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Town of Danville
Board of Selectmen
Monday, December 5, 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
Absent and excused: Dennis Griffiths

Others Present: Kimberly Burnham, Selectmen Administrator; Beth Caillouette, Chair, Cemetery Trustees; Andree Marinelli, member Cemetery Trustees.

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 more members of the public wish to speak, Shawn closes the Delegate session at 7:01 PM.

II. Budgets

#4195.10- Town Cemeteries. The proposed FY23 budget is $27,450. Beth Caillouette, Chair of the Cemetery Trustees introduced Andree Marinelli as the third Cemetery Trustee. Ms. Caillouette explains that Ms. Marinelli joined the Cemetery Trustees in the middle of the year and is heavily involved in the learning process. Ms. Caillouette states that the Cemetery Trustees have level-funded their budget for FY23. Sheila confirms that the FY23 budget is level-funded and there are still outstanding bills for work done in 2022. Ms. Caillouette states that she just presented an invoice to Kim for $4000 for Groundskeeping. An additional expenditure has been made under "General Upkeep" for a new laptop computer. Ms. Caillouette explains that the Cemetery Trustees have been using an old computer from the Highway Garage and it is no longer working."

Ms. Caillouette states that the Trustees put the Groundskeeping work out to bid this past year and did receive three (3) bids. She explains that one bid was so unreasonably high that it was immediately disqualified. The second bid would have charged $3000 per month regardless of the amount of work (mowing) performed. The third bid, from their current vendor Acre Shaper, would only charge per mowing. Ms. Caillouette notes that 2022 was a very dry summer and this is another reason that the year-to-date groundskeeping expenses were so low. She notes that Acre Shaper's quote for $22,000 was for a "normal year" and explains that John has been doing it long enough to know what is the average number of mowings that he does. Shawn confirms that the year-to-date is artificially low due to the weather and dry spell. Ms. Caillouette agrees and explains that the Trustees have chosen to use the remainder of their 2022 budget to purchase the new laptop. Shawn states that he has no questions about this budget and it appears to be a rational budget. Dottie motions to approve the #4195.10 Cemeteries budget for $27,450. Second by Sheila.

Sheila asks how far along has the stone cleaning project progressed. Ms. Caillouette explains that they completed some stones in both cemeteries, the Center Cemetery and the Olde Meeting House Cemetery, and the project has been completed for 2022. Sheila asks how the stones are prioritized for cleaning. Ms. Caillouette explains that they did certain sections in the Olde Meeting House Cemetery, as well as some additional marble headstones that needed work. She states that they may look like they haven't been done because of the product that was used. This product is specific for marble so that it won't deteriorate the marble and can take up to a year to completely work. Ms.

Caillouette notes that she can already see some difference in some of the treated stones. She notes that the $4000 bill she just submitted to Kim for payment was for this work. Shawn calls the question. Vote is unanimous (4-0).

- **#4195.10- Town Cemeteries budget is approved for $27,450**

#4194.10- General Government Buildings. The FY23 proposed budget is $76,360. Kim presents and reviews this budget.

