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**Town of Danville
Board of Selectmen
Monday, December 19, 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, Dr. Kimberly Farah, Danville Representative TRSB; Brian Goshon, Market Area Manager for Casella Waste; James Seaver, Road Agent, Stacy O’Connor, Highway Secretary .

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.

Timberlane Regional School District (TRSD) Budget: Kim Farah stated that she is there as the Town’s School Board representative and she just wanted to let the BOS know the school budget and the default budget are out. The numbers are not finalized, but the Default budget is looking at an increase of 6.8%, that’s an increase of \$5,000,000. The major increases are 2.3 million for insurance for employees, FICA is \$155,000, and salaries are up \$300,000. Transportation: we entered into a new contract that is up 21% to \$761,000. Specialized cases are up another \$1 million, and utilities contractual obligations are up another half million. The proposed budget is an increase of about \$6.2M going from 76.1 to 8.23 million or an 8.2% increase. In addition, we have four bargaining units that we are trying to enter into agreements with, which will be separate articles. Dr Farah states that she can’t let the BOS know (those costs) yet as they have not been finalized and ratified by the unions. Additionally, the TRSB is trying to go out to a 20-year lease for HVAC and improvements to the facilities at Timberlane which would be about a million a year for the next 15 to 20 years. Dr. Farah states that as she has been saying since she has been on the School Board, the buildings are in need of an incredible amount of repair, The TRSB did hire ED Audit which is a company to do a performance contract to take a look to see the costs if we were to repair everything. Those costs would be about \$100,000,000 throughout the district. That being said, Dr. Farah state that she would anticipate, and asks not to be quoted on this number, that even with just a default budget that Danville would be looking at a 10 – 15% increase in the School taxes. Dr. Farah reminds the BOS that she will support the lease for the infrastructure because seriously we are getting further and further behind, nothing has been done on these buildings since the PACT was built 20 years ago and everybody got something in their town for their buildings. She notes that TRSD has been putting only a million a year into our infrastructure and its just not enough. TRSD was able to put in a little bit more because it received some money from the State and the voters at a special meeting approved that money. That was another \$980,000 for things like boilers, but everything is coming of age. Dr. Farah reiterates that there are serious problems and she just wanted to bring it to the board’s attention because it’s important that the taxpayers start to realize there is going to be an impact in their taxes. And just for public information, she asks the Town residents to remember that the first tax bill is only half the previous year so they will see this increase as a double increase next

November. Dr. Farah notes that the BOS and the Town residents have been forewarned, and that's her happy news. She wishes the BOS a happy holiday.

Dennis asks Dr. Farah "so this double in a year from now, is that an increase to the 10-15% increase in taxes too? Is that what we are talking about? Shawn explains that " residents already know what their July 1 bill is going to be. It's half of what the total was for the year. What happens is that when the tax rate is set next October-November, it is for the full year. If that half was what it could have been if they looked into the future, it wasn't actually a half. Now the Town will have to make the School District tax increases up with the new tax rate (next October-November) instead of making up those increases halfway through the current tax year. The taxpayers will have to make it up at the end of the year so it's going to be a double whammy. Shawn notes that his question is about the unions that are left on the docket to be negotiated. The TTA is still at an impasse so he would perceive that there is a contract coming to Warrant and asks if that is true? Dr. Farah states that she would still be hopeful it will hit the Warrant. The TRSD still has up to January 10th to finalize any bargaining agreements so there is still time for the TTA to be approved. Shawn confirms that it is safe to say there is communication going on between the school board and the TTA relative to that bargaining.

Dr. Farah explains that the School Board never left the bargaining table. The TTA left the bargaining table the board was willing (to negotiate) and still is. TRSB did go to mediation with the TTA and came to an agreement (Dr. Farah is not clear if she can divulge that information) but, the TRSB did go to mediation with TTA and TSU which is all the support staff and the Administrator's union has been also been negotiated but has not yet been ratified by the board; and the Administrative Assistants and Maintenance unions are also going to be on the docket so those are the four unions. Dr. Farah tries to put the situation in context. The last time the Teacher Warrant came up it was \$2.5 million over 3 years, so you could expect that number would be much larger this time. The last time TSU was up it was at \$780,000 so you could expect that warrant will be up substantially, in addition to what she just told the BOS about the budget. Shawn notes that overall, the Town and the School are going to be fighting for the same taxpayer dollars. Dr. Farah states she has not been paying attention to the budget or what the BOS is doing with it, but insurance is up 10.8% and that is \$2 million and will be another huge hit. She states that she has been as fiscally responsible as possible for the past five years and there is nothing that the TRSB can do right now to bring this budget down. She notes there may be some small decreases, but nothing substantial, and she believes that the TRSD has to put money into its infrastructure.

II. *Budgets*

4323.10 – Waste Disposal: The proposed FY23 budget is \$475,558. Brian Goshon, from Casella Waste, presents the budget. FY22 year-to-date expenses do not include December. Overall, the budget reflects a 6.5% increase due to the inflation that everyone is experiencing. Inflation is at 7.1%. To keep Casella whole and moving forward 6.5% is where they need to be. The caveat is the cost of recycling disposal right now. Commodity values have not been favorable since July. The value of commodities has been on a negative trajectory since then. Manufacturing facilities have not been requesting the feedstock as they had been. This has resulted in a decrease in demand and there is now a large surplus of cardboard, in particular, just sitting on the floor. He notes there is a positive outlook in that the material that's collected in Danville will go to the Materials Recovery Facility in Boston. In February, that facility will be undergoing a complete retrofit. Casella will be uninstalling all the current equipment and replacing it with brand new robotic equipment that will reduce the labor requirement and allow Casella to process 50 tons of material per hour, almost twice what they can currently process. Shawn asks what are the current costs of recycling processing. Mr. Goshon explains that threshold, we bring the material to Island Sound Transfer Station, that cost represents loading and taking it to Boston, offloading, processing it there, separating it, and selling it on the separate commodities market. Right now, that is at \$140 a ton but Casella subtracts from that the actual value of the material. The average commodity revenue is currently about \$3.00 per ton. The average value per ton is \$3.00 and this past summer it was about \$100. Mr. Goshon states that the BOS can see they went on this rapid negative trajectory. He notes that it has flatlined to an extent, and they expect the market to rebound this winter into the spring. Some new fiber mills are going to be opening up in Connecticut which will have a positive impact on the market. Mr. Goshon believes it is four facilities. The current recession may impact the start-up time, and the lack of demand for material may delay when it is up and running. He states that Casella does expect to see a positive trajectory coupled with the

new equipment in Boston. Mr. Goshon offers to provide information on the ECR Value over the past 5 years to the BOS so they can see the ebb and flow of the market value.

