

**This document is for informational purposes only.
The original document may be obtained at the Town Hall.**

Town of Danville
Board of Selectmen
January 06, 2020
7:00 PM

7:00 PM

Meeting is Video-Recorded

Selectmen Present: Scott Borucki, Chair; Shawn O'Neil, Vice Chair; Sheila Johannesen, David Knight, and David Cogswell

Others Present: Patty Shogren, Town Administrator, Scott DeLorme, Stone River Architects; Adam Charterss, Charterss Brothers; Bruce Caillouette, Road Agent; Beth Caillouette, Highway Dept.; Kathy Beattie)

Scott called the meeting to order at 7:00 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. Delegates

Beth Caillouette approached the BOS with information she received via e-mail from IES. She reminds the BOS of the Town's involvement in a class action lawsuit over the new permitting for storm water management. EPA and the State of NH have reached a settlement on part of that lawsuit. She has received the settlement information, but has not had a chance to review it. There is a comment period available on the settlement; however, she notes it will not affect the settlement. Ms. Caillouette informs the BOS she looked at the information briefly, noting it has to do with the level of phosphorus in surrounding waters. The argument is that standards set for large cities were too difficult for the smaller towns of NH to comply with. Shawn asks Ms. Caillouette to forward the document to the BOS for their review.

Scott read from the following prepared statement regarding the end of the budget season.

"Last year a Warrant Article to remove the Budget Committee (BudCom) was put forward by the BOS with the feeling of the BOS was that BudCom did not do enough homework throughout the year and depended on the BOS for recommendations on each budget. The argument was that it was a power grab by the BOS and the BudCom was needed to maintain checks and balances. Last year at the Deliberative Session, I had stated that if the BudCom met year round, met with department heads regularly, and had a clear understanding of the needs (sic: of the each department) I, myself would be in favor of keeping the BudCom. Clearly enough to the Townspeople agreed that that it was a power grab or wanted to keep the checks and balances in place, so here we have it. I have a couple of observations. In my opinion, the BudCom got off to a rocky start this budget season with resignations of members, a struggle filling spots (sic: on the Budget Committee), and initially wrong information between the BOS and BudCom. 2) The Town Administrator had to spend many hours gathering and relaying information for the BudCom.

Two months ago, the consensus of the BOS was to see if BudCom would agree to the idea of joint meetings. I attended the BudCom meeting when this was discussed and was initially accused of "being one observer who showed up in an attempt to influence the Budget Committee". This despite of the fact that I remained quiet and only observed the meeting until addressed by the BudCom themselves. There was clear animosity that the BOS had put forth the Warrant Article to remove the BudCom. I explained it was not personal. The Townspeople spoke and I was more interested in how to move forward. BudCom ultimately agreed it was a good idea to have joint meetings, but voted to postpone them until the 2021 budget season which at this point I feel is a mistake.

My opinion is that things will continue to go downhill. The vice-chair stepped down and a new vice-chair was appointed. Unfortunately, it appeared to me it was a popularity contest, rather than selecting a more knowledgeable, experienced member, they selected one of the newer members. I attended the Dec. 26 meeting. It

was the first time the (BudCom) chair was absent, so the vice-chair became the acting chair. It is the first time I have ever seen any board or committee in town prohibit public comment beyond the beginning of the meeting. Citizens were not allowed to participate or ask questions about ongoing discussions. I am disappointed that other (BudCom) board members did not override the acting chair's decision. And I am even more disappointed this was not addressed at the Jan. 2 meeting. As far as the Jan. 2 meeting, which was their last meeting, in my opinion, the downhill slide has continued. Despite the BOS proposing a \$5000 reduction in the Legal line, BudCom arbitrarily cut another \$5000 simply stating, "They won't tell us anything." I assume "they" refers to the BOS. At the same meeting, there were more arbitrary cuts; reducing training from \$500 to \$100, reducing mileage reimbursement to get to said training from \$1000 to \$300, and reducing books and periodicals from \$150 to \$100. I can't understand how; at the same meeting BudCom states they want to reduce legal expenses, but then made cuts to people being trained and receiving hard copies of the information. This seems counterproductive to me.

At the same meeting, more arbitrary cuts were made to contracted services. Contracted janitorial services were cut. Contracted digital mapping services from CAI were reduced by \$120. What is more concerning is that nobody knew that CAI is a company that serves a majority of the municipalities in correcting errors in the maps and bringing them into the current century with digitized maps. Professional services for the Community Center were cut because it could not be explained what that line was. Watching this meeting, it became very clear how little homework was done. I am surprised that seeing the same lines year after year, the seasoned members of BudCom would not know what these lines consist of. The BOS has a rep that cannot clearly articulate to the BudCom this year and it has become obvious how much dependence was placed on the BOS recommendations and information in prior years. While I will not recommend placing a Warrant Article to remove Budget Committee this year, I cannot but wonder if there would be the vote would be the same based on the fumbles this season. I stand behind my statement at the last Deliberative Session that I want a Budget Committee that does their own homework, meets with department heads, and maybe, since the BOS has a fiduciary responsibility to the Town, that committee should pay attention to what the BOS does year round, and not just when the next budget date approaches.

Scott opens the floor for comments. Shawn seconds Scott's statement. David C. also agrees. Shawn states it was very disappointing watching that meeting, not just the outcome, but also in what little content there was. Shawn notes there is a lot of experience on BudCom from seasoned veterans and he was disappointed as Scott was. Shawn notes "it goes back to a key point Scott made: BudCom needs to reach out to various department heads on their own and make time to talk to them. That will be exactly how they will find out what the departments need, their future needs, their current needs. It's all in communication to do it correctly." Shawn notes it started like that, remembering that he had reached out to the Fire Chief, the Police Chief and various town hall personnel. He notes he sat down with these people and took the time to talk with them.

II. Old/New Business

Fire Truck Retrofit: The BOS has received a quote from Donovan for review. Patty notes the quote was for \$22,050. Mr. Caillouette asks to approach the BOS, as he has not seen the quote. Dave K. asks Chief Woitkun if he was attending the BOS meeting to discuss a proposed Warrant Article regarding disposal of the fire truck if it was not converted. Chief Woitkun explains he and the fire wardens still planned to put forward a Warrant Article for a sale bid and any proceeds would go for equipment or upgrades for the new fire truck. Dave K. asks Chief Woitkun to join the BOS for the discussion.

Dave K. briefly reviews the math of the conversion. The truck is worth \$100,000, only has 30,000 miles on it and a retrofit would cost approximately \$23,000, which can be encumbered from FY2019, and the town would make approximately \$80,000. Dave K. notes if the Fire Dept. can sell the truck for \$100,000, the Town would make out better. Chief Woitkun notes he does not think it will sell for \$100,000. Dave K. suggests writing the Warrant Article with a minimum bid. He notes the BOS could still encumber funds from the Highway Dept. budget for the sole purpose of retrofitting the fire truck. Sheila notes the estimate did not include a plow frame. Patty explains that goes on any Highway vehicle purchased and is about \$6000. Dave notes that would be an additional cost to anything they purchased. Sheila notes it should be included in the cost of the retrofit.

Dave K. asks Mr. Caillouette his opinion on the quote. Mr. Caillouette notes it is a 16' body and that is too long for the truck. Patty notes the quote includes the cut to a 14' body. Mr. Caillouette explains he also wanted to set up

the truck with a sander body (dump truck and sander in one unit). He notes the Highway Dept. does not put sander bodies in the existing dump trucks because it makes the center of gravity too high and they have had a couple of near tip-overs. The usual practice is to take the sanders off the body and mount them directly on the truck frames. He notes he would like to go with a sander body on this truck, that used plow frames cost between \$5000-\$10,000, and the hydraulics would have to be hooked up. He tells the BOS that he looked at the truck. If the BOS goes to a 14' body, the wheelbase would need to be shortened, moving the rear end closer. He also notes the radiator is not set up for the pump function and they would need to add hydraulic controls.

Scott asks Mr. Caillouette to mark up the quote with additional needs for the conversion to forward to Donovan for pricing to make it useful to the town so they could compare it with the costs of a new vehicle (previously noted to cost between \$130,000-\$160,000). He likes Dave K's suggestion to add a minimum reserve to the Warrant Article. Shawn notes he does not think the fire truck would sell for \$80,000 and the Town is trying to fill big holes in its infrastructure. He notes a previous conversion with an old ambulance body was very successful because like the fire truck, it had very low mileage. Mr. Caillouette reminds the BOS the fire truck is vintage- approximately 34 years old- and that parts will be hard to get and his personal opinion is that he would not buy this truck. Dave K. agrees that making repairs may cost more later, but it is still less than renting a second truck and the conversion fills a \$130,000 hole with much of the funds already in the budget. Scott agrees it would fill a gap, but is not sure it is the best long-term solution given the age of the vehicle; noting it could be a long time before another truck is purchased.

Mr. Caillouette suggests continuing with the lease program to purchase another truck. Dave K. suggests using that program to lease/purchase another needed piece of equipment. Scott notes that leasing a \$130,000-\$160,000 truck would be longer than a three -year lease. Mr. Caillouette notes there are extended leases available. Dave K. expresses concern that would eliminate the opportunity to lease/purchase needed equipment during the extended lease period.

Dave K. confirms with Chief Woitkun that there are no issues with the BOS decision. Chief Woitkun notes he will be meeting with the Fire Wards on Wednesday, Jan 8 and will explain the BOS intentions. Shawn had previously discussed with Chief Woitkun that he would support the Warrant Article so that they would not need to get petition signatures, but would have to vote no on recommending the Warrant Article because the Town has a unique need that can be filled by retrofitting the truck.

Mr. Caillouette makes a final note the fire truck has a 7-speed, non-synchronized transmission. Currently he and one other Highway Dept. employee are the only ones can drive it. Scott agrees with the BOS the town would get its money's worth even with getting just another five years out of the converted fire truck.

Dave K. motions to encumber \$35,000 from the FY2019 Highway Dept. budget to be used to retrofit the fire truck into a Highway Dept. vehicle. Seconded by Sheila. There is a brief discussion of available funds. Vote is unanimous.

Chief Woitkun confirms with the BOS that given this discussion, there is no point in moving forward with the Warrant Article. After a brief discussion of when and how the BOS can transfer possession, he reminds them the fire truck is currently out of service and the BOS can move forward at any time.

New Police Station: Scott DeLorme of Stone River Architects, Adam Charters of Charters Brothers updated the BOS on the new Police Station. Mr. DeLorme acknowledges previous presentations of the project by Adam Charters and explains the next steps were to work with the BOS to support the project from a public information perspective. He notes he is willing to do full presentations, provide graphic materials and assist with web site information. Scott asks Mr. DeLorme how this has been done for other projects, noting the BOS is on board with the project, but they will need to sell it to the rest of the Town. The project will need 60% of the vote to pass. Mr. DeLorme explains the geotechnical services' report was good; sub surfaces showed no ledge that would be required to be removed down to at least 7.5' or greater, water conditions looked good as well, and the site looks good for building. Dave K. expresses his reservations regarding the presence of ledge. Mr. DeLorme notes his is

comfortable with the report, but noted some site “unsuitables” (stumps, old fill, etc) from prior uses of the land that had previously been identified were still there. He explains this is a compaction issue and these can be removed, replaced with structural fill, and then used as fill elsewhere on the site where there is no building.

Dave K. asks how much the site location added to the cost of the building. Adam Charters notes that ledge removal is part of the contingency, so the \$300,000 budgeted for site work is accurate and is typical and in line with most building sites.

Dave K. explains the BOS had originally discussed a budget with the design team for the new station of around 1.2M-1.5M and wondered what the BOS or building committee had asked for that had increased the price to 2.7M. Mr. DeLorme explains the MEP costs continue to escalate to an unsustainable point, and those bids came in significantly higher than anticipated for this project. He notes that working with the Charters Brothers; they may be able to squeeze out a few dollars, noting the project would not exceed the quoted amount. Mr. DeLorme assures the BOS the building is as straightforward as they can make it given the program and approach to construction. Adam Charters notes the program did grow a bit to meet the needs. He noted that Mr. Springer and the building committees requested that the project be built to the needs, rather than “tip toe” around those needs, and tried to design the project around the budget. Dave K. agrees the project was designed for “needs” with very few extras and that while the building is constructed for the Towns’ projected full growth, it will be a tight fit when it reaches that point.

Dave K. asks if Mr. DeLorme expects to see the costs of construction diminishing over the next 3-5 years. Mr. DeLorme notes that institutional plans have been moving ahead with building projects. However, some private investors are waiting to see if there are market corrections over the next 6-12 months, noting they can afford to take those kinds of risks. His observation is the market continues to grow every year. Dave K. notes he wants to be able to confidently explain to the Townspeople why this is the right time for this project both in the costs and current interest rates. Mr. DeLorme states he is confident the program and design will fit the needs of the Town’s future growth; and regarding the budget, he does not see the marketplace changing.

Dave K. confirms the design team is confident enough with the building’s location that the BOS can work on the location of the Salt Shed. Mr. DeLorme reassures the BOS that they are absolutely sure of the building’s location. Dave K. notes the BOS can now move forward on the Salt Shed.

Mr. DeLorme will work with the BOS to develop website graphics, Town forums, and presentations. Dave K. notes his idea for a presentation on Candidates Night. Shawn suggests a presentation for the Deliberative Session. Dave K. notes the law requires the Warrant Article for the bond to be the first item on the agenda, ahead of the Operating budget. Mr. DeLorme explains he can provide other pieces including marketing materials for local stores. Scott states his opinion that it would be best to get visuals of the project to the public everywhere and anywhere: Town Hall, websites, the Community Center, Library. Mr. DeLorme expands on this noting the materials should be everywhere Townspeople visit including local stores. There is further discussion of media and pictures of the project. Mr. DeLorme notes they would like to get a jump on meeting with the Planning Board for the necessary approvals. Scott states the Planning Board would be meeting Thursday on Jan. 8. David C. explains the Planning Board meets every 2nd and 4th Thursday of the month. Scott notes the Planning Board is generally accommodating and could be open to holding an additional meeting if necessary.

Mr. Caillouette questions the reason for 3-phase electrical to the site. Mr. DeLorme notes it was driven by the assumption of the need for a fire pump, but believes that ultimately a single-phase line will be sufficient. The 3-phase was kept in the budget as a worst-case scenario. There is a brief discussion of various ways to save. Dave K. notes the BOS will need a definite quote for the project for the next BOS meeting. Mr. DeLorme states he can go through and pull out the numbers now that he knows what they are dealing with on the site.

There is a question from the public asking if there is any money available from the State for this project. Dave K. notes that Towns that save towards projects are “punished” by being disqualified for assistance. Chief Woitkun explains the loss of aid for the Fire Dept. air packs because the Town had created a capital reserve fund to save for

them. Dave K. notes the last he heard from Chief Briggs and Chief Parsons was that no one was getting money for their police departments.

There is a second question from the same member of the public asking if the State mandates certain things be in the police station, size of the cells, construction of the cells, what goes in them, etc. Scott responds there are requirements, noting that is a big part of the current issues with the existing station right now and why the Town so desperately needs a new police building. This same member of the public notes the State mandates these expenses, but will not pay for them.

Dave K. reiterates the need for firm costs for the next BOS meeting and acknowledges the need for a designated person to work with Stone River on the marketing of the project. Mr. Delorme asks if there is a possibility of getting on the next Planning Board agenda, noting they would like their approval before starting the marketing process. There is discussion of the possibility of putting the information on the Stone River website and linking to it from the Town's various websites and social media accounts. David C. notes the police department has their own Face Book page. Mr. DeLorme suggests working with Chief Parsons and Lt. Merced to market the project. Scott and Dave K. agrees, Dave K. noting he feels Lt. Merced would be perfect for marketing of the project. Dave K. asks that Mr. DeLorme keep the BOS apprised of what they (the BOS) can do to fully market the project. Mr. DeLorme notes "the sooner, the better" getting the information to the Townspeople. He will get together with Charters Brothers to review and refine the budget.

Encumbrances: Patty updates the BOS that she needs additional funds from the Police Station Capital Reserve to pay for services to date from Stone River Architects and Charters Brothers. She notes she has not yet received an invoice from Charters Brothers, nor has she received an updated bill from Stone River Architects. Original discussion was to redo the Warrant Article. Dave K. suggests they could use the same wording as the FY2019 Warrant Article and update the dollar amount to match the bills at the Deliberative Session. The BOS asks Patty to ask Charters Brothers for a bill. Patty also notes she has not received a bill for the most recent geotechnical services. After further discussion, the BOS determined that encumbering the funds already approved was the correct process. Dave K. motions to encumber \$20,000 for anticipated expenses for services provided for the design of the new Police Station. Seconded by Sheila. Vote is unanimous.

✚ **\$20,000 is encumbered from the FY2019 New Police Station Capital Reserve Fund**

Patty asks for the following additional encumbrances:

- ✚ \$6000 from 4611.20-Milfoil line towards the anticipated FY2020 cost of \$19,000 for the new milfoil treatment plan. After discussion, the BOS recalls this was previously approved at the Dec. 16, 2019 meeting.
- ✚ **\$3528.75 from the Police Dept. budget line #349 Communications:** payment of Tri-Tec software license. Dave K. motions to encumber these funds. Seconded by Sheila. Vote is unanimous
- ✚ **\$2970 for payment of the credit card invoice for postage costs from the Tax Collector's office.** Dave K. motions to encumber these funds. Seconded by Sheila. Vote is unanimous.
- ✚ **\$3000 from line 419.20 for costs billed for the Community Center remodeling project.** Dave K. motions to encumber these funds. Seconded by Sheila. Vote is unanimous.

Dave K. does not recall budgeting in the Recreation Budget for the replacement of the netting and poles on the Little League field. He notes there is \$3500 in the Recreation budget and suggests encumbering some of those funds to replace the poles and netting. Patty notes the BOS budgeted for the costs of painting and new netting for the tennis courts. Dave K. confirms with Patty the costs of replacing the poles and netting were not included in that budget. Dave K. motions to encumber \$2000 from the FY2019 Recreation Budget for poles and netting for Day Field and the tennis court painting and new netting. Sheila asks if the new picnic tables for Goldwaithe Field previously discussed should also be included. Shawn questions if this is the appropriate process as no established costs have been determined for those projects. He reminds the BOS that encumbering funds is limited to legal obligations in place from the previous year. The BOS agrees and the motion dies. Patty confirms that all the previous encumbrances are documented expenses.

Bond Discussion: Kathy presents the BOS with information they had requested on the bonding process for the new Police Station. Shawn thanks her for putting together the information on such short notice. Dave K. asks for information so the BOS could move in the right direction and do something definitive at the next BOS meeting. Kathy explains she had contacted the Municipal Bond Bank. They provided her with a list of Bond Counsels, explaining the BOS would need to choose one and that all had different cost structures for their services. She had also received the FY2020 bond sale schedule and an application that was due May 8, 2020 for the June bond sale. Patty reminded the BOS that Keith from TD Bank had recommended a Bond Counsel during his presentation last summer. Kathy noted she had e-mailed him earlier that afternoon for further information and assistance. She also noted she had been told the Bond Bank has most of the information on the Town and could handle the application.

Dave K. notes the Bond Bank will not do much work until the bond is approved by the Town. He rhetorically asks how the BOS can get the Town to vote on a bond without a payment schedule or interest rate. Scott notes the BOS can probably decide which Bond Counsel to go through, but the interest would not be set until the bond is signed. Dave K. suggests the DRA may have the exact wording to be used for the Bond Warrant Article for the amount to be bonded and an understanding the voters are also approving the interest rate and any additional fees that go along with the bonding process. Kathy notes there is a bond sale scheduled for Wednesday, Jan. 8 and the BOS could get an idea of the interest rates then. Dave K. notes they could at least see the trend for 2020.

Sheila asks for clarification of the process. Dave K. reminds her that some members of the BOS were on the Board when the Town bonded the Library, and the Town had just purchased a bond for the new Fire Truck. Unless the DRA has made changes, the process should still be the same. Patty clarifies that Sheila is asking for clarification of the bond vs. 10-year loan process. Scott reminds her that the BOS had decided earlier that given the cost of the project, a 10-year loan would not work. Shawn notes the cost of the project puts financing in the 20-25 year range. Scott and Dave K. agree. Shawn explains he would like to try to pass the 20-year bond. The 25-year bond is .25 points more expensive. He notes the principal and interest are more manageable at the 20-year mark.

Scott suggests reaching out to Keith from TD Bank for assistance. Dave K. notes that if he cannot help, the BOS would need to choose a Bond Counsel from the list provided by the Bond Bank for assistance. He again confirms the BOS consensus is that a 10-year loan is not feasible for the cost of the project.

Patty notes that Keith from TD Bank had stated he would provide the Bond Bank with all the financial documents, escrows, etc. and that if he does not do that, the BOS would need to gather and provide all that information. Shawn informs the BOS that Kathy had provided the BOS with a matrix of amortization schedules with more complete information in her e-mail that they can review for the next meeting. Scott notes that even if the design team can reduce the project's budget it will not really change the costs to the Town in a significant amount. He notes the project is long overdue and further delay will only increase the costs.

Road Agent Agreement: Shawn has provided the BOS with a proposed agreement outlining salary, designated business hours, and process and rates for "off hours" work. Mr. and Mrs. Caillouette join the BOS for the discussion. Mr. Caillouette's first business is to correct a previously submitted invoice. Shawn notes that much of the agreement is already in place in as a quasi-mutual understanding, but feels it is better to put the process in writing to clarify how to handle emergencies and other "off-hour" work, sick and vacation time, and the option of purchasing Town insurance at the Town's rate. Shawn clarifies there is no allowance during the designated "business hours" for lunch breaks. Patty reminds the BOS the law requires a ½-hour lunch break after six (6) hours of work. Shawn openly states the agreement forfeits those breaks; noting that if Mr. Caillouette wanted such breaks, the BOS would need to adjust the "business hours" to reflect that time. Mr. Caillouette notes the "business hours" are set up the same as the hours for the Police Dept. and Town Hall, which also do not allow for such breaks. Mr. Caillouette notes that he usually does not take formal breaks. Scott wants to clarify the agreement was written in order to ensure correct compensation for hours worked outside of "business hours", especially during the winter months. He questions the agreement salary schedule based on 2000 hours instead of the standard 2080 hours. Shawn notes he was looking to account for the standard

two weeks of time off. There is discussion of how the hours are determined. Dave K. notes the agreement recognizes there will not always be 80 hours per pay period as there would be time off for sick and vacation time.

Mr. Caillouette provides the BOS with his interpretation of previous discussions and notes that the 3-year average of “non-plowing” time was 2000 hours. Dave K. notes that 80 hours every two weeks makes more sense than mandating 40 hours per week. He reminds the BOS this is how it is done for the Police Dept. and other employees with varying schedules. Ms. Caillouette notes they drafted their agreement based on the last meetings discussion and feels the BOS version is a reiteration what is happening now just adding set hours and pay rates.

Scott notes he is comfortable with a small combination of the two agreements. He notes that he does not want to have to continue to question when Mr. Caillouette’s role as a “Road Agent” ends and his role as a “contracted service” begins. He agrees with Shawn that having determined “business hours” is better put in writing. In his opinion, he would switch from an hourly rate during “business hours” in Shawn’s proposed agreement to Ms. Caillouette’s proposed bi-weekly salary payment.

Dave K. expresses his concern that Mr. Caillouette be careful when working extended hours to ensure enough down time for sleep. He notes his concern with separating “contract hours” from “salary hours”, that if Mr. Caillouette works more than 80 hours in a pay period (non-winter hours), the BOS would need to know that and he would need to take time off the following week.

Scott notes his struggle with accounting for winter work. Mr. Caillouette notes that he worked 36 hours straight during the last storm. Scott expresses concern that when that happens, nothing else is done. Dave K. explains those 36 hours were over three days. 24 hours would be on Town time (business hours as the road agent) and 12 hours would be as a contracted plow driver. Dave K. notes that Shawn used the hours that Mr. Caillouette stated he was working as the Road Agent as the “business hours”. Scott notes he feels it is important to have defined “Road Agent time” and “contracted service” time. Dave K. notes the importance of those boundaries for insurance reasons. Mr. Caillouette suggests they agree to go by clocked time. Dave K. agrees that would be the way to go if Shawn and Scott would also agree.

Scott notes the need to be careful with “comp” time. He clarifies this would be generated on an emergency basis and would need to be used the next week from the road agent time (business hours); noting he is also concerned with safety.

Patty asks how Ms. Caillouette calculated the salary hours. Ms. Caillouette noted she took the salary and divided it by 52 weeks. (not the 50 weeks in the BOS version) and that was equal to 2080 hours. Scott agrees with that calculation. Ms. Caillouette notes they reduced the rate for the use of the big truck during “business hours” to \$60.00, the same rate paid for the full-time employees’ “contracted service”. Scott clarifies that the truck is charged at \$60.00 and when Mr. Caillouette is driving the truck during non-business hours, he is being paid \$20.00.

Scott breaks down the agreement as the following:

- ✚ When Mr. Caillouette is working as a road agent (during determined “business hours”) he is on salary
- ✚ If the Town uses Mr. Caillouette’s truck during those “business hours”, the Town is renting that truck for \$60.00/hour.
- ✚ When Mr. Caillouette uses that truck outside of “business hours”, he will be paid at the rate of \$80.00/hour. Dave K. clarifies the extra plow hours would be in addition to Mr. Caillouette’s salaried hours.

Ms. Caillouette asks if the town would be taking taxes and FICA from the salary payments. Patty reminds the BOS that until now, Mr. Caillouette has been paid as a vendor and this agreement will change that. She informs the BOS that she did not budget for these additional FICA payments in the budget she presented. Scott and Dave K. note the importance of updating that budget line. Dave K. reminds the BOS this was part of the Road Agent salary discussion. The BOS cut Mr. Caillouette’s salary with the agreement they would pay the employer portion of FICA taxes. Patty explains to Sheila that she will need to adjust that line in the budget for the BudCom meeting on Jan. 7. She provides the math for figuring that $(\$80,000 \times 7.65\%)$ \$6120 will need to be added to the FICA budget line.

Shawn notes the biggest change in the agreement is the requirement for detailed explanation of work done outside of “business hours” (e.g: time stamps, work done, location, reason, etc) This will help the BOS determine what hours are worked as the road agent and what hours are worked as a contracted service. Scott reiterates the importance of eliminating this gray area. Dave K. agrees, noting it makes the payment process far more transparent.

- ✚ Scott suggests the hourly rate stated in the BOS agreement be replaced with Mr. Caillouette’s salary statement.
- ✚ Shawn asks that Bruce e-mail Patty with any changes in his schedule or with extra hours worked so the BOS would be aware of those changes.
- ✚ Beth clarifies the change in billing will begin with Jan. 1. There is discussion of the necessary payroll documents needed for the change to salary. The BOS reiterates the importance of updating the FICA budget line to reflect the changes in the Road Agent payment schedule.
- ✚ Patty clarifies the changes to be made to the Road Agent Agreement is to replace the hourly rate with a salary payment. Ms. Caillouette offers to clean up their agreement and e-mail an updated draft to Patty. Patty will integrate and update the BOS agreement as discussed.
- ✚ Ms. Caillouette clarifies the current invoice period will be for plowing only.

Warrant Article Review: The BOS review several new Warrant Articles based on previous discussions.

✚ Article 2020pp: Change Recycling Program (advisory only): BOS discusses the purpose of this Warrant Article and makes some changes to the wording. Scott suggests that any changes not be put into place without a public hearing. Dave K. notes that as of Jan. 1 the Town is paying \$30 more per ton for recycling than for standard trash. Scott notes the Town is paying more for recycling only to have it ultimately end up in the landfill.

✚ Patty informs the BOS she has answered the questions from BudCom regarding the Personnel Budget prior to their meeting on Jan. 7.

✚ Article 2020cc: Bulk pick-up. The BOS reviews the Warrant Article. Sheila reminds the BOS that BudCom wanted to add one bulk pick-up back into the Trash budget. The BOS discusses the misinformation circulating regarding the costs of the two bulk pick-ups including inaccuracies in the BudCom’ information regarding costs and tonnage. Patty asks how to address lines that BudCom funded that the BOS did not.

✚ Article 2020hh: Bud Com funded the ACO line at \$5000. There is discussion regarding funding of unfunded lines in a default budget. Dave K. explains that if the Town votes for the default budget and does not approve the ACO Warrant Article, the ACO position would be uncompensated. Dave K. clarifies Warrant Article items do not become permanent in the Operating Budget unless the Warrant Article specifically states that funding will be ongoing. He explains the BudCom can always add to the budget. There is further discussion if funding in the Operating Budget could be combined with funding approved in a Warrant Article. Dave K. expresses his opinion that funding in a Warrant Article would supersede line item funding in the Operating Budget because voters set the rate of compensation in a Warrant Article. Scott notes the Operating Budget is a bottom line budget and the BOS can move monies at their discretion.

Sheila reiterates her previous questions regarding ongoing funding of the ACO position in the FY2019 Warrant Article. She again states that she does not understand why this was the case when the title of the Warrant Article discussed reimbursement. Dave K. and Scott both try to re-explain that as an SB2 Town, the vote on a Warrant Article does not include the title, but only the content of that Warrant Article. There is further discussion regarding the legal opinion obtained that supported that information. Shawn motions to close the discussion. Seconded by David C. Vote is unanimous.

Patty has the new ACO compensation Warrant Article written by Town Counsel. Scott notes the wording of the Warrant Article accomplished the ongoing funding issue as requested by the BOS. He expresses his opinion to remove the “per call” payment and fund the line as a flat stipend. The BOS agrees by consensus. There is discussion regarding how to fund the Warrant Article. Shawn suggests keeping the same amount of compensation of \$4000 as the FY2019 Warrant Article. He notes he has no documentation to change that amount and that any

changes could be made at the Deliberative Session. Patty informs the BOS she has received the ACO call log from Rockingham Dispatch and it reflects more calls than the stipend allowed for payment. Dave K. agrees with Shawn to use \$4000 as a starting point for discussion at the Deliberative Session, noting it was up to the voters to decide what the compensation should be. Scott motions to move the Warrant Article forward and recommend it as discussed and funded at \$4000. Seconded by David C.

There is further discussion. Shawn notes he would like two separate motions on the Warrant Article. He expresses his opinion that he feels the Police Dept. is the better agency to carry out ACO duties for the Town. Scott rescinds his motion. David C. rescinds his second. Scott motions to move the Warrant Article forward with the changes and funding as discussed. Seconded by David C. Vote is unanimous.

Dave K. motions to amend the Warrant Article and remove the word "contracted" services. Seconded by David C. Vote is unanimous.

Dave K. motions the BOS to recommend the Warrant Article. Seconded by David C. Vote is 3 yes, 2 no.

Municipal Work Zone Agreement: The BOS has received this agreement from NHDOT for a local state /federal project.

Shawn motions to authorize the Chair to sign the agreement. Seconded by David C. Vote is unanimous. Dave K. comments on the need for the State to mandate they will control traffic, not the local Police Department.

Minutes: The BOS reviews the minutes from the Non-Public meeting of December 23, 2019. Patty advises the BOS that due to the length of those minutes, the BOS may need to enter Non-Public to make any changes to them. After review, the BOS determine there is only one change and it does not involve any protected information. Dave K. notes a word change on pg. 2, third paragraph, line 1: replacing the word "releasing" with the word "contracted". Dave K. motions to accept the Non-Public minutes as amended. Seconded by Sheila. Vote is unanimous.

Upcoming Deadlines: The BOS discusses when BudCom may schedule the public hearing on the FY2020 Operating Budget, noting they will need to provide the Default Budget for that hearing. Patty informs the BOS January 14, 2020 is the last day for the BOS to publish the time and date of a public hearing on a bond or note over \$100,000. Scott asks Patty to ensure the bond issue is on the BOS Agenda for January 13. Patty also informs the BOS that January 14 is the last day for Citizen Petition Warrant Articles.

Patty informs the BOS she was asked by a nun preparing a birthday celebration for a Danville resident turning 100 on Feb. 13 if the Town did anything to recognize their Centenarians. Shawn suggests that Janet may have the fancy paper used for proclamations and the ability to word one appropriately.

Dave K. suggests sending a letter of appreciation to Chief Briggs thanking him for his assistance with the new police station design team. Patty notes the letter should come from Chief Parsons. Dave K. asks her to follow up with Chief Parsons and ensure that request is completed.

Scott reads the Town Announcements listed below:

III. Town Announcements

Open Committee Seats:

- ✚ Heritage Commission- 1 open position and 2 alternate position
- ✚ Budget Committee- 3 open positions

Voting Information:

- ✚ **February 8, 2020: Danville Deliberative Session (Town Budget) at 10:00AM at the Community Center.**
If there is EXTREME weather with a state emergency, the Snow Date is Sunