Journal. She notes that Library cardholders have remote access to the Wall Street Journal.
- Mileage: Ms. Massoth explains that she has decreased this line because many of the trainings are now online, requiring less travel. She notes that Library staff did attend the NELA (New England Library Association) conference in Manchester in 2022.
- Capital Equipment: Level-funded. This line is used to replace and upgrade computer equipment, shelving, other building equipment, etc. In FY22, the Library purchased a new vacuum.
- Professional Tools: Ms. Massoth has decreased this line. These are collection development tools used to purchase new materials. They include reviews and core collection maintenance. Ms. Massoth explains that most of this information is available through online subscriptions which are substantially less expensive than purchasing them in print.
- Seminars: Level-funded. Ms. Massoth explains this includes conferences and professional training.
- Equipment Repairs: Level-funded. This line includes the repairs and upkeep of the vacuum and copier.

Mr. Billbrough, referring to the previous discussion regarding increasing the Library's budget for Insurance explains that the adjustment in that line would be an approximately 11% increase over the FY22 budget for that line, approximately \$25,850. Ms. Massoth states she does not know the exact costs for the "single" plan. Kim confirms that Ms. Massoth is using the rates that she sent to her, noting there are two different programs. Shawn suggests the BOS approve the budget and adjust it next week when the correct numbers are confirmed.

Dennis expresses his concern with the COLA increase in the Library staff salaries. He notes that the BOS did not vote for the Library's COLAs. Ms. Massoth states that she understands, but the Library Trustees generally adopt the Town's decision on COLA. Ms. Seals notes that the Trustee's vote on the Library staff's COLA is public information. Dennis states that he "just wanted to make that point clear, that the BOS understands they have no jurisdiction over the Library staff." Shawn states that he has no questions about the Library's proposed budget. He understands the increases and they are justifiable. He suggests the BOS approve the Library budget less the \$33,871 that is budgeted in the Health & Dental insurance line until they get the costs confirmed next week. Kim notes the adjusted total for the Library budget, without the Health & Dental insurance line is \$280,521. Dottie motions to approve the Library budget for \$280,521 with the understanding that the Library budget line #210 (Personnel Health & Dental) will be adjusted and a new number provided for next week's BOS meeting. Second by Sheila. Vote is unanimous (5-0).

#### **# 4550.10- Library budget is approved for \$280,521**

**#4150.40- Tax Collector.** The proposed FY23 budget is \$81,819. Kim presents the budget.

- Salaries: increased by the 6% COLA approved by the BOS
- Tax Lien Research: 5% increase to \$3696. Kim explains that she is anticipating more tax lien notices and title searches in 2023.
- Software Support: 5% increase to \$3970. This is a contract. Kim explains that she was told to expect this increase when she called for the cost in FY23. This increase has not yet been confirmed in writing. Sheila explains that her concern is that this increase is from the provider. Shawn confirms that nothing new is being added such as a new software package.
- Dues and Subscriptions: Level-funded at \$150
- General Supplies: This line has been increased by 50% to \$1500. Kim notes that \$660 has been spent year to date. She explains that the Town will need to revamp its tax bills in 2023. Tax bills must be printed on special "tax bill paper" and must use specialized envelopes. Both of these items are very expensive.
- Postage: This line has been increased to \$3650 to meet increasing postal costs. Kim has projected the

amount based on 2022 mailings

- Training: Kim has increased this line to \$1000. with the hopes of being able to attend the Spring and Fall Tax Collector trainings. She notes that she was unable to attend the 2022 conference up North. Dennis asks what these conferences are for. Kim explains that they are Tax Collector conferences, similar to the conferences for Town Clerks, and are three days of professional development and training and are part of the certification process.
- Mileage, Court Costs, and Recording Fee lines were all level-funded.

Shawn explains that Kim can carry over the supplies that she has on hand. Kim states that she has two (2) boxes of regular envelopes, but will still need to purchase the specialty envelopes for the tax bills. She explains that the windows in these envelopes are sized and placed differently than regular window envelopes to match how the “tax bill” paper is printed. Shawn confirms that the Town has to use this specialty paper for the tax bills. He explains that other costs may vary from year to year depending on circumstances and other factors, noting that “things must be filed legally and the Town has to follow the laws and steps to protect its interests.” He states that he has no questions regarding the numbers in the Tax Collection budget. Dottie motions to approve the Tax Collection budget for \$81,819. Second by Sheila. Vote is unanimous (5-0).