Shawn questions the fuel surcharge, and what it is based on. Mr. Goshon believes that \$3.50 a gallon is the baseline. Shawn states he does not see where that is, and that \$3.50 does not seem realistic either with as a fuel charge. Mr. Goshon explains that the Casella takes the average of the previous three months against the \$3.50 and then whatever the difference is times the number of gallons used for the collection in town. Shawn expresses his concern that when the fuel goes up and the Towns pay more, where does that original baseline amount come from?

Mr. Goshon states that he believes the original agreement was signed in 201 and the Town has been paying for these increases all along the way. The \$3.50 is an artificially deflated number that should go up on all our contracts proportionally. Shawn states that \$3.50 is not a number that sits well with him, and believes it should be north of \$3.50. His question is what it should be pegged at and that the BOS and Casella need to mutually agree on that number. Mr. Goshon agrees and states at the end of the day they need to balance the risk on both sides. Shawn states he is concerned if we get down to \$2.00 the BOS should be looking at it for the discount amount and it should be pegged at that discount amount where it should be and should be adjusted over time.

Bulk Pickup: Shawn notes that the BOS had budgeted for \$50k total for FY22 and spent approximately \$58k. Mr. Goshon notes that amount is \$55,271 and states that overall Bulk Pickup has been going well. There is an area where the Towns needs to try and improve, and Mr. Goshon states he would be a major proponent of a sticker-type system. Putting stickers on items to collect would be helpful because there is always an unknown -especially coming into a weekend, of what the drivers will face. Mr. Goshon notes that it is helpful to have the sign-ups because it helps Casella to move (the trucks) more efficiently and he states that it provides a control mechanism for the town with the costs of disposal, but operationally the drivers have “to swing for the fences every time.” They could have one side table or an 11 x 15 table/pile, multiply that by 800 homes which is about half the town that signs up. If Casella had a mechanism to indicate the actual volume that will be at the curb, it would allow them to make improvements.

Sheila said she has concerns with some of the size of the piles and was pleased that they were picked up, but notes that they “were way out of whack.” Shawn agrees but notes that no one wants to police the piles and explain to the people how Bulk pickup works. Sheila states that there is a junk removal person who is leaving their junk and the Town is paying for that. Shawn suggests she take a picture and it can be addressed. The Bulk Pickup area is supposed to be a 10 x 10 area. There is a discussion on how that could be regulated. Sheila does not believe they should have been allowed to sign up because they are a business. Dennis agrees it could be questioned.

Mr. Goshon explains that he looking for a potential control mechanism, Dennis asks if the stickers have been proven to work elsewhere or are there other methods proven to work elsewhere or are there other methods that could work. Mr. Goshon states that this has been talked about a lot, and that Danville has a “premium level” service when it comes to bulk pick-up. There is no other town in the area that has a pickup like Danville. The sign-up has improved and made a difference. Instead of seeing 200 tons, they now only see close to 80-100 tons and that is a reality of the concern of the ability to get it all picked up. The next step for improvement would be to identify and allow an understanding of the quantity. Stickers for example: 1000 stickers equal 1000 items. That would allow Casella to be able to better judge how many trucks are needed for pick up. Sheila suggests that stickers could be added to the sign-up form so that a stickered item is not at the bottom of a pile and that could provide more direction. Mr. Goshon comments that they come through on a Saturday morning and are out by noon, the trucks have been good but he just wants to be sure they have enough trucks.

Shawn reiterates the cost for the Bulk Pickup is \$58,000 and the Town only pays \$475,000 for the normal trash removal. This works out to a cost of 14% of the total trash budget for two (2) Bulk pickups, and he wants to put that in perspective for taxes and what can be eliminated.

Mr. Goshon explains that all the material Casella collects on the curbside is brought to Raymond and dumped out at that facility. He states that Casella realizes there are residents in town who may or may not have the ability or capability to do that. There is a sign-up to get a couch or mattress picked up, that is how it works in Atkinson. They

offer that pick-up service 3x a year now and about 30-50 people sign up. Only one truck is needed vs the twelve trucks used for Danville's Bulk pickup program. Mr. Goshon reiterates that he will get back to the BOS regarding the fuel surcharge.

Shawn confirms there are no more questions on the Casella budget. Sheila motions to approve the budget for #4323.10 – Waste Disposal and Recycling for \$475,558. Second by Dottie. Vote is unanimous (5-0).

🗳️ **#4323.10- Waste Disposal and Recycling budget is approved for \$475,558.**

Dottie motions to approve the budget for # 4323.30 Bulk Pickup and Disposal for \$58,586. Second by Sheila. Vote is 4-yes, 1-no- 0 abstentions (4-1-0). Steve votes no.

🗳️ **#4323.30- Bulk Pickup and Disposal budget is approved for \$58,586.**


4312.20 Highway Department – Road Maintenance: Jim Seaver, the Road Agent states that he believes he is there to review the Snow Plowers contract. Kim states that there was also a question on the bottom line of the budget for Major Road Repairs. She reminds the BOS that there was a question on the Highway 431 State grant for \$94,000. She states that she had been asked to clarify if the \$94,000 was unanticipated revenue and how it could be used in the budget. Shawn states there are two issues. The BOS just received another one-time grant from the State. Usually, the State will explain if it's a lapsing grant, or if the Town can use it over multiple years, but the Town didn't get that information with the new grant it just got. The BOS has to decide within the next three weeks how to spend it or encumber it. Shawn states that he believes these grants to be lapsing so they can move from year to year. If the Town receives it as unanticipated funds and doesn't do anything with it then it reverts to unspent budget money and goes to surplus and the unreserved fund balance where the BOS can use it to reduce the taxes. Shawn states he believes it really just goes to 100% as a tax relief for everybody. If that's the case then why doesn't the State just say that?

