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Town of Danville  
Board of Selectmen  
Monday, July 10, 2023  
7:00 PM

6:56 PM

Meeting is Video-Recorded

Selectmen Present: Shawn O'Neil, Chair; Annemarie Inman, Vice Chair, Sheila Johannesen, Joe Hester, Dennis Griffiths is absent and excused.

Others Present: Kimberly Burnham, Selectmen Administrator

Shawn called the meeting to order at 6:56 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 notes there is no one in the audience so a Delegate Session is not needed tonight.

**II. Agenda**

**Community Center Windows funding:** Kim provides the BOS with the latest ARPA expenditure worksheet. She explains that she has already paid \$11,025 to SK Services for the purchase of one-half (1/2) of Community Center replacement windows from the ARPA funds. This leaves a total of \$60 remaining in the ARPA funds. Kim confirms the total quote for the windows is \$22,050. Shawn explains that now the BOS only needs to fund approximately \$10,000 from the Town's budget to finish the project and notes the BOS will be fixing a couple of other things as well. He suggests the BOS approve paying the remaining costs of the project from the Town's Infrastructure, Capital Reserve Fund which should have \$40,000-\$60,000 in it.

Sheila asks how much is in the Repair line of the Community Center budget. Kim confirms there is only \$6,000 in that line. Sheila agrees the Community Center replacement window project is the type of project for which the Infrastructure Capital Reserve Fund was created. Shawn states the BOS hasn't used money from that account for many years and now the account is available to help the BOS with an issue like this. Annemarie asks what is the balance in the account. Shawn does not have an answer tonight. He asks for a motion to request that the remaining costs for the Community Center windows will come from the Infrastructure Capital Reserve fund for Government buildings, not to exceed \$10,000. Kim confirms with Shawn that the BOS is still using the ARPA funds to pay for part of the replacement window project and the remaining costs will come out of the Infrastructure Capital Reserve fund. Shawn explains that she will need to contact the Trust Fund Trustees and provide a copy of the minutes with the motion and the vote. The Trust Fund Trustees will then access and transfer those funds. Sheila makes the requested motion. Joe confirms the request is for up to \$10,000. Second by Annemarie. Vote is unanimous (4-0).

**School Impact Fees:** Kim provides the BOS with a current worksheet for Town's Impact fee funds. Shawn states there is currently \$52,742.41 in the School Impact fee fund. He explains that each year, the BOS determines how much to expend from this fund to pay towards Danville's share of Timberlane Regional School District (TRSD) Capital Reserve Fund. This payment helps to offset the amount that will need to be raised by taxation and is reflected when the DRA sets the new tax rate in October/November of each year. Sheila asks if the BOS should use all of these funds for this year (FY23). Shawn explains the BOS can expend any amount in the fund or can choose not to use any of these funds. He suggests the BOS use \$25,000 from

the funds for FY23. That will leave a bit over \$25,000, plus whatever other fees are paid into that account, available for FY24. Sheila confirms that using these funds will help lower the tax rate. Shawn reiterates the funds can only be used towards the TRSD Capital Reserve Fund. Sheila is concerned with Danville's FY23 School District tax rate. Shawn agrees that everyone is.

Annemarie asks what the difference in the rate would be between expending \$25,000 or \$50,000. Joe asks how much that would impact the tax rate. Shawn explains that increasing the amount expended to \$50,000 really won't have much of an impact on the tax rate. Sheila states that she would like to put \$50,000 towards Danville's share of the costs for the TRSD Capital Reserve fund. Joe agrees with Sheila. Shawn states he is comfortable with either \$25,000 or \$50,000. Annemarie agrees with Sheila. Sheila motions to use \$50,000 from the School Impact Fee fund to pay towards Danville's FY23 tax portion for the TRSD Capital Reserve Fund. Second by Joe. Vote is unanimous (4-0).

Shawn asks Kim to process the paperwork and to copy him so that he can be sure the funds will be credited properly to the appropriate TRSD account. He explains several other towns in the District are always late doing this and this causes delays in determining the tax impact. The process can't begin until every town in the TRSD has determined how much funding they will dedicate from their impact fees. Sheila asks Kim to copy the entire BOS on the status of the paperwork and the process.

**New Conference Room Chairs:** Kim explains that she would like to spend approximately \$1800 to purchase eight (8) new chairs for the Town Hall conference room. Shawn notes this is approximately \$200 per chair. Kim states that she doesn't know how good they will be and that the shipping and handling charges were very expensive. The chairs will be purchased from National Business Furniture. Shawn notes that several existing chairs are already broken. Kim agrees, noting that screws are falling out, she has already had to remove several chairs, and that the chairs are old. Shawn agrees, noting the chairs get a lot of use and have easily lasted almost twenty (20) years. She states that she requested a quote from an upholstery company hoping to keep the current frames, but found it far more expensive and that it was better to just get new chairs. She notes that she didn't want pleather because people put their pens through that fabric. Shawn expresses his concern with the costs and process of rebuilding the existing chairs and believes it is more economical just to purchase new ones.