 **#4150.40- Tax Collection budget is approved for \$81,819**

**#4197.10- Advertising and Regional Dues:** The proposed FY23 budget is \$4055. Kim explains that this will be the amount due for the Town’s membership in the NH Municipal Association (NHMA) in 2023. Dues are paid in December of each year. She contacted NHMA and was told that they would be increasing their 2023 membership dues by 3% for 2023. This is an increase of \$118.11. Dottie motions to approve this budget. Second by Sheila. Vote is unanimous (5-0).

 **#4197.10- Advertising and Regional Dues budget is approved for \$4055**

**#4210.20- Animal Control:** The proposed FY23 budget is \$12,444. Sheila (as the ACO) presents the budget.

- Salary: increased by the 6% COLA to \$9,328
- Communications: Level-funded at \$516. This line purchases the net card for wireless access for the ACO laptop computer.
- Vet Care: Level-funded at \$700. This line is for emergency vet care and/or NHSPCA

Dennis asks that Sheila read her budget numbers into the minutes as public record.

- Vehicle Maintenance: This line was increased to \$800 and includes the annual inspection costs and maintenance and any possible maintenance costs on the 2005 ACO van.
- Supplies: Level-funded at \$100. This includes costs of cleaning supplies, feed, etc.
- Equipment: Budgeted for \$200. This line is used to purchase/replace ACO equipment such as catch-poles and crates
- Training: Level-funded at \$600. This is for ACO training through UNH/Neacha, NACA. Training is online.
- Clothing: Level-funded at \$200. This covers the expense of embroidered ACO logo shirts and pants.

Sheila states that she is not sure she calculated the Town’s FICA expenses accurately. Shawn states that based on “rough math” it looks correct. Sheila states the total for the FY23 budget is \$12,444.

Dennis asks Sheila what the network card for wireless access is used for. Sheila explains that it is so she can access the Internet without using her personal wireless network. Dennis confirms this is for access from the ACO laptop. Sheila explains that it is for security reasons, that there is information that she puts into the computer that should not be available to the public. Dennis asks her when she last used the ACO laptop. Sheila states that she used it the “other day.” Dennis confirms that she got all the updates the RMON had been requesting and then states that he does not “support the \$500 expense of the network card.” Shawn explains it’s not actually a wi-fi card but is a cell phone card to access the Internet via a cell phone network such as LTE solutions. Shawn believes access is through Verizon. Sheila explains the hardware she uses. Dennis confirms that it is a monthly subscription. Shawn states he believes it’s under the same plan that the Police Dept. has, noting the officers use the same cards in their laptops so that they can have Internet access “out in the woods.” Dennis expresses his concern with “taxpayers paying for

something that is on a laptop that is hardly used.” Shawn states that (the ACO laptop) doesn’t get turned on for multiple months and that RMON was trying for months to get her computer updated.” Sheila explains that she does not leave the ACO laptop, or even her own computer “on 24 hours and they’re not plugged in.”

Dennis explains that the ACO laptop is a “company computer i:e: (belonging) to the Town of Danville and when she goes online, it will automatically find its home and look for updates. As far as the Town knows, there were at least 30-60 days when the ACO laptop was not turned on for updates.” Sheila reiterates that she only plugs (the ACO) laptop in when she is going to use it. Dennis tells Sheila that she is not listening to the issue. He again explains that every time she turns on the ACO computer, “it checks into its home and that for at least 30 days, she did not turn on the ACO computer. From a taxpayer standpoint, paying for hardware, which is the laptop, and software subscriptions, support for maintenance, and a wi-fi card subscription is of dubious value.” Dennis explains that he wouldn’t have an issue if it was getting used on a regular basis, but that Sheila doesn’t use (the ACO laptop) regularly, and that can be tracked through technology, so the Town knows when the ACO computer is on. The Town knows that for at least 30 days, the ACO laptop wasn’t turned on and he just wants to know what she is using the computer for if she didn’t need to use it for an entire month. He believes it is a waste (of taxpayer money.)”