Kim states she doesn't think that's the case. These are grant funds and not considered income and should not be placed in the general fund account. These funds should not be deposited as revenue which would cause Danville to pay taxes on it as income. These funds should be considered and accepted as unanticipated funds that are justified and spent according to the purpose of the intended grant.

Shawn states the BOS has received other grants and if they have to be used in the same year, then this grant that the BOS just received, has to be spent within the next two weeks. Kim explains that the grant fiscal year runs differently than the Town's fiscal year. The State grant fiscal year is July 1st to June 30th, and that is also the State's fiscal year. Federal funds fiscal year runs Oct 1st through Sept 30th. If the BOS accepts the grant that came in today, that \$94,000 can be spent through June 30, 2023. If they accept the one coming in today, that \$68,000 could also be spent through June of next year. Shawn states the BOS should make a motion to encumber that money and use that for next year for highway purposes and then do the same with the other grant and treat it the same. Kim states if it is a State grant, it would be good until June 30, 2023 as well. Sheila states the other one has to do with bridges. Mr. Seaver states that he did not get any answers today and will need to call the State tomorrow. His question is what is considered a bridge. Danville has box outlets and are those considered a bridge? Kim states the grant is for bridges, construction, and roadways. Dennis states he wants it to stay in the realm of the roads. Sheila states that it specifically says bridges. There is a discussion and everyone agrees the new grant specifically states "bridges." Mr. Seaver states that he needs to figure out what is a bridge and what is box outlet.

Kim reads from the grant that states it is specifically for painting, maintenance, construction, or reconstruction of municipally owned bridges. This is from Senate Bill 401 and is part of the same bill but a different grant and the bridge piece is clarified. Shawn states the BOS can accept the new grant tonight and do a motion to encumber the monies and spend those for the first part of the FY2023 as they will have up to June 30, 2023. Mr. Seaver asks if that is in over his proposed budget of \$350,000. Shawn explains that this is something the BOS needs to discuss, but he personally would keep the budget at the proposed \$450,000, keep it in maintenance and not continue to get behind, otherwise, that amount of money ends up being entirely tax relief. He states he believes that keeping the grant money and the proposed highway budget money, maintains the spirit of what the State is trying to do. Sheila asks if the BOS can encumber and accept the funds tonight or wait until the next meeting.

Kim states the BOS can accept the grant tonight but it won't go past this December. The State is giving us a one-time payment for 2022 for an actual bridge payment in the amount of \$68K+ so we can do whatever we want to do with it. Shawn states he believes the BOS should accept the grant and then encumber it for FY23 for the most flexibility. Once the BOS can clarify the details of a bridge if they don't qualify then we return it all. If we accept it and encumber it, it puts it off until then and segregates it in the books for appropriate purposes. Sheila agrees to accept and encumber the grant as long as the BOS looks into what it qualifies for. Mr. Seaver states he will provide more detail about what a bridge is. Dottie motions to approve the budget for #4312.20 Road Maintenance for \$833,242. Second by Sheila. Vote is unanimous (5-0).

 **#4312.20 Road Maintenance budget is approved for \$833,242.**

Highway Garage Woodstove update: – Mr. Seaver presents an invoice from HiProTherm Furnace for the replacement of the firebox and heat exchanger for the Highway Garage's outside wood furnace. The purchase requires 50% upfront and the remainder will be paid when the order is filled and delivered. Mr. Seaver states that the vendor is still saying it will take four months to ship the new equipment, but he will try to do it sooner. The cost is \$8097 plus shipping for a brand-new stove and chimney cap. Dennis confirms Mr. Seaver is purchasing an entire wood-burning furnace. Mr. Seaver explains the new furnace will be larger, will hold a 48" log, and will produce more CFMs. Steve confirms that the firebox is made from heavier-gauge steel and has a 20-year warranty. Mr. Seaver explains that some repairs will be done on the current stove to get through the winter until the new one for the shop comes in. Highway staff will do the installation around the existing ductwork and electrical and pour the concrete for the required pad. Kim confirms that the costs will be expended from the Maintenance line of the FY22 Highway Dept. budget.

Snowplow contract: Dennis notes the different dates listed in #2 and #4 of the contracts. Mr. Seaver confirms the correct dates are December 1, 2022, to April 1, 2023. He reminds the BOS that this is just a draft for them to review and work on. Dennis confirms the draft outlines a monthly payment. He explains that they will be paid for being on-call at the end of each month. He will keep track of who shows up and the breakdown of each storm. He wanted to start with a simple contract. Stacie O'Connor explains that all the contracts she reviewed were dated from December to April. She notes the Town's parking ban is from November to April. Mr. Seaver explains that the State contract is November 15- April 15 and he might use those dates next year. There is a brief discussion of how early and late winter storms can come. Dennis asks Mr. Seaver if he is still actively accepting applications from anyone who has a truck. Mr. Seaver states that he has the same people who have been plowing for the Town for years. He has lost three snow plowers but believes that he can get through with who he currently has on board.

Shawn asks how the \$3500 incentive will work. He asks if they are working a heavy storm how will the BOS separate the incentive if the snow plowers are already being paid and then add in the bonus on top of it. Mr. Seaver explains that they don't know what is going to happen, the money is simply a guarantee that they will need to be ready 24 hours a day for 4 months. Dennis likens it to an "oil pre-buy" noting that there may be a lot of storms or only a few, but the Town took that risk to guarantee that amount for the drivers. Mr. Seaver states that he figures that with costs of insurance at \$2600 and the cost of fuel, if the snow plowers don't do anything than least, they are not losing their shirt because they getting something. Dennis states that he feels "it's equally important, if not more so, that Mr. Seaver knows that he will have people that are going to be there when the storms come, and the bonuses are a way to tie the snow plowers into guaranteed money that's hard to walk away from." Mr. Seaver states that in Chester they are guaranteed \$11,000 based on 120 hours whether it snows or not. He notes that he based his budget on 150 hours.

Shawn confirms that the \$3500 is a guaranteed minimum to be made by the Town. If a snow plower works the entire season and the gross income from the Town for plowing is less than \$3500, then the Town will make up the difference to \$3500. Shawn also confirms that if there are large storms, and the snow plower makes, for example, \$8000, they are still going to get that \$3500 bonus at the end of the season. He explains that this will help address the issue that if there isn't a lot of snow, the snow plowers will still get paid \$3500. Dennis clarifies that the \$3500 is a "retainer" incentive. Once it starts to snow, the Town will be paying the snow plowers \$95.00 per hour. Once they reach that \$3500, they are still going to be paid \$95.00 per hour and that would equal the total expenditure of that

contract. Shawn explains that this will address the issue that the snow plowers have to pay for their insurance upfront and then there isn't enough snow and they lose money. Shawn states that he believes it's fairer all around. If there isn't much snow, the Town will be under budget by just paying the snow plowers the guaranteed \$3500. He feels the contract just needs some wordsmithing to be clearer. Dennis suggests they call the \$3500 a "retainer." Shawn suggests the contract simply states that the Town will guarantee a minimum of \$3500 over the life of the contract.


Sheila confirms that if there are 10 storms in the first month, the snow plowers will make \$95.00 per hour. She is unclear how it would work if they don't show up for all the storms. Dennis explains that the guaranteed contract is \$700 per month. They would also be paid the \$95.00 per hour- so for 10 hours, they will have earned an additional \$250.00 (total of \$950.00). Shawn explains that the BOS can't just look at the total per month, noting that what the snow plowers are paid for November (\$700.00), will be much less than they will earn in February. Sheila confirms that if the snow plowers don't show up to plow, then they won't get the incentive. Stacie O'Connor explains that she has that written that in the contract and that if there were 10 storms and they only plowed five of them, they would not be paid the whole \$700 for that month, it will be portioned out.

Shawn agrees and suggests that the Town settles up at the end of the contract. If the snow plower had more billable hours after the \$3500, they would be all set. If there weren't enough billable hours to reach \$3500, the Town would still pay the difference to meet that \$3500 guaranteed incentive. Dennis expresses concern that if there are no storms in a particular month, the snow plower would not have any pay for that month and that this was one of the reasons the BOS was discussing the issue, which was to ensure that the snow plowers at least received a payment of \$700 (regardless if there were any storm to plow during a particular month.) Ms. O'Connor notes that if the storms are only ice, the Highway Dept. handles the salting and sanding. Shawn expresses his concern that this means the BOS is prepaying the snow plowers. There is a discussion of how the snow plowers would be paid. The consensus is that they would be paid bi-weekly. Dennis confirms how the payments for working the storms would be billed against the \$3500. There is more discussion about how payments would work. Dennis states the purpose of the incentive is to guarantee a monthly payment. Shawn disagrees stating that the purpose is to guarantee the snow plowers a minimum. Dennis confirms the question is how often the snow plowers will be paid.

Ms. O'Connor suggests breaking the contract down into two (2) payments: November 15- January 15, and February to April 15. She notes the average insurance costs are between \$2500-\$2800. Shawn suggests that the BOS think about this issue and resume the discussion next week. Mr. Seaver reiterates that he just wants to keep the contract simple and ensure that the snow plowers get something on a regular basis. Ms. O'Connor states that she would never advocate for pre-pay. Mr. Seaver will work on the specifics for a breakdown.

New Computer update: Shawn explains that he has not had a response yet from RMON regarding the systems quoted for the Highway Dept. and the Trustees of the Cemeteries. He expresses his concern that they are extremely high-end laptops, and that those departments don't need that much. Ms. O'Connor agrees, noting that the Town could buy something at Walmart for \$500. Shawn agrees that \$500-\$700 would be a more appropriate price. Dennis states that each system was over \$1100, and that this does not make sense. Dennis explains that the Town just can't buy a market laptop because it needs to be set up with the Town's security, etc. Shawn asks Kim to keep trying to get a response from RMON. Ms. O'Connor notes that she sent the BOS a draft for "who was responsible for what" regarding the organizations that use the fields. No one had a chance to review her e-mail.

#4199.20-BudCom budget: The proposed FY23 budget is \$1085. Tom Billbrough was unable to attend tonight's BOS meeting. Shawn explains that BudCom does not have a secretary this year but wanted to carry the provision for that in the FY23 budget. He notes the BudCom budget is simple and straightforward. Sheila motions to approve the budget for #4199.20 for \$1085. Second by Dottie. Vote is unanimous (5-0).

 **#4199.20 BudCom budget is approved for \$1085.**

#4155.90- Personnel Budget: Kim explains that her understanding is that now that all the payroll expenses such as FICA and the insurance are in each department's budget, she believes this line is no longer funded. She notes that she e-mailed Tom Billbrough to confirm this, but has not received a response. Dottie reminds the BOS that during the Library's budget discussion, they had asked if they needed to budget for any unanticipated changes to insurance.

The BOS had told them those kinds of changes would be covered in the BOS' Personnel budget. Shawn agrees that it should be budgeted in the BOS' Personnel budget and that would basically cover any changes that needed to be made if someone gets married or has a child and needed to switch plans. He notes that would create an obligation for the Town and confirms that money should remain budgeted in line #4155.90 as a placeholder. He recommends the BOS budget for the costs of one Family coverage. Kim states the highest level of Family coverage is \$31,021.24. 85% of that is the Town's responsibility. He suggests that BOS budget \$25,000. Dottie agrees, noting that even if it's not needed, at least it has been budgeted for. Kim explains that the Selectman's Budget will be reviewed next week.

II. Agenda

BOS Meeting Schedule: Shawn asks the BOS how they want to handle the BOS meeting after Christmas. Dottie notes the Town Hall is closed on Monday, so the BOS would be meeting on Tuesday, December 27. Kim confirms that she had scheduled the BOS meeting for Tuesday. Dottie asks Shawn how he wants to handle it. Shawn states that he does not want to meet next week. Other BOS members also state that they would like it off. Shawn reminds the board that this means tonight's meeting is the last one for 2022. Sheila reminds the BOS that BudCom meets on Tuesday night. Dottie asks if there would be a problem with signing pay warrants. Shawn notes that it would not be an "emergency" issue to wait until after the New Year. Shawn notes there are encumbrance issues for the Highway Dept. that can be addressed. Sheila reminds the board that the following week is the New Year's holiday. Dottie notes the BOS would again have to meet on Tuesday night January 3, 2023. Steve confirms the last pay period with Kim. Kim explains she is still trying to confirm how everything will be dated with MRI because the last pay period will include nine (9) days of 2022. She confirms the pay warrants will be dated December 31. Shawn confirms that the auditors make all those adjustments and will make all the appropriate journal entries. Kim explains that the Department Heads need to separate the 2022 and 2023 payroll as well and she wants to clarify with MRI how they want to handle that so she can pass that information on to the departments. Shawn reminds the BOS that MRI will also be implementing the new accounting system beginning on January 1, 2023, so they need to handle all of that as well. Shawn suggests the BOS schedule their meeting for Wednesday, December 28, 2022 at 7:00 PM, with the caveat that it probably won't happen unless there is an emergency.

Fire Dept Retention Bonus: Shawn reminded the BOS that they were to review Steve's proposal from last week's meeting. He notes that he only had one question. He notes that the percentages and dollar amounts make sense "fairness wise" but is concerned if it makes sense if calls are logged and the on-call responses are proportionate but some of the per diem staff are being paid both by call response and as a flat rate for the per diem reimbursement and are getting both payments. He asks Steve to help him if firefighter staff are per diem and paid hourly, calls that are associated with that... Steve states that those hours are not paid. Shawn asks if they are not paid, are they counted towards that (percentage)? Steve states they are not paid and not counted. Shawn asks for further clarification.

Steve explains when the firehouse software is marked and on call, there is an area that shows hours paid and that correlates with points assigned to that call. The per diem people fill out 0 points and 0 hours paid, because they are already getting the normal rate. The only time it is applied is when there is an hour for training night or an event and those hours are added on top of their per diem that is how we come up with the percentage of calls. Per diem pay is there as a retention bonus. There are a few firefighters who are on the call department and also work a per diem shift. They are entitled to the per diem and also the calls they respond to beyond those per diem hours. There are no per diem calls used in this formulation. Sheila asks if the costs of the bonuses include FICA costs. Shawn states that it does not.

Dennis asks Steve to clarify the data. Steve reiterates that calls made during "per diem hours" are separate from the rest of the calls. Steve points out some of the examples in his lists and Dennis confirms there is no double dip and that the calls that were responded to had nothing to do with any calls that were responded to during that firefighter's per diem hours. Shawn agrees that wasn't clear on Steve's worksheets. Sheila states she understands how Steve formulated the bonuses but is concerned about how it appears.

Steve states that he will not vote on this proposal and that he has explained it. He states that he's been able to be one step above the curve of labor shortages by paying his staff well and feels that a retention bonus (is important) at this time when all the surrounding towns can't find staff. Sheila reiterates that she understands, but is still afraid of how the bonuses will appear. Dennis states that to clarify even further, he confirms that this is a one-time bonus, and these numbers are already established. He suggests that Steve produce the data and formula for his staff. Steve explains that what motivated him was when the police got the \$5000, and that none of his guys are getting close to that amount. Sheila states that she understands this. Dennis states that he wants to make sure that any of Steve's staff can ask to see their call responses, just to reassure everyone there was no favoritism, etc. Steve confirms that the firehouse printout shows the hours and time, and the calls that each staff member responded to. Dennis asks that when Steve gives out the bonuses, that he makes all that information available. Sheila suggests that he provide each staff's information with their bonuses. Steve notes that a lot of his staff was at the Fire Wards meeting when he presented this information and saw it at that time. Sheila reiterates her concern about any future problems. Dennis feels there's no issue with the bonuses, but agrees with Sheila that each staff member should receive information on how their bonuses were calculated. Steve agrees. Dennis suggests that each staff's information be put in the envelope with the bonuses. Dennis motions to approve \$32,250 to support the merit retention bonuses for the Fire Dept. as outlined in Chief Woitkun's presentation. Second by Sheila. Shawn notes the BOS needs to add the amount for the FICA costs, Dottie has calculated those costs to be an additional \$2564.13. Vote is 4-yes, 0-no, 1 abstention. (4-0-1) Steve abstains from the vote.

ARPA Premium Pay: Rules and Regulations: Dottie has worked out a process for paying Premium Pay to the other Town employees. She reviews this process with the BOS. She reviews the following rules for payment of ARPA Premium Pay

- ARPA allows for premium payments to the low and moderate-income employees, so anyone earning over \$40.40 would not be eligible.
- Elected Officials are not eligible for ARPA Premium Pay. This eliminates the Police Chief, Animal Control, Town Treasurer, Tax Collector, and Town Clerk.
- The employee needs to be working in a building and/or driving around in a vehicle with others and/or handling material that others have handled.
- Qualified employees could receive up to a maximum of \$13 per hour or a maximum of \$25,000 per year.
- The Premium Pay will be estimated based on hours worked from March 13, 2020 through June 10, 2021. Those are the dates previously discussed when the BOS asked for a quick estimate last year.
- The Town will be responsible for the additional costs of FICA and NH Retirement benefits.

Dottie explains that the second sheet shows the estimates for Premium Pay that she has calculated for the eligible positions. She explains to Steve that she was not sure what to do with the per diem Firefighters. She figured two (2) staff are on during the day; Monday-Friday so that's 80 hours x 64 weeks. But she didn't know what the rate of pay to put in there. Sheila reminds the BOS that the Fire Dept. staff and the Police Dept. staff have already received bonuses through the GOFERR grant. Dennis and Steve agree with Dottie that this should not matter.

Dottie states the bottom line of her estimate is \$227,554 for ARPA Premium Pay, without the costs of the per diem Firefighters, and an additional cost of \$33,557 from the Town for its share of the FICA and NH Retirement expenses. She states that is way too much and that she and Kim spoke a couple of weeks ago about doing a "Retention Pay" proposal of \$20,000 from the Town's 2022 budget. That would cost \$21,530 including FICA. The retention pay would only be paid if the BOS had any unused funds in the ARPA grant that we could split equally among the 20 employees that are listed on the sheet. So that would be \$1000 per employee. Dottie explains that this plan does not include the staff of the Police Dept. and the Fire Dept. because both departments were just paid "retention bonuses." Dennis confirms that Dottie is proposing this "Retention Pay" in place of a calculated Premium Pay. Dottie confirms this stating that the Premium Pay proposal was too expensive. She expresses her concern that the "Retention Pay" proposal does "eliminate a lot of people that she believes should get something." She states that she went through the calculations to demonstrate for the BOS what the costs would be to move forward with a Premium Pay proposal.