- Custodial Services: The line was level-funded. Kim reminded the BOS that there had been a "change in terms" in 2022.
- Asst. Custodian: Kim notes this line has always been in the budget but has never been spent. Shawn explains that it is a good line to keep in the budget just in case something "special" came up and the Town needed to use professional cleaning services.
- Electricity: Kim notes that she increased this line and that it also includes electricity for the Highway Garage. Shawn notes that the current bill will put the FY22 year-to-date expenditures around $19,000, so the increase to $20,000 is "just enough" at the same rate. Kim reminds him that with the new contract the BOS signed, the electricity costs should stay close to $20,000. Dottie asks if the Town has two bills to pay: November and December. Kim explains that she has already paid the November bill. Kim explains to Sheila that the Highway Garage is included in the budget because it is a government (Town-owned) building.
- Heating Oil: Kim states that she has increased this line and explains that this included the Town Hall, Police Dept., and the Fire Dept. She reminds the BOS that they have a contracted price with a local vendor and that 85% of the Town-owned buildings are heated with heating oil. Steve explains that the Fire Dept. uses donated used cooking oil in a special furnace to heat the firehouse bays. He notes that he has been doing this for ten (10) years. Shawn explains that except for the maintenance of the furnace, the Fire Dept. has been able to heat the bays entirely with the donated cooking oil.
- Water: Kim notes this also includes water for the Highway Garage.
- Propane: Kim explains that she believes propane is used to heat the Police Station and the second floor of the Town Hall. She notes the second floor is not heated a lot. Steve confirms that the Safety Complex uses heating oil and the only propane they use is a small bottle for the upstairs stove. Shawn explains that the majority of the propane used is for the generator for the Emergency Shelter at the Community Center. If the shelter is not used, the costs stay low, but if the shelter needs to be used, the costs are covered in the budget. Kim notes that propane for the Community Center is budgeted in the Community Center budget. She states that she just level-funded this line and that the year-to-date expenditures are low.
- Repairs and Maintenance: Kim has level-funded this line for FY23. She reminds the BOS that money in the FY22 budget will need to be transferred to the Community Center budget to cover the recent repairs, so the expenditures are more than the year-to-date report show. Dottie confirms that the maintenance of the heating system for the Town Hall is also expended from this line.

Kim explains the FY23 notes for this line. There are three (3) dumpsters at the Town Hall that are currently sitting on the tar. Mr. Seavers, (the Road Agent) has asked her to get a quote for pads for these dumpsters and also a quote for fencing them in. Sheila asks why Mr. Seaver wants to fence in the dumpsters. Kim explains that Mr. Seavers wants the dump pads because the dumpsters are not level and he wants them fenced in because anything left outside of the dumpsters, or if it overflows, blows around and into the Church parking lot. Sheila asks if an 8' fence would solve the issue. Shawn notes doing nothing is the worse option and that a least a fence would help contain the waste. Kim notes the dumpster at the Community Center has a concrete pad and it is much easier for Casella to empty and replace the dumpster in the correct spot. She explains that in bad weather the area around the Town Hall dumpsters gets muddy. She received a quote from a company that Casella recommended for $9500 for a pad for the three (3) Town Hall dumpsters.

Steve notes that several cement finishers live in Town and suggests that the BOS also get some quotes from them. Shawn agrees. Kim clarifies that the pads and fence noted in the FY23 budget are "wants" not "needs", but that Mr. Seaver would definitely like to have that project done. Shawn asks Kim to also get some prices for the fencing and to start with an 8' fence.

- Supplies: This line includes supplies for the Town Hall, the Police Dept., and the Fire Dept. Kim has

increased this line due to increased costs for everything from cleaning products to custodial supplies Shawn notes this line has been funded at $2500 for many years and the costs of paper goods have increased. Kim notes that she just received a $500 bill for toilet paper and paper towels.

- Alarm System: Kim states that she hopes to eliminate this line once the outside cameras are installed.

Shawn confirms the alarms are through Pulsar. Dottie disagrees with the idea that the Town should move away from having the alarms. Kim notes that the Town is currently paying for alarm services on a month-to-month basis because they do not have a contract in place.

Shawn asks Kim to explain the significant decrease in the alarm system FY23 budget. She explains that the charges for the alarm system for the Community Center is reflected in the Community Center's budget and that building is receiving its own bill for those services. The current bill is for the Town Hall and the Highway Garage. There is a short discussion of which buildings have alarms. Shawn confirms that each department/ government building that has an alarm should have those expenses reflected in those departments' budgets. Kim confirms that the Library and the Community Center have their alarm system costs in their budgets and the rest of those costs are reflected in the Government Buildings budget. She did remove 599 Main St. from the Town's account earlier in 2022. The $1830 budget includes the Town Hall, the Fire Dept., and the Police Dept. Kim admits it is less than the FY22 budget. Shawn states that he's "okay as long as all the buildings have been included in the budget." Dottie motions to approve the budget for # 4194.10 General Government Buildings for $76,630. Second by Sheila. Vote is unanimous (4-0).

- **#4194.10- Government Buildings budget is approved for $76,630**

#4130.10- Executive/Selectmen's Budget. Kim explains that she has presented a draft budget that does not include all the lines pending the discussion/approval of those lines by the BOS. The BOS agrees to work from the bottom up as most of the established lines are at the end of the budget. Shawn notes that "this is a work in progress." Sheila expresses her concern that the FY22 Selectmen's budget already is over budget and it's not the end of the year yet.

- Recording Fees: Kim has level-funded this line. She explains that these fees are paid for recording the deeds of any lands that are transferred to the Town.
- Safety Training: Kim has also level-funded this line. Dottie explains that Loss Management meets four (4x) a year per the Dept. of Labor. She is authorized to use up to $25.00 for meals for each meeting, but she has not spent that much. At the last meeting, she only spent $14.00 and she has just submitted that reimbursement request. Sheila and Dottie discuss how those expenses should be debited from the budget.
- Mileage: This line has been increased based on the State's reimbursement rate. Dottie explains that she was reimbursed for her and Sheila to attend the two-day NHMA conference in November as well as $14.00 for parking fees. She reminds the BOS that she and Sheila did carpool, but they had two days of travel.
- Training: This line has been increased. It is over budget in 2022 due to the AED training and the NHMA conference. Kim explains that she has received a quote for Continuing Education training, noting that the BOS was interested in this. Two (2) classes will cost $2500. Kim explains that these classes will be mandatory, so they will be offered at two (2) different times on two (2) different days. Sheila asks if the BOS can mandate employee attendance at these classes. Kim explains that they can, as long as they pay the employees. Shawn explains that the BOS can make it a condition of employment.
- Tax Lien Expense: Kim states that it is her understanding that this line was set up to track the expenditures for 599 Main St. (which has since been sold.) Shawn explains that was only one of the reasons for this line. He agrees that 599 Main St. represented the majority of the expenditures for this line, but it still needs to be funded. Shawn suggests adding $10,000 to this line. He reviews some of the expenses from 599 Main St. that are reflected in the FY22 budget and "reminds the public that the Town recouped and/or split these costs with the Dept. of Justice." He notes that later the BOS will be putting together a Warrant Article regarding the funds received from the sale of 599 Main St.

Sheila confirms there are no expenses for 599 Main St. reflected in the FY23 budget and notes that Kim needs to remove the comment about that from the draft budget. Kim and Shawn agree that the comment was there for her reference for BudCom. Shawn reiterates that he wants to put $10,000 in the line and that he knows the reason why that line was over budget in 2022. He also reiterates that the income received (from the sale of 599 Main St.) far exceeds what was spent from that line.

- Equipment: Kim asks how this line was previously budgeted at $3800. Shawn explains that it was based on

payments made for the lease and maintenance of the copier. The lease is now paid off and the BOS has decided not to "recycle" any copiers in 2023. They are not getting a new copier or moving any other copiers around, so this line needs to be budgeted only for maintenance on the Town's existing copiers. Maintenance charges are based on a per-copy contract for toner and repairs. Kim suggests that this line remain level funded at $3800. Shawn expresses his concern that this might be too much now that there is no longer a lease payment. Shawn suggests reducing this line to $2800.