Dottie explains that all the Town’s department heads have computers. The ACO does not have an office and that is why she has a laptop. Shawn states that the BOS understands this. He explains that Dennis’ point is that the BOS knows the ACO computer hasn’t been turned on for 30-60 days and that he can pull up all the e-mails that he received from RMON. Sheila asks Kim if she was the only one that had not turned on her computer. Kim states that she has no idea. Dennis states that the discussion is only about the ACO laptop. He states that he is “not denying the computer would be useful, his concern is paying for equipment and monthly subscriptions that are not being used.” Dottie disagrees, noting that “department heads need it when they need it.” Dennis asks Sheila when she needs the ACO computer. Sheila states it is “when she decides to turn it on and enter her stuff.” Shawn asks how frequently she does this. Sheila states that she doesn’t keep track of when the ACO laptop is turned on. Dennis asks if she ought to, reiterating these are taxpayer dollars and the BOS is asking pretty simple questions like “when do you use the computer?” and Sheila can’t answer that.

Sheila states that she wouldn’t have to have the computer if she was “allowed to go down and do what she was supposed to be doing in the beginning and this is what got us to the computer in the first place.” Dennis reiterates his question of what (the ACO laptop) is used for. Sheila states that it is used to “put in her reports that go nowhere but into the laptop.” Dennis asks again how often she uses it. Sheila reiterates that it is “when I put in my reports.” Dennis asks the same question again and receives the same answer from Sheila.

Shawn states that the discussion is going nowhere and suggests removing the \$516 for the network card from the FY23 ACO budget. This would adjust the budget to \$11,928. Shawn motions to approve the ACO budget for \$11,928. Second by Dennis. Vote is 3- yes, 2-no, 0-abstentions (3-2-0). Dottie and Sheila vote no. The motion passes.

 **#4210.20- Animal Control budget is approved for \$11,928**

### **III. Agenda**

***Town Building Statement of Values Update:*** Kim suggests that this discussion be deferred to next week. Shawn notes that he has seen the e-mails from other department heads and is aware of Ms. Baird’s issues with the inventory stored at the Stage Coach Stop and what would be a reasonable value for the Stage Coach Stop building. Kim states that the information provided by the insurance company did not have all the Town’s information listed, noting it included a shed on College Rd that didn’t even exist. Kim explains that she has not heard back from Fred Smith (current Town Assessor), but she has pulled the individual tax cards for each building. She did speak with Mr. Smith today and he suggested that she take today’s market value of each building and add 1.5% to that value. That will be close to the dollar amount of a total loss. Dennis confirms that this would be the replacement value at today’s costs. Kim states that she found last year’s Statement of Values as an actual certificate of insurance and that gave her a better place to start than what was provided by the insurance company.

Kim explains that when she sent out the driver and equipment lists, she was assuming that the fire trucks, ambulances, etc. are all listed as equipment because these are not included in the Town’s property/liability policy.

She notes these would be a separate policy. Steve agrees to inventory the Fire Depts. equipment. Kim states she just wants to be sure everyone is doing this. She states there are at least five (5) different policies for the Town including cyber, terrorism, buildings, contents, etc. Shawn expresses his concern about ensuring that the costs of the fire vehicles are fully covered due to the costs for replacement. Kim explains the vehicles would be a separate policy. She reiterates that the driver lists and replacement costs for the Town's vehicles have been sent out and signed off by the department heads, but they still need to update the value of each building's contents in case there is a total loss.

Dennis states that he has an update on the Conservation Commission's shed on Back Rd, noting that it was not included on the original list, probably because it is a relatively new building. Sheila believes that it had been put on the list. Dennis states that he had a conversation with the Conservation Commission and they have estimated that the shed and its contents are valued at approximately \$12,000. Kim asks for the address. Dennis explains that there really is no address and suggests "Town Forest, Back Rd." Sheila notes the land is from the Sanborn family. Kim confirms this information. Shawn suggests that she use the tax cards. Shawn recommends that the Town get pictures of the buildings and equipment to clarify what the buildings are, noting there could be "a whole portfolio of what is stored at the Stage Coach Stop." He reiterates that the BOS should have pictures and/or videos of Town property. Dennis confirms with Dottie that was part of last week's discussion regarding the Stage Coach Stop. Dottie notes that it was regarding the flash drive from the Heritage Commission that Kim found that had several buildings and inventories on it. Shawn suggests that a copy of that 2019 video also be sent to the insurer so they have it for their records.

Dennis explains that any BOS member could take pictures with their phones and he would set up a secure drop box (cloud-based storage) for them to upload those photos. Then the BOS could save copies of those pictures to a USB drive.

Kim explains that the insurance company has told the BOS that it has to create the Statement of Values because the insurance company will not assign those values. There is a discussion of the process of doing this. Shawn expresses his concern about over-valuing Town property and paying extra premiums. Dennis notes that the buildings' values should be to reconstruct what they look like in case something terrible were to happen. He expresses concern on how accurately a value could be put on the loss of historical items, noting that he trusts that Ms. Baird has the best understanding of those values and that those values should originate from her. Kim agrees.

Kim states that her other question was regarding the Goldthwaite Bandstand. She knows that it needs to be added to the list, but knows nothing about it. Dennis notes there is also a relatively new cover for it that needs to be included. Dottie reminds the BOS that they have also just redone the tennis/pickleball courts. Kim explains that she is having a discussion with the insurance company regarding how to insure the playground equipment and the tennis/pickleball courts may be part of that discussion. Dennis notes that he knows somebody from another town that had to replace their playground equipment and he was "surprised at how extraordinarily expensive it was." Kim states that she will have a better idea when she gets more information. She confirms for Dennis that Mr. Smith is "pointing to the BOS to do the valuations, and not for him to do them." There is more discussion regarding the Stage Coach Stop. Kim reminds the board that replacement costs should be "if it burns down, will it cost the Town \$120,000 to replace the building?" She reiterates the need for further discussion with the Road Agent and Ms. Baird. Sheila asks to move the question to next week's meeting. Shawn agrees to end the discussion until next week.

**Emergency Management Plan:** Sheila states that BudCom would like to understand what each line item of the Emergency Management budget entails. Neither Shawn nor Sheila has a copy of the budget with them. Sheila explains that one question was that there was no expenditure for the Hazard Mitigation Plan. Kim explains that the Hazard Mitigation Plan was a grant and the Town's contribution was "the investment of employee time." She explains to Shawn that those expenses are not recoverable at the end of the plan. She notes that they spent approximately \$75.00 and that the employees spent so much time that lunch was provided and she expended \$200 from the Emergency Management budget for those costs. Kim states that the Emergency Management Plan was approved on October 10, 2022. Sheila reiterates that BudCom asked the questions. Kim states that Sheila never asked her for a printout of what was spent from that budget.

Shawn asks what BudCom's questions were. Sheila states they want to know what each line item is for. There is a discussion regarding what was spent and what it was spent for, but no board members have the budget with them. Kim reiterates that no money was spent on the Hazard Mitigation Plan and that any expenses were for lunches for the employees who were participating in the planning. Shawn states he believes those expenses were debited incorrectly and should have come from the General budget, not the Emergency Management budget, noting that the Hazard Mitigation Plan has nothing to do with the Emergency Management Plan.

Shawn explains there are only about four (4) lines to the Emergency Management budgets. One line is for the expenses of the Code Red program. The salary line of \$2000 has not been spent. He explains this is a "placeholder." If the Town ever had to open the Emergency Shelter it would need to hire personnel to run the shelter and they would be paid from that line. Kim states that she's assuming the Emergency Management budget and the Hazard Mitigation Plan are the same. Sheila states that they are two (2) separate plans. Kim states that the Hazard Mitigation Plan cost \$7500 through the grant and that was how "June got paid." Shawn states that he will need to review the e-mails from her, noting that because of COVID, "stuff got changed all around." He confirms that there are two (2) separate discussions, one relative to the Hazard Mitigation Plan and the second, answering questions. Sheila states there are more questions but she doesn't have the paperwork with her.

Dottie states there was an issue with the training line in the Emergency Management budget. Sheila states that nothing has been expended from that budget for a long time. Shawn states that is correct and what he is going to do right now... he apologizes to Steve, and states that he is officially resigning as the Emergency Management Director. Shawn explains that he doesn't have the time to put into it. Sheila states that it does require work. Shawn states that he took the position because it had been vacant for so long and Steve "begged him to do it." He explains that he helped Steve out and ended up inheriting the position every year. Shawn states that he will continue to help out until a new Emergency Management Director is selected, but he is not going to be going to EMD seminars, classes, etc., and take time off from work.

Dottie confirms the Emergency Management Director position coordinates emergencies with the Fire Dept, the Police Dept., and the Highway Dept./Road Agent. Shawn explains that usually the Emergency Management Directors are the local fire chiefs, and in bigger towns, the fire departments have enough staff so that in an emergency, the fire chiefs can focus on the Emergency Management Director role. In small towns like Danville, the fire chief would have to fill both roles, as the fire chief and the Emergency Management Director, and they can't do it. Shawn explains this is why Steve (as Fire Chief) had asked him to help out in the Emergency Management Director role.

Dennis confirms that the Emergency Management Director does not have to be an elected or appointed official. Shawn explains that it is an appointed position. Dennis confirms that any Danville citizen could apply for the position. Sheila asks Steve to coordinate updating the Emergency Management Plan. Shawn states that he doesn't know who has the jurisdiction to appoint a new Emergency Management Director. Steve state the believes it is the BOS. Shawn asks Kim to post the opening for the Emergency Management Director so that the BOS can accept resumes and choose a new Director. Dennis believes this is a wise decision. Sheila expresses her concern that the position should be described and what it entails before it is posted. Shawn asks if Sheila is volunteering to write the job description. Sheila agrees to do that.

**Minutes:** The BOS review the minutes for the November 7, 2022 BOS public meeting. The following corrections and amendments are made:

- Line #183- Sheila clarifies that EEOC should be EOC and that is the acronym for Emergency Operations Center
- Line #70- Kim states that she never advised the Heritage Commission that any video she found would suffice. She states that she is not aware of the contents of the video. She notes that she and Dottie found it. Dottie agrees that she advised the Heritage Commission that Kim had found the video, but states that she did not advise the Heritage Commission that it would suffice. The sentence is modified to read as follows: *"Kim has found the video."*
- Line #78-79- Dennis clarifies that "straw hats" is actually "straw mats"

- Line #159-160- Kim states that she never had a discussion regarding the two Manchester fire trucks that were in an accident and self-insured. She states that she never had that discussion with anyone. Dennis explains the discussion that was around that comment from Sheila. Kim reiterates that she never had the conversation because she didn't know the fire trucks were self-insured. Dottie suggests that the sentence be removed from the minutes.

Shawn expresses his concern that the minutes are coming from the video of the meeting, so the statement was made by Sheila, but Kim wasn't at the meeting to verify this information. He states that he is concerned that the comment is valid because Sheila did make the statement and believes the statement should remain in the minutes with parenthesis (Kim does not recall this conversation.) The BOS agrees to insert the parenthesis. Dennis confirms the facts of the statement are correct. Shawn suggests that there probably was such a conversation, but it was not with Kim.

Sheila motions to approve the minutes of the November 7, 2022 BOS public meeting as amended. Second by Dottie. Vote is 4-yes, 0-no, 1-abstention (4-0-1). Shawn abstains as he was absent from that meeting.

**Emergency Meeting Minutes:** The BOS review the minutes from the November 2, 2022 BOS Emergency Meeting. The following corrections/amendments were made.

- Line #147- the sentence is revised to read "Shawn states that the document from DRA needs at least three (3) BOS signatures."

- Line #67- correct the typo DAR to DRA

- Line #130- is corrected to read that "Shawn states that he spoke with the Town's auditors."

Sheila motions to approve the Emergency Meeting Minutes as amended. Second by Dottie. Vote is unanimous (5-0).

**Signature File:** Sheila notes there is a document in the Signature File regarding a driveway permit for crossing Rte.111 and questions why this is something the BOS would be signing. Dottie states that District #6 of NHDOT has explained that the BOS should sign it. Shawn reviews the documents. Sheila asks if this is Town land. Shawn believes it is the same driveway that the BOS has been trying to get open for a long time. Shawn and Dottie explain to Dennis that this is on Frye Rd at the south end of Town. Steve explains the other intersecting roads to Frye Rd.

Shawn reads the following: *"The bureau responded and (is in) the process of determining the value of the access."* He explains that the State took all the land around Rte.111 by eminent domain and now wants to sell it back to the Town. This will open up an access point (on Frye Rd.) so the land and properties there can be developed and this is part of the process. Sheila confirms that the land does not currently belong to the Town. Shawn states that they are "getting all the stuff done so when the person who owns the land (on Frye Rd.) is putting their projects through, the access will be done. Shawn states that there will be a fee for that because the Town will not pay for that access. He explains that the process began with the developer of CCRC, noting that Chris Donahue (former Selectman) "did a lot of the legwork and negotiated with the State to reduce the price from \$50,000 to \$25,000." Shawn states that he expects the price of the land to have increased substantially since that time.

Shawn states the paperwork is to continue the process that Charlie Zilch has been going through to get this access done. Sheila expresses her concern that the BOS "doesn't sign stuff that it shouldn't." Shawn clarifies that the paperwork is only the application for the driveway permit. Dottie motions for the Chair to sign the driveway application. Second by Sheila. Vote is unanimous (5-0).

Shawn reviews paperwork from the Conservation Commission and confirms it is an extension of a previous discussion.

Shawn reviews a contract from Recordsforce. Kim confirms it is the contract for digitizing the Police Dept. records. Sheila asks if all the contracts have been signed. Shawn confirms there is only the contract for the Town's records (that was previously signed) and the contract for the Police Dept's digitizing project is in tonight's folder. There is a discussion regarding the start of the project. Kim confirms that Recordsforce has already taken some of the paperwork (from Town Hall). Sheila believes the list didn't have the full amount of money on it. Shawn reminds the BOS that they will need to put the costs of the new Police Dept. contract against the ARPA fund balance. He notes

that there are options in the contract and suggests that the board ask Chief Parsons to come in to discuss the contract with the BOS and pick the options that he wants. Shawn notes the contract is very similar to the Town's contract and that Chief Parsons just needs to approve his options. The consensus of the BOS is that Shawn will sign the contract from Recordsforce for the Police Dept. after he confirms the details with Chief Parsons.

Shawn reviews several insurance policies for cyber security and terrorism.

**Unitil Update:** Shawn states the BOS has received the information regarding the costs and rates for the LED street lights from Unitil. They are offering an interim rate until their rate request is approved by the PUC. Currently, they are charging \$13.00 and are decreasing those charges to \$11.00 and \$9.00. The aggregate change is the current charge of \$660 per month will decrease to \$572 per month. Sheila motions to authorize the Chair to sign the acknowledgment that the BOS has received the notice of the rate change. Second by Dottie. Vote is unanimous (5-0).

**Non-Public Minutes:** The BOS review the minutes for the October 31, 2022 BOS Non-Public session under NH RSA 91-A 3:II (c). Sheila motions to approve the minutes as written. Second by Dottie. Vote is 4-yes, 0-no-, 1- abstention (4-0-1) Steve abstains.

Shawn reads the Town Announcements listed below.

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

**Security Camera Update:** Sheila asks Dennis for the status of the security camera project that is going through the ARPA fund. Dennis states that he is working with LT Merced and needs to "snap a couple of pictures on some of the buildings to identify exactly where the cameras are so that he can send out the RFP with no questions as to how many cameras and their locations." He explains that "bidders will be able to visit the sites and figure out cabling and power and be able to give representative RFP responses."

Shawn states that he realizes that once the Police Dept. confirms the Recordsforce contract, that contract will need to come back to the BOS so that they can segregate that contract amount and the options and apply (those costs) to the ARPA funds.

**Retirement Plan Update:** Dottie states that she has spoken with Christian Pearsall from MRI about a 457-B Retirement plan. She reminds the BOS that the Warrant Article referendum on moving forward to explore alternate retirement plans passed last March.<sup>i</sup> Two companies were suggested: Mission Square Retirement Inc. and Corebridge Financial Inc. Dottie states that she has reached out to these two companies and they will be sending information on how to start the process, etc. Dottie explains that she will probably need to begin to gather data such as the number of employees, etc. Kim expresses her concern that she doesn't have access to the computer for that information. Dottie explains that she can get that from the Town's department heads and that she will probably also need the dollar amount of the salaries. She and Dennis agree this information will also determine the management fees. Dottie states that she just wanted the BOS to know that she is working on this issue.

**Copier Update:** Kim states that she has spoken to Corner Office. She notes that Steve has a desktop copier for the Fire Dept. that he just purchased this year and he is not interested in leasing another copier. The Police Dept. purchased its copier in 2013 and the planned end-of-life is 2023. The Town Hall copier was purchased in 2018 and the expected end-of-life is 2028. Shawn confirms that the previous copier from the Town Hall went to the Police Dept. Steve states that the Fire Dept. has always purchased its own copiers. Sheila states that she does not know what happens to the Police Dept. copier when they get the recycled copier from Town Hall.








Kim states that the last payment on the Town Hall copier was made in November (2022) and now the Town owns the copier and is just paying for the copies (maintenance contract). She has received a quote on a new copier if the BOS wants to recycle the current Town Hall copier to the Police Dept. Kim suggests that the BOS review this issue next year. Steve confirms that the current Town Hall copier is working just fine. Dennis suggests that if the Police

Dept. is comfortable waiting until next year, then wait until then to recycle and save \$186 per month in leasing fees. Sheila confirms the current Police Dept. copier was the previous copier from Town Hall, noting that “it is awfully small.” Kim explains that once the copier is paid for, the Town owns it. Shawn expresses his concern with the “life expectancy,” noting a previous conversation with “Mark” who “keeps a graveyard of copier parts until he runs out of them.” Kim states that she was told the end-of-life is about ten (10) years but they can still get parts and be serviced.

Shawn clarifies that “end-of-life” generally means that there are components available, but these components are no longer being made for older copiers. The copier company will support the copier until they run out of those components. Dennis reiterates that “unless there is a driving need, or that maintenance costs are more than the copier is worth, the BOS should just ride out the existing copiers.” Shawn notes the quote for a new copier for Town Hall is \$1.00 less than the current maintenance agreement. He states that the BOS could “lease a new copier for \$1.00 less per month than they are paying for the current maintenance agreement.”

## V. Town Announcements

### Calendar

-  **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.
-  **November 21- Monday:** Board of Selectmen’s Meeting: Town Hall @ 7:00 PM
-  **November 26- Saturday:** Holiday Senior Luncheon- Community Center 12:00 (Noon)- 2:00 PM. Hosted by the Recreation Committee.
-  **November 26- Saturday:** Christmas Tree Lighting Ceremony on Main St. across from Danville Market @ 5:00 PM. Activities to follow at the Community Center until 9:00 PM
-  **December 2- Friday:** American Red Cross Blood Drive- 1:00 PM-6:00 PM @ the Community Center
-  **December 4- Sunday:** Holiday Craft Fair at the Community Center 9:00 AM-3:00 PM. Hosted by the Recreation Committee.
-  **December 30- Friday:** Senior Coffee Hour 10:00 AM to 12:00 Noon @ the Community Center. Hosted by the Recreation Committee

As there are no further items to discuss, Shawn adjourns the meeting.  
The meeting is adjourned at 8:41 PM

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

Respectfully Submitted  
Deborah A. Christie

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<sup>i</sup> Town of Danville. 2022 TOWN WARRANT ARTICLE SUMMARY TO BE VOTED ON March 8, 2022.

#### **Article 2022-21 Adoption of Retirement Plan for Full-Time Employees**

*To see if the Town of Danville will vote to advise the Board of Selectmen to evaluate retirement plans for employees and elected officials and to present their findings to the voters and to have such plan approved by the town.*