Sheila asks what funds will be used to purchase the chairs. Shawn states the purchase will come from the Government Buildings budget. Sheila asks for the balance. Kim states the balance in the supply line is \$1219.85, but she had originally requested to use the equipment line for the purchase which is currently \$1,934.83. Sheila expresses her concern that while she recognizes the BOS needs things, they need to be careful what they are spending their budgets on. Kim states she's watching her line items and believes everyone is watching their budgets. Sheila reiterates the BOS needs to be careful how it prioritizes its needs versus its wants. Shawn believes that the issues with the chairs are beyond wanting and have been needed for several years. Sheila motions to move forward with purchasing the chairs as quoted as long as they are being paid for from a budget line with enough funds. Second by Joe. Vote is unanimous (4-0).

### **III. Old/New Business**

**Minutes:** The BOS review the minutes for the Monday, June 26, 2023 BOS public session. Sheila asks Kim if the etching has been completed on the War Memorial. Kim states that it has not been done yet, the company is five (5) weeks out. Shawn notes the process takes a long time. Joe motions to approve the minutes as written. Second by Sheila. Vote is unanimous (4-0).

**Non-Public Minutes:** The BOS review the minutes for the Monday, June 26, 2023 Non-Public session at 7:27 PM under NH RSA 91-A 3:II (c). Sheila motions to approve the minutes as written. Second by Annemarie. Vote is unanimous (4-0).

The BOS review the minutes for the Monday, June 26, 2023 Non-Public session at 8:10 PM under NH RSA 91-A

3:II (c). Sheila motions to approve the minutes as written. Second by Annemarie. Vote is unanimous (4-0).

The BOS review the minutes for the Monday, June 26, 2023 Non-Public session at 9:04 PM under NH RSA 91-A

3:II (c). Sheila motions to approve the minutes as written. Second by Annemarie. Vote is unanimous (4-0).  
Shawn reads the Town Announcements listed below.

**Road Maintenance:** Sheila states she spoke with the local supervisor for NH DOT regarding cutting the overgrowth on Main St. and was told that it was not going to be mowed this summer. She clarifies that DOT will not be mowing Rte. 111-A. They don't have the manpower and they are not even cutting the middle of the State Highways.. She suggests that maybe the BOS can talk to Jim Seavers about the issue. Annemarie notes it wouldn't hurt to ask. Shawn thanks Sheila for checking on this. Sheila notes it will be up to the homeowners to maintain the edges along the sides of their driveways. Joe expresses his concern the Town now has to pick up the burden. Shawn agrees, noting that one of the perks of having the State involved is that they can oversee everything, but then decide they aren't going to do the work. He notes this is especially true when it comes to managing water. The State has jurisdiction over Long Pond but doesn't want to pony up and deal with all the issues, leaving them to the local government to handle.

**Signature File:** Sheila asks if there were payroll warrants to sign. Kim explains they won't be available until tomorrow (Tuesday). Shawn notes the warrant will go out through PandaDoc. Sheila states it would be nice to review the payroll warrants together. Kim explains the payroll clerk was on vacation. Shawn reminds the BOS this week is complicated because the payroll clerk was on vacation, but will be back tomorrow (Tuesday). He notes that while there are perks of using an outside agency for finances, this is one of the negatives. He explains that the Town has a lot of vendors and believes it would be hard to find someone of the caliber the Town needs on a part-time basis to do the Town's books. Shawn states he believes the current solution is working out much better.



**HR Services:** Sheila asks Shawn if he has sent out the letter to the Town employees regarding the HR services provided by MRI for resolutions. Shawn states that he has not done this yet and asks the BOS to give him time. Kim states that she can draft something for him to review. Shawn explains the letter will need to state that the Town now has an outside agency providing HR services for certain HR issues and will give examples of what those issues will be. He reminds the BOS that these services are not for things such as changing withholdings, etc.

Shawn notes a letter did go out to all the departments regarding the harassment training requirement. He notes that people are going to have to make sure they take that course. Shawn states he has heard back that the BOS was being too rough, but he doesn't care about the comment. This training needed to be put in place for obvious reasons and the people who are speaking out the most should be the first ones to realize why the training was invented. Annemarie states the training is standardized and she doesn't understand why it's arguable and that this training has been in place for many years. Shawn agrees the other letter needs to go out as well.

**Employee Retirement Plan:** Kim states she has had several conversations with several different people regarding establishing a retirement plan for the employees of the Town of Danville. She has spoken with Craig Downing from the State of NH Deferred Compensation Plan. He has sent brochures, but she hasn't had the opportunity to speak with him until today. He will be at the next BOS meeting to explain the program. Shawn asks Kim to clarify that as of right now, the Town will not be contributing to any portion of any plan and they do not know how many employees will be participating, so there is no way of knowing what the assets will be.

#### **IV. Town Announcements**

**Calendar**

-  **July 24- Monday:** Board of Selectmen's meeting at 7:00 PM at the Town Hall
-  **July 28- Friday:** Senior Coffee Hour 10:00 AM- 12:00 Noon at the Community Center

As there are no further items to discuss, Shawn motions to adjourn the meeting.  
The meeting is adjourned at 7:21 PM. Sheila notes that the record is 7:20 PM and that was set at the last BOS meeting.

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

Respectfully Submitted  
Deborah A. Christie