- Books and Periodicals: This line has been increased by $60 due to the increased costs of the updated Matthew Bender law materials. Kim explains this is a standard purchase.
- Postage: This has been increased due to Postal increases.
- General Supplies: Increases are due to product increases
- Dues and Subscriptions: This line has been increased to reflect the increase in fees for the NH Government Finance Association. Kim notes this line was over budget in 2022. Shawn agrees the increase is reasonable.
- Printing Expenses: Kim has decreased this line. She notes it is used for the Rockingham County Registry of Dees and for the Porter Office Services agreement. Kim states that she doesn't know how the Porter agreement was set up and paid for. She notes that she only spent one-half (1/2) of this budget in 2022, so she decreased the amount budgeted for FY23.
- Repairs and Service Contracts: Kim explains this line is used for small repairs such as light fixtures, light bulbs, etc.
- Background Checks: Kim states that the Fire Dept. requires NH State Police background checks on each new employee. These are usually $25.00 each.
- Digitizing Tax Maps: This line has been level-funded. Kim explains that it reflects costs for the CAI maintenance fee and the Web GIS maintenance fee. Kim confirms that GIS services include updating the tax maps.
- Professional Services: Kim notes that in 2022 there are several errors in the journal entries for this line. Several debits should have been made to other lines. If the erroneous journal entries were corrected, the actual expenditures from this line would only be about $850 and that was why she level-funded this line.
- Software Contracts: This line is for the Avitar Assessing Program. Kim explains that the kiosk fees were reduced. She also notes that another bill was paid and not recorded correctly. The actual bill is $5,323. Shawn states that these journal entries need to be corrected and the BOS will need to work with Kaitlyn on this. Kim states the FY23 increase for Avitar is $5,625.
- Telephone: This line has increased by 7%. Kim explains that First Net is the primary provider for the Town's phone lines. Consolidated Communications is the secondary provider, so there are two (2) separate bills each month. Consolidated Communications is used as a backup if First Net goes down. The budget increase is based on the current year's expenditures. Shawn asks to put this issue on a future agenda for further review. He states that he would like clarification on the backup system.
- Selectmen's Salary: The increase reflects the 6% COLA
- Finance Director: Shawn suggests the BOS level fund this line and also change the name of this line to "Finance Operations." He notes that the current arrangement with MRI is working out well and may be the direction the BOS will continue to move forward in.
- Recording Secretary: This line is over budget in 2022. Kim states she has budgeted for 600 hours at $25.63 to include a salary increase. The BOS discusses how the new speakers pick up every paper shuffle making it difficult to hear the individual conversations. Kim notes that the biggest issue is when everyone is talking at the same time.
- Land Use/ Assessing Administrator: Kim states that she has researched the pay matrix for this position and explains that Dottie's salary matrix of low and high salaries from 2022 was added to the NHMA website. The position is paid an hourly rate, but she can't find anything close to the current job description. Kim explains that when she put this position into the matrix, the only comparable town (by size) was Auburn. The lowest salary was $19.79 per hour, the highest was $28.83 per hour. Sheila asks how many hours was the position budgeted for. Sheila confirms that the number of hours worked was part of the FY22 salary discussions. Shawn suggests that the BOS does its due diligence and brings the hourly rates "up to par with what the industry is expecting." Sheila disagrees, noting the "hours they are not working and that they (the Administrators) are working over the assigned hours and that is why this line is over budget.

Kim explains that she is discussing the salary scale for FY23, noting that the Administrators can't do anything about the hours that they work. Sheila clarifies that if the BOS increases the salary, the (Administrator) lines will still be over budget because they will still be working more hours than they are budgeted for. Sheila expresses her concern that the Administrators will still be working more hours than they are supposed to.

Shawn states that the BOS needs to look at both a new salary rate and realistic hours for those positions. He reinforces that Sheila's issue with these lines being over budget is because the Administrators have worked more hours than those positions were budgeted for. He explains that "the issue with both of the Administrator positions is the that the BOS, at this moment in time, can't offer guidance for recommending the rate for these positions."

Sheila states that the Land Use/Assessing Administrator's hours are a combination of hours worked for the ZBA, the Planning Board, and the Town. Kim explains that Gail is the recording secretary for the ZBA and the Planning Board, but her title is also the Assessing Administrator and that is the only job description that NHMA has listed. Sheila suggests that the BOS should have never combined the hours for the position with the ZBA and the Assessing Administrator into one budget and instead kept the ZBA and Planning Board clerical hours separate. Kim notes that Gail has to stay in the office from 8:00 AM to 4:00 PM as those are the posted hours, and "she is doing those minutes during that time and is not staying overtime to do those minutes." She explains that the extra hours that Gail works are when the ZBA or Planning Board meets on a Saturday for site walks. Gail is required to be there and take minutes. Kim confirms that she and Gail are working more than their "allotted hours" but the BOS is not being realistic about how many hours they should work.

Sheila suggests that when Gail is "working on ZBA stuff, she needs to account for those ZBA hours." Kim states that ZBA "isn't going to like that." Shawn agrees, noting that when the previous Administrator had the job and was doing all those jobs, it made sense to combine the positions' hours and that it still makes sense to do it this way, stating that the ZBA piece is "very small and that the greatest amount of time is spent on assessing and 80% of that is work for the BOS." Sheila asks if the BOS has to increase the number of work hours for this position. Shawn explains that's what the BOS needs to look into. Sheila expresses her concern that would mean the BOS would have to pay for full-time. Kim asks what is full-time. Shawn states it's 35+ hours per week. Kim notes that both she and Gail work over thirty-five (35) hours each week. Dottie states that full-time is 40 hours per week. Kim notes that the Employee Handbook is "very contradictory on what is full-time and what the classifications are, how vacation and paid time-off is assigned." She and Shawn state that is a different discussion for another time.

Shawn states that the BOS needs to do some homework on the two Administrator positions and come back to the budget. He states the BOS needs to figure out cost overruns, average hours, and what (issues) contribute to being over budget, noting that it is most likely excessive hours, and what to attribute those extra hours to. Shawn notes that in Gail's case, the extra hours are due to site walks, etc. and that's part of an application process and there should be an income associated with filing all that paperwork. Dottie states that she believes that Gail is also paid for attending the meetings. Shawn explains that Gail could get specific by saying "For the next four hours she will be doing Town stuff". Sheila states that's not what is happening. Shawn agrees, noting that the Land Use/Assessing Administrative is a combined role for the ZBA, Planning Board, and the Town.

Steve reminds the BOS that all the permits have to go through Gail, all the inspections/inspectors and that she keeps the accounts and records of any impact fees that are due and collected. Shawn adds that all this has to also be prepared for the auditors. Kim explains that would be the Town's part of Gail's job.

Sheila reiterates her concern that "even if the BOS increases the Administrators' pay, they are still going to go over their hours and it won't make a difference." Kim explains that it is not only a matter of increasing the pay but as Shawn has explained, also increasing the hours so that the Administrators don't go over budget. Shawn states that the BOS was "hopefully optimistic that we would have accurate hours but over time we're seeing that the BOS is underestimating the number of hours allocated for these kinds of tasks and the BOS might as well make those numbers realistic because they are not fooling anybody because the numbers don't lie."

Sheila states that she understands and if they need full-time hours, the BOS might as well make (the Administrator positions) full-time because the BOS will have to pay for it anyways and they are just being realistic in the end. Kim explains that while doing her research, she looked at positions with no health insurance, benefits, collective bargaining, etc. She notes that there is no job opening with the Town's population on NHMA that had a figure for that. Shawn asks Dottie to pull something together for the BOS to review, noting that she had done all that work on the salaries last year.

- Town Administrator: Kim states that she has also researched this position on NHMA. The only comparable towns were Lee and Newton and neither of those towns offered health insurance or collective bargaining. Lee's salary for the Town Administrator position was $80,356. Newton's salary was $80,067 with no benefits. Kim states that she also contacted some local towns: Sandown's salary was $81,800, Atkinson's salary was $95,000 for a new Town Administrator with full benefits, and NH retirement. Chester's salary range is $80,995 - $126,682, also with full benefits.

Sheila asks Kim how many hours a week these Administrators were expected to work. Kim states that Sandown is 40 hours per week, but sometimes it's 30 and sometimes it's 60. She reiterates that she did her research on NHMA based on the Town's population and that she also did research based on the surrounding towns and is just giving the BOS this information on the current salaries.

Dottie states that when she collected the numbers last year, she chose towns with both an Administrator and a Finance Director and only used those for comparison because she felt it was more like what Danville had. Kim agrees that makes sense. She notes that Sandown and Atkinson both have those two separate positions. Shawn agrees that Kim has brought forward "great information" but if the BOS is doing its homework for the Land Use Administrator position, it needs to do the same homework for the Town Administrator position and develop a proposal. Kim reiterates that she just told the BOS what she brought (for information) and that MRI is supposed to come up with a recommendation that should be important to take into account as well. Shawn and Kim clarify that MRI will be recommending how to handle the Finance Director position moving forward.

Shawn confirms that the BOS will look into the two Administrator positions and come up with proposals for them. He suggests that this may address some of Sheila's concerns about the number of hours worked and explains that if the positions are properly funded with the expectations, the numbers will work out. Sheila agrees moving to salary (vs. hourly) wages would solve a lot of the issues. Shawn reassures Sheila that there will be expectations, noting that "just because they are a salaried employee doesn't mean they do nothing" and states that if that happened, he would be the first one to address it. Sheila and Kim discuss if the BOS has the authority to change a position from hourly to salary or a stipend to salary and if those salaries increase or decrease. Shawn notes that all this has to be done methodically as required by the Labor Dept.

Shawn notes the remainder of the Executive/Selectmen's budget has been completed except for the two Administrator lines. Once the BOS determines those lines, this budget will be complete.

III. Agenda

Spring Bulk Pickup: Sheila reminds the BOS of the discussion at the November 7, 2022 BOS meeting when they had asked if Casella could move the Spring Bulk Pickup day to May or to a Sunday to accommodate a town-wide yard sale.[i] Casella couldn't do this so Gail was asked to return to the usual April Bulk Pickup date. Sheila notes that Casella did say that they do not do Sunday pickups. The two dates that the BOS has received are Saturday, April 22, or Saturday, April 29. The BOS confirms there are no holidays, etc. Sheila expresses her concern that she didn't want to schedule it on the same Saturday as Household Hazardous Waste Day. Kim notes that hasn't been scheduled yet. Dottie confirms that Easter is April 9. Shawn suggests the BOS schedule the Spring Bulk Pickup for Saturday, April 29 to be sure they are beyond any winter weather issues. The consensus of the BOS is to schedule the Spring Bulk Pickup for Saturday, April 29.

Community Center Outdoor Lighting: Shawn notes that Dennis had made comments on this issue, but was not at tonight's meeting and suggests tabling the discussion. Sheila agrees noting that she spoke to Kim regarding the lighting at the Community Center and she believes the ramp and deck are well-lit. Kim states that she understood Dennis' concerns and spoke to Karl Skinner and he had installed solar caps on the handicap ramp and will be installing a black skid strip at the top of the stairs as well as a reflective light directly on the stair, so she is working with Carl (Skinner) and John Chandler to make it brighter.

Employee Premium Pay: Dottie reminds the BOS that they had allowed the Police Dept. to use unspent budget money to pay a retention bonus to its staff. During the discussion of the Fire Dept. budget, Steve also mentioned that he would like to give something to his staff. Dottie notes that "these (departments) have large budgets, so sometimes there is extra at the end of the year, but other budgets do not have that luxury." She explains that she thinks the BOS could do something with premium pay from the ARPA fund to "give the rest of the Town employees a little something." She states that she doesn't know if this could be done at the end of 2022, or if it would have to wait until the end of the ARPA funds to see what was left.

Dottie states that she spoke with Catherine Heck, an attorney at NHMA regarding eligible employees (for the ARPA funds). "Premium Pay" is for employees receiving low to moderate pay. The only eligible employees are those getting paid lower than the "State Average Pay" which currently is $26.90 per hour. That amount multiplied by 150% ($41.55) is the highest premium pay allowed. She explains that those making less money would receive more premium pay to reach the maximum amount. Elected officials are ineligible and anyone who makes more than $41.55 per hour is also ineligible.

Steve clarifies that Dottie is discussing premium pay from the ARPA funds. Dottie states that "there's a whole thing and she will send it to the BOS so they can see what Attorney Heck had explained." She reiterates the premium pay is basically for those employees on the low end of the pay scale. Steve and Dottie review the elected employees who are ineligible: Town Clerk, Tax Collector, Town Treasurer, and Police Chief; as well as any police officer making more than $41.55 per hour. Kim notes her conversation with Dottie that anyone making $26.90 per hour can receive premium pay that makes up the difference to $41.55 per hour.

Steve states that when he mentioned the retention bonus two weeks ago, he had been asked to bring his proposal to the BOS. [ii] He is currently finalizing that plan and will need to have the Fire Wards approve it first. Steve explains that he's "argued for the ARPA premium pay all along so whatever rules the BOS has to go by…." Sheila asks if staff such as the First Responders who already received COVID-19 bonuses through GOFERR are still eligible for payment from the ARPA funds. Steve notes that the part-time staff received very little of those COVID-19 bonuses, but that it's important to keep it legal. Dottie agrees and states this is why she is making sure it will be done correctly.

Sheila states that she understands why there are all these rules, but it is unfortunate because staff like the Town Clerk and other elected positions are automatically excluded. Steve states that his major motivation for bringing it up was because "the women who ran Town Hall kept it open all through COVID, the Police, Fire and Highway Depts. responded to their normal duties and he felt they should be rewarded." He notes that Sheila had wanted to wait until the end of the grant. Sheila notes that there have been a lot of big projects that have come up for ARPA funds that have saved the taxpayers a lot of money. Steve agrees noting the Fire Dept. has benefited from the ARPA grant and he has one more project to present. He states that he has already saved the taxpayers over $100,000 just from the Fire Dept. Dottie notes her disappointment (with the rules) as she was hoping the Town could do something.

Shawn suggests that Dottie add her proposal to Steve's. Sheila states that she would like a cap on the amount of premium pay that is spent. Steve reminds the board that his upcoming proposal is based on the funds remaining in his FY22 budget (not the ARPA funds). Shawn notes Sheila's point that premium pay received through the GOFERR grants can't be repeated, so any bonuses would have to come from the Fire Dept. budget. Shawn also notes the importance of consistency between the full-time staff and the part-time staff. Steve explains that he used the number of calls from January 1, 2022 through November 30, 2022. The number of calls that each member responded to equals a percentage of those calls. Steve states he will put a dollar value on the percentages (i:e: 5%, 10%, etc.) and will "flat fee" what the bonus is. Dottie confirms that Steve's bonus proposal has nothing to do with ARPA.

Dottie reads the following from her information:

"*Eligible workers are those low- and moderate-income employees who work in critical infrastructure sectors which may include public health, safety, and emergency response staff, social and human services staff, and other state and local employees who worked during the pandemic. They can't get paid for working from home…involves regular in-person interactions with the public, patients or co-workers, or involves the regular physical handling of items at work that are also handled by the public, patients, or co-workers."*

She explains that even if Town Hall was closed, the fact that there were staff in the building working together, qualifies the staff. She also notes that the public was dropping items off at Town Hall through the drop boxes, etc. Shawn reiterates that the BOS will review Steve's proposal and whatever Dottie puts together.

Deliberative Session Schedule: Kim explains that John Chandler (Town Moderator) has asked the BOS to schedule the hours for the Deliberative Session. She had told him 8:00 AM until whenever the discussion was completed. After a short animated discussion, the consensus of the BOS is that the Deliberative Session will begin at 10:00 AM until whenever the discussion is complete.

IV. Old/New Business

Signature File: The BOS review and sign the documents in the Signature File. Shawn notes there is an application for the Mosquito permit. Steve motions to authorize the Chair to sign the application for the Mosquito permit. Second by Sheila. Vote is unanimous (4-0).

Minutes: The minutes for the November 28, 2022 BOS public meeting have not been completed due to the Recording Secretary being ill.

Non-Public Minutes: The BOS review the minutes for the November 28, 2022 BOS Non-Public session under NH RSA 91-A 3:II (c). Part of the minutes have been prepared by Kim, however, the minutes for the entire meeting were completed by Dottie. There is a discussion on how to handle both sets of minutes. Sheila motions to approve the minutes written by Dottie as presented. Second by Dottie. Shawn states that he would like to add Kim's portion of the minutes as it contains her statements. Kim confirms that the BOS wants both sets of minutes sealed together. Shawn calls the question. The vote is unanimous (4-0).

Town Announcements: Shawn reads the Town Announcements listed below.

IT Proposal Update: Sheila asks about the IT proposal under review. Shawn states that he has been looking at it and that with Dennis absent, he would like to table the discussion. Kim states that RMON was also doing research and had contacted her for some information. She has not received a revised proposal from them yet. Sheila confirms that the IT budget has not been forwarded to BudCom yet. Shawn notes it shouldn't have been forwarded yet because the BOS hasn't approved that budget. Kim states that she did forward it with a note that the discussion on it was not final.

Highway Dept. Alarms: Dottie states that she has just received a text from Mr. Seaver (Road Agent) regarding tonight's discussion about alarms and that he believes there are no alarms at the Highway Garage. Shawn states the BOS "should look at getting something for up there due to the amount of equipment up there now." Kim confirms that the BOS wants both Pulsar alarms and the cameras installed. Shawn explains that video surveillance would be the key component, but he also wants alarms. He notes that he also thought that Pulsar already had an alarm up there. Kim will check on this.

Continuing Education Classes: Kim asks if the BOS wants to move forward and have her schedule a time and date for the continuing education classes. She notes that if she can't get it done before the end of 2022, she could at least put something together for 2023. The BOS agrees that she can move forward on this project.

Emergency Management: Sheila asks Steve what was being done about the Emergency Management plan. She states that she reached out to John Hughes and he was going to reach out to Stevety. Steve states that Mr. Hughes hasn't mentioned that at all. Sheila reiterates that they need to get a plan going.

Town Announcements
Calendar

- **December 12- Monday:** Board of Selectmen's Meeting @ Town Hall @ 7:00 PM
- **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 at 8:17 PM.

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

Respectfully Submitted

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[i] ***2023 Bulk Pickup Update:*** *Gail states that based on the BOS request to change the date of the Spring Bulk Pickup, Casella has tentatively scheduled the Spring Bulk Pickup for May 27, 2023. She notes that "it's not going to fly" because that is Memorial Day weekend. Gail explains that Casella has other towns scheduled and it is difficult for them to schedule any additional dates in May. She spoke with Brian Goshon who explained that Casella would rather do Danville's Bulk Pickup at the end of April as usual because the residents are used to that. Dennis asks her if she discussed the option of having the Bulk Pickup on a Sunday. Gail explains that Mr. Goshon never got back to her with an update on that question. Sheila believes it is probably because Casella doesn't want to do this on a Sunday, reiterating that they have other towns to do as well. Dottie confirms with Gail that the Bulk Pickup is back to being scheduled in April. Sheila confirms that the Fall Bulk Pickup would be in October.* ***Town of Danville NH Board of Selectmen's Minutes November 7, 2022*** *.Pg.3. Online at www.townofdanville.org. December 5, 2022*

[ii] ***Retention Bonus Request:*** *Steve states that when the Police Dept. budget was presented, and before that, the BOS approved retention bonuses for the Police Dept. staff as long as Chief Parsons did not exceed his FY22 budget. He 11/21/22 – 11/28/22 approved as amended Page 3 of 8 explains that he thought this was a great idea and while he hadn't completely figured out how to do it for the Fire Dept., he asks if he will be granted the same courtesy to award retention bonuses to his Fire Dept. staff…. Sheila asks if Steve will have the money in his FY22 budget to do this. Steve states that he may, and is planning on looking at his budget after November 30 and analyzing each Fire Dept. staff's responses from 2022 for participation. He reminds the BOS that his department's staff work at other jobs and still answer calls at 2:00 AM. Sheila reiterates that the Police Dept. used its existing budget to pay the bonuses. She states that she "doesn't have a problem if Steve has the money in his budget to use" and agrees that "right is right… He explains that he would like to see Steve's bonus proposal. Steve agrees… Steve states that he will present a plan. Shawn explains that it's easy to understand the Police Dept. plan because it was straightforward according to an officer's employment status. Dennis agrees that "if it's in the budget, that's fine, but he would also like to see how it's laid out."* ***Danville NH Board of Selectmen's Minutes November 21, 2022****. Pg. 3. Online at www.townofdanville.org. December 5, 2022.*