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Town of Danville
Board of Selectmen
Monday, October 16, 2023
7:00 pm

Meeting is Video-Recorded

Selectmen present: Shawn O'Neil, Chairman; Annemarie Inman, Vice Chair; Joe Hester; Sheila Johannesen

Others present: Kimberly Burnham, Selectmen Administrator; Melissa & Joe Cartonio; Chief Wade Parsons; Chris Tracy, Town Clerk

Shawn called the meeting to order 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

Customary Home Occupation Application

Melissa and Joe Cartonio of 60 Johnson Lane had applied for a home occupation. It was briefly explained that this is for wood signs and other home décor. After a short review, it was decided they have met all the criteria as outlined in the Zoning Ordinance. The paperwork was signed by the Board members and the Cartonio's were told they can come to the office tomorrow to pick up a copy of the signed papers.

New Ballot Machines

Chris Tracy explained that she attended the Town Clerk's conference the previous week and it was discussed at the conference that Accuvote machines are being phased out. She recommends that the town acquire two new machines that are certified through the state and LHS Associates. She explained this is a state mandate without funding from the state. If the machines are going to be used next year, the soonest they would need to be ordered is November 8. This will be in time for use in the March election, which she explained would be ideal as it will give the voting officials an opportunity to see how it works before the national election.

Chris presented quotes for two machines. She reminded the Board that in the previous elections they have had to use their back-up machine. She also has quotes for four Poll Pads, the electronic voter check-in machines. The Poll Pads will tally all the numbers for everything that needs to be recorded at the end of the night; for example, how many voters changed party the night of the election. Sheila asked who would have the Poll Pad, and Chris answered there will be one for the Moderator, two for ballot clerks, and one for the Supervisors of the Checklist.

She further explained that the Poll Pads print a receipt, and their instructions from the state are to use the receipts to mark the paper copy of the checklist. This serves as a back-up system. She explained that as a certain amount of receipts are collected, when a voting official has a moment, the paper checklist will be marked accordingly. Voters are still required to present an ID to the ballot clerks when using the Poll Pad. If something happens to the Poll Pad, the paper copy will be used to check-in, as is the current method.

Shawn asked about support for Accuvote and it was explained that those machines will continue to be supported if still in use, but the state has mandated that the new machines be acquired. Chris said that this is the time to get the new machines if they are going to be used next year. It will allow them to be used for a typically smaller election compared to a national election. There are four elections next year. Two ballot machines will cost \$12,600.00. There is a maintenance cost, but the town pays that already for the Accuvote machines. The Poll Pads are \$7,800.00.

Chris explained that the ballot machine has a battery back-up that will run the machine for an additional four hours. The machines will be charged before the elections. There will be a training session for all voting officials before these are put into use. The information is stored on SD cards, not on the machine itself.

There was a short discussion about how to fit this into the budget. It was mentioned that it could be put into the 2024 budget to allow a purchase at the beginning of the year, or the funds need to be pulled from somewhere to make the purchase before November 8th. Chris said she doesn't expect an answer tonight. Annemarie said there's a chance the price will increase next year. It was agreed that budgets will be reviewed and this will be discussed at a later date.

II. Budgets

4210.10 Police/Public Safety

Chief Wade Parsons explained the increase in salaries is based on the 5% COLA. There are two salaries that were adjusted slightly, to reflect the same rate as those with similar training and responsibilities. He explained that although the salaries have increased for the individuals, the overall budget has decreased due to the budget originally being formulated to accommodate an officer with greater qualifications and experience.

Chief said part-time salaries are increased slightly due to their working hours being increased. Additional coverage is being used. Chief said the department is fully staffed. He said second and third shifts are level-funded. Prosecution is down and training labor is down significantly. Some training categories have been eliminated for 2024. The expenses column indicates an increase in overtime. Chief said this is due to full-timers filling in for part-timers as needed. Shawn stated there's been a lot of creative movement of personnel to fill gaps effectively and frugally. When questioned, Chief said he's filled about 300 hours of overtime without being paid an overtime salary.

Sheila asked about the budgeting for the K9 officer. Chief said that is currently all covered under a grant so there is nothing to budget at this time. At the end of the three years there will be expenses.