Sheila confirms that everyone would get the same amount. Shawn confirms that her “Retention Pay” would be paid to the twenty (20) staff positions identified in her proposal and each employee would be paid \$1000. Steve states he totally supports this because he states it is a “Retention bonus.” He reminds the Board that paying for Library staff through the ARPA funds was a “sore spot for me because the Library shut down for that length of time. Dottie explains that Ms. Massoth (Colby Memorial Library Director) has estimated a total of 4100 hours worked by all the employees during that time because the Library was closed. Steve reiterates that he has fought for some kind of payment for the women that worked at the Town Hall through the whole COVID shutdown. He reiterates his belief that the Town has some great employees that should be getting a bonus. Steve states that he also remembers that the State paid COVID bonuses to all the full-time Police and Fire in the state. He believes that Call Firefighters received \$150 and full-time Firefighters received \$1200. Those bonuses from the State were for being a front-line employee during the COVID crisis. Sheila adds that part-time Police officers received less than full-time officers and that anyone who worked in multiple towns, was only paid for one town. Dottie explains that she is further stating that the rest of the ARPA funds should be spent on ARPA projects to save the taxpayers' money and use this \$20,000 for those other Town employees who have not received any bonuses.

Dennis states that he appreciates Dottie’s creativity in the proposal, but thinks “there is a huge disparity and gets the \$227,000 is such a big number, but there is such a disparity between that (Premium Pay) and then going down to the \$20,000 for “Retention Pay.” Dottie reminds him that there isn’t even \$227,000 left in the ARPA funds for Premium Pay. Dennis asks what is the balance of funds left in the ARPA grant. Dottie states that she doesn’t know. Shawn states the BOS would need to look at the financials. Kim states that currently, with everything that has been paid from that fund, there is approximately \$227,000 left in the ARPA grant. She states she is still waiting for quotes from the Library for their approved humidification project. Steve confirms that Kim has included his \$20,000 for the Fire Dept. water retention pond project. Sheila reminds the BOS that other projects are coming up and that “things are breaking” that the Town could use the remainder of the ARPA fund for. Dennis states that “one of the three (3) things that ARPA was designed for was for Premium Pay and he feels the percentage is too small and he prefers that the BOS decides on a certain allocation from the ARPA funds for Premium Pay and then divide that number between the Town’s employees.” He states that “he doesn’t feel the BOS is giving these Town employees a fair shake for working through COVID, especially when the ARPA program came out to take care of that issue.”

Sheila reminds the BOS of its early discussions when the board made the decision that it would put the things that the Town needed first. If in the end, there was money left in the ARPA fund, then the BOS would do the Premium Pay. Sheila reiterates that there are still projects coming up and things are breaking. Steve notes that he has another project to submit from the Fire Dept. Dennis confirms it is for the pump station. Dennis asks if Steve has any idea of the cost of the project. Steve estimates approximately \$70,000. He states the costs of the pumps are almost \$40,000. Additional costs include the excavation work, piping, and getting a building over the pump. Sheila reminds Dennis that “the BOS needs to look to the future.” She explains that “even with \$100,000 left, between now and the deadline to approve ARPA projects, things can happen in between.” Dennis states that the town will always need money and he does not believe “this number is big enough, relative to the intent of the program, the Town received \$476,000 and the program is a three-pronged program and one of the legs of the stool is the Premium Pay and that deserves an amount that is an appropriate portion.” He agrees that \$227,000 is one-half of the ARPA funds and is too much (for Premium Pay), but \$20,000 is at the bottom and the Town employees, who don’t make much money to begin with, were asked to do a lot of things during a very unstable period of time.” Dennis confirms that he believes Steve’s pumphouse project is a valid project and needs to happen and will cost approximately \$70,000. He states he “would like to understand the other numbers that are out there that the BOS do not know yet so that they can understand the difference and the amount of money that is left. Not to say that the BOS has used the entire amount, but to know how much is left.” Sheila states that she just explained to him that some of the people that he stated should have more money can’t get it using the ARPA funds, such as elected officials. Dottie states that the BOS is only talking about those Town employees who are eligible for ARPA payments. Sheila reiterates her concern that there are people who work for the Town that do not qualify. Dennis states that is an entirely different conversation and the BOS can have that (later). He is just discussing the proposal that Dottie has presented. Sheila agrees but reiterates her concern that it doesn’t include the elected workers who also worked during the COVID crisis. Dennis states that he understands her concern, but it is not part of this conversation and he wants to get back to the remaining \$150,000 in the ARPA funds and what else has been used from that amount or what might be

earmarked for that. Dottie asks Dennis if he would be happier if the BOS earmarked \$70,000 of the remaining ARPA funds for Premium Pay. Dennis responds that “it would not necessarily make him happier because he doesn’t know what the right number is.” He notes “the BOS has done a lot with the ARPA funds and is wondering if there are any projects left that will require a large chunk of the remaining fund that the BOS is missing.”

Steve suggests that the BOS give all the department heads a strict deadline of January 15 or January 30, 2023, to submit their final project requests from the ARPA funds. He notes the BOS has already passed the first deadline. Kim states the BOS actually had a second deadline that has also passed. Steve states that if no one submits any additional projects by that last deadline, then the BOS can assume that they have that remaining money in ARPA to use for Premium Pay. Dennis suggests that a percentage of the remaining funds be held for an unexpected project; perhaps \$25,000. Steve confirms that Dottie’s proposed Retention Pay plan will take \$20,000 from the remaining balance of the Town budget and asks if the BOS knows how much is actually left in the FY22 Town budget. Dottie states that she doesn’t know and that she has spent some time with Kim who sent her the spreadsheet, but she is concerned with the accuracy of the numbers. She states she needs to double check, but she believed the voters approved an FY22 budget of approximately \$4,222,000, but the bottom line of the budget that Kim sent her was only \$3,800,000, so she is very nervous about the amount that is actually left in the FY22 budget. Dennis agrees that the FY22 budget was \$4,200,000. Dottie expresses her concern that not all the Town’s expenditures have been reflected yet, there are some errors that she saw, and that is what worries her.

Dottie asks Steve what he feels the Retention Pay should be. Steve states that he believes it should be doubled at \$2000 for the Town employees that came out and did their job. He notes that because she is calling it Retention Pay (bonus), the BOS can’t discuss it as having anything to do with COVID. Dottie confirms that the “retention bonuses” paid to the Police and Fire Dept. in FY22 had nothing to do with COVID. Steve notes that if these Retention Pay bonuses are paid out, then almost every Town employee who stayed through the COVID crisis will be getting some kind of bonus pay. He suggests that if, after everything is paid and the BOS is ready to close out the ARPA grant, if there is any money left, then that can be divided, but if it is for COVID, the Police and Fire Dept. staff will need to be included and the money can be divided up. He confirms with Sheila that her wish was for paying out Premium Pay once all the major projects were done because they will help defray those costs from the taxpayers. He notes that all of the Fire Dept.’s new radio equipment that was purchased through ARPA saved the Town \$100,000. Sheila asks Kim if she has received the quote for the new cameras. Kim states that she had to speak to Pulsar regarding a camera for the Highway Dept. She called International Signal and Chief Parsons (because he and Dennis were having trouble getting together) and there is no set marker for where the cameras are going to be. If the BOS chooses that quote someone would have to walk around with a representative again to point out where those cameras would go. Dennis explains that this is what he is trying to get accomplished, to have that (the camera locations) pointed out and documented whether they show up at an address, or take a picture and point out the locations. Kim states that anyone who would come out would want to look at the buildings. Chief Parsons states he believes that anyone who wants to quote should come back and make their recommendations, and with the recommendations from the Police Dept., move this project along. Kim states she feels this is really important and should be part of the ARPA grant. She notes it’s been almost a year and a half trying to push this project through. Dennis suggests the BOS look at the highest quote they received from the previous RFP, multiply it by two and put that amount against the ARPA funds. Kim agrees that those quotes are so old, they are no longer valid. Dennis states that the bottom line was to get through the major projects and see what was left over. The BOS knows the approximate cost for the Fire Dept project and asks if any other projects are pending. Dottie asks if the BOS ever got any quotes on the air quality control for the Town Hall and the Police Dept. Kim notes that she was also waiting for a contact because she doesn’t know what she is asking for. Dennis states that he just wants to get to a point where the BOS can subtract out the \$70K for the Fire Dept. project, subtract out the library’s humidification project, and is there another project? Kim states the BOS has received the bill for the Pulsar cameras for the Library. Dottie reminds the BOS that the Library had two quotes for the humidification project and the BOS had asked her to get a third quote. Kim notes that may be the difficulty. Dennis confirms that the BOS does not have that number yet and if there are any other pending ARPA projects. Once the BOS has those numbers, they will have “a pretty decent grasp of what the leftover value of the ARPA funds is.” He suggests that “once everything is subtracted out from the \$150,000 remaining and the BOS will have that number. Once the BOS has that number then it can decide what to do with it. Dottie explains that she would still need the numbers from Steve to figure out what needs to be paid to the Fire Dept. staff. Steve states

that “where the wheels of Town business turn so slowly, he thinks the BOS should still consider Dottie’s proposal for Retention Pay (bonus).” Dottie agrees.

Shawn expresses his concern that those Town employees who work very long hours versus those that have very part-time hours are all getting the same amount is not fair. Sheila notes that it is a retention bonus. Shawn reiterates that if someone works only 15 hours, and another staff member works almost 40 hours and they are getting the same retention bonus, it is not fair. Dottie asks if Shawn would rather try to figure out percentages like Steve did for the Fire Dept. She suggests the BOS could do percentages of hours, noting it would be hard to figure it out, but it could be done. Dennis states that he is “not averse to a flat rate retention bonus across the board because it's not about the time an employee puts in, but is about whatever job a Town employee does, the Town wants to keep you.” He suggests that trying to find a percentage would be difficult, but suggests that they could divide employees by those that work more than 32 hours and those that work less than 32 hours, and not go into more detail than that. Dennis reiterates that he is not averse to that (the Retention Pay), but he is not in favor of offering the Retention Pay in lieu of the Premium Pay from the ARPA funds, but that needs to be discussed separately. If the Retention Pay can be paid from the FY22 Town budget....”

Dottie suggests that the BOS could still revisit the ARPA Premium Pay issue again if that is what the BOS really wants. She would have to redo it once the BOS has an idea of what might be left. She notes that at this point, she was just guessing. Dennis states that the BOS only has four (4) numbers they are working with: the funds currently available, subtracting the three major projects just discussed, and then the BOS will know how much of the ARPA funds are leftover. He suggests that maybe half of that leftover can be put into a projects fund and the rest into Premium Pay. Sheila states that at the end of ARPA what isn’t spent isn’t spent. Dennis asks why the BOS would not spend all of the ARPA funds. Sheila states that she is just explaining that to him. “For example, if \$50k does not get spent from those funds, it does not get to stay with us.” Dottie agrees the money needs to be spent to save the taxpayers. Sheila states especially from tonight’s discussion, it is more important for the BOS to spend what they can from ARPA to save on the budgets.

Sheila makes a motion for Retention Pay for \$2000. Steve express his concern with staff such as Kim who works so many hours. Kim states that she was a big advocate of not doing the ARPA Premium Pay because it excluded so many of the Town’s staff. She states that “if you were here (at Town Hall) you were here whether you were elected or not.” Steve states that he doesn’t know how many hours some of the Town Hall staff work and he doesn’t want to take anyone on or off because there is a disparity, but he knows the Road Agent clerk works very short hours, as do the part-time positions. He states there is a disparity and suggests that the people who were here: Kim, Gail, the Town Clerks' office, the Library Director, and the Asst Director give them \$2000 and the people with the limited hours give them the \$1000. Sheila states they are trying to be fair because it is difficult to figure out “who worked what.” She notes this is a retention bonus. Shawn states fair is subjective. Steve states the bonus could be based on an employee’s paystub because you can see the hours. There is further discussion of what is on the paychecks. Steve explains that people like Kim, the Road Agent, and the Deputy Road Agent.... Dottie agrees these employees work 40 hours a week. Shawn suggests changing the proposal so that those Town employees, as defined by the Town’s policy, are working full-time (more than 32 hours) be paid \$2000. Those employees working less than 32 hours will be paid \$1000. There is a discussion of how to determine the pay for Town employees who are on salary or receive a stipend such as the Town Clerk. Dennis suggests that the Town Clerk also be considered full-time staff and the Deputy Town Clerk and the Assistant Town Clerk would be part-time. He suggests that the BOS work down the list and agree on part-time/full-time for each position. Steve agrees. Dennis begins to go through the list and the BOS determines if each position is full-time or part-time. The list is determined to have seven (7) full-time staff and thirteen (13) part-time staff. The total amount for the Retention Pay is \$27,000. Steve asks if this list would be used at the end of ARPA to determine Premium Pay. Dottie reiterates that under ARPA rules, not all of these employees are eligible for the ARPA Premium Pay program. Kim corrects the number of Part-time employees because she exempted the Assistant Tax Collector because she just started in her position. This will reduce the number of part-time employees to twelve (12) and the amount of the part-time Retention Pay proposal to \$12,000 for a new total of \$26,000. Shawn confirms that the board is all in agreement with the dollar amount and how that is going to be appropriated. The next issue is where is the money coming from. He confirms that Retention Pay will be deducted from each department’s budget so that the expenditure can be properly accounted for. Kim expresses her concern

about how that will be reflected in budgets in which the pay is a stipend because that line is usually completely expended. Shawn explains that it will show as over-budget and the BOS will know why. Steve motions to approve \$26,000 as Retention Pay for all the other Town employees. Second by Sheila. Vote is unanimous (5-0). Dottie notes the added FICA costs would be \$1982. Shawn notes those expenses would also be reflected in each department's budget. Steve thanks Dottie for all her work putting the proposal together. Kim confirms that she should retain Dottie's worksheet. Dottie states she has it on her home computer, but the BOS will be needing that information when they discuss the ARPA Premium Pay again.

III. Signature File

Timber Tax Discussion: Shawn confirms that the research on the property was completed and the "Intent to Cut" is correct and the timber is all on Town property. He reminds the BOS of his concern that they were not granting an exception for timber that was actually on private land.

Community Center Generator Contract: Shawn reviews the update for the general contract for the generator for the Community Center. The contract is for monitoring the generator for the weekly test and which will give the report back into the companies' system and the BOS would be notified if there is any kind of faults. The contract is basically built on monitoring the system. The initial cost is \$600 to install the monitor and \$290 for annual maintenance. The Town has received a \$100 discount making the total \$785. Dennis confirms the generator runs on propane. Steve notes that he is currently the person who receives the update texts. Kim states that the issue needs discussion as five different people received those texts. Sheila motions to authorize the Chair to sign the contract. Second by Dottie. Vote is unanimous (5-0).

NH State DOT One-Time Bridge Grant: Shawn reviews the letter from NH State DOT outlining the one-time grant for bridge maintenance and repairs as was discussed earlier in tonight's meeting. Danville received \$68,717.54. Shawn asks if the BOS had to have a public hearing for the last State grant. Kim states the BOS can just accept it. The BOS has to vote unanimously to accept it but does not need to do a public hearing. Dottie motions to accept the \$68,717.54 as outlined in the DOT letter of December 14, 2022, and to encumber these funds for the BOS to use in 2023. Second by Sheila. Vote is unanimous (5-0).

Shawn requests a motion to encumber the funds for 2023 from the previous NH DOT grant for \$94,857.61 as reflected in the letter from NH DOT dated August 10, 2022. Motion made by Dottie. Second by Sheila. Vote is unanimous (5-0).

Minutes: The BOS review the minutes for the December 5, 2022 BOS public meeting. Sheila notes on page #7, Line #322 there is a question about whom Kim spoke to regarding the solar caps. She spoke to Carl Skinner. Shawn confirms the question on page #5, Lines #263-264. He recalls the discussion was concerning the reality of the hours that Kim actually works and "that the BOS was hopefully optimistic that the estimated budget would be accurate but over time the BOS is seeing that they have underestimated the number of hours needed for these tasks." Line #432: John Hughes was going to reach out to Steve. Sheila motions to approve the December 5, 2022 BOS public minutes as amended. Second by Dottie. Vote is 4-yes, 0-no, 1-abstention (4-0-1). Dennis abstains due to his absence at that meeting.






Emergency Management Director Update: Kim asks how to handle any questions. Shawn states the BOS can handle any questions that come from outside the BOS. He confirms the BOS is currently looking to fill that role.

Snow Removal: Kim asks if the BOS has determined how snow removal from the Community Center and the Town Hall will be handled. Sheila states that she has reached out to someone but hasn't heard back and she is not sure if they will be able to do it or not. Dennis notes his understanding was that the BOS was going to ask the Police Dept. to provide snow removal services for the Town Hall. Shawn notes that would only be limited to the daytime hours. That would still leave the issue of storms that happen during off-hours. He notes that if there is a meeting scheduled and the members get to Town Hall and it's not shoveled, the BOS will hear about it. Sheila expresses her concern if someone falls.

Kim gives an example from today. Someone came in to pick up some stuff and the issue was referred to the Town Clerk's office who then went to Gail (Land Use Administrator), who then came to Kim; so, she was out there shoveling and spreading salt herself. She explains that nothing was done, so everything froze on the stairs. Shawn state he understands the shoveling but expresses his frustration that people walk by the salt bucket and won't throw out a couple of scoops of salt on the walkway He states that anyone can spread rock salt easily and it amazes him that people won't do it for each other. Shawn states using the can to spread is simple, and he doesn't expect people to pick up a 40-50 pound bag and fill the bucket, but when the last of the salt is gone, the common courtesy would be to call to have the bucket re- filled.

Sheila reads the Town Announcements listed below.

IV. Town Announcements Calendar

-  December 21- Wednesday: **Town Hall will be closed from 12:00 Noon- 2:00 PM for the Staff Christmas Party**
-  December 26-Monday: **Town Hall will be closed in observance of the Christmas Holiday.**
-  December 28-Wednesday: **Board of Selectmen's Meeting at the Town Hall at 7:00 PM**
-  December 30- Friday: **Senior Coffee Hour. Hosted by the Recreation Committee. 10:00 AM- 12:00 Noon at the Community Center.**
-  January 2- Monday: **Town Hall will be closed in observance of New Year's Day**

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

The public session of the BOS meeting ends at 9:22 PM

Minutes derived by video provided on the Town of Danville website and by transcription provided by the BOS Administrator.

Respectfully Submitted

Deborah A. Christie