Chief explained other lines in the budget. The communications line item is down due to new radios which already have batteries. Support contracts are predetermined by Central Square Technologies. Two new vehicles are on order. There are two older cars which require maintenance that newer cars will not need. Chief reviewed each line, stating that most are level-funded. He said the fuel line item is decreased due to the budget being made when gas prices were greater. Currently fuel costs are about \$2.50, which Chief said is great for them.

The clothing line has increased simply because the cost has increased. They've outfitted two officers this year, which is not something they typically plan to do. Chief said that pants are about \$120.00 a pair and a shirt can cost \$80.00. Chief said this line was increased so his officers are not running around in rags.

Chief thanked Kim for helping him piece together other items in the budget. He said the bottom line is increased about a one third of one percent overall. He said he's very pleased with this since this is a budget that is actually two years old.

Shawn said he's concerned about the lowering of the fuel budget. He proposed level-funding that line because of the uncertainty of what will happen next year. Shawn said that he knows, after working with Wade for 18 years, that Wade runs a very frugal department. He thanked Wade for always returning money to the town each year by not going over budget.

Sheila made and Joe seconded a **motion to approve Budget 4210 Public Safety in the amount of \$996,194.00**. The motion **passed** unanimously.

Sheila told the Chief that when the K9 officer is ready for his vest, her non-profit organization will pay for it. Chief thanked her and said he will let her know.

4210.20 Animal Control

Sheila explained that she has level-funded everything and is not adding a 5% COLA to the salary. She purchases her own shirts, and the funding is for monograms only. She's due for a rabies titer test and her own healthcare insurance will pay for this. She said the budget is exactly as last year. There was a short discussion about when town vehicles are inspected. The answer was unknown. Sheila said the ACO vehicle has not been inspected this year yet.

Joe made and Annemarie seconded a **motion to approve Budget 4210.20 Animal Control in the amount of \$12,289.00**. Sheila abstained. The motion **passed**.

III. Minutes

The minutes of October 9, 2023 were reviewed. Joe mentioned that on line 266, the date and time are stated incorrectly. Annemarie asked about line 231. She said she thought it was Kim who would make the call, not Carol. Kim said that she did make the call. This will be amended in the minutes. Sheila made and Annemarie seconded a **motion to approve the October 9, 2023 minutes as amended**. The motion **passed** unanimously.

IV. Other Business

Customary Home Occupation

The Board reviewed another application for a home business. This is for a landscaping company. Shawn stated that the paperwork was reviewed and they have met all of the criteria outlined in the Zoning Ordinance. The Board members signed, and the applicants were told to come by the office tomorrow to get a copy. Sheila asked if they are interested in shoveling. They were told to speak with Kim about the details.

Heritage Commission Fund

Shawn explained that he has an opinion from the town attorney regarding the Heritage Commission (HC) fund, as discussed in last week's meeting. The only way the HC can encumber the funds is if they enter into a binding contract with the person who is performing those services for the residents and the contract needs to be executed before the end of this year. It was agreed that this opinion from the attorney will be attached to these meeting minutes.

Tax Rate Setting

It was agreed by the Board members that Shawn will get the numbers and calculate a tax rate to be discussed with the Board members. He will work with Kim and the DRA and this will be discussed in the near future.

Snow Shoveling

Kim said she spoke with Auger Property Maintenance and said they charge per inch, therefore it is one charge per storm regardless of the number of times they return to shovel.

V. Announcements

Saturday, October 21: Household Hazardous Waste collection will be in Atkinson, 78 Woodlock Park Lane, from 9am to noon. There is a flyer with more information on the town website.

Monday, October 23: The Selectmen will hold a Public Hearing to consider designating Tuckertown Road, or a portion thereof, an emergency lane, pursuant to RSA 231:59a. The meeting may be attended by a majority of the following committees/commissions: Forestry Committee, Heritage Commission.

The following budgets are on the agenda to be discussed:

4220 Fire Department

4240 Building Inspection

4290 Emergency Management

Friday, October 27: The Senior Coffee Hour at the Community Center will be held from 10am to noon.

Monday, November 13: A Veteran's Day breakfast will be held at the Timberlane Regional High School library, 9:30-11am.

With nothing more to discuss, the **meeting adjourned** at 7:45pm.

Respectfully submitted,
Janet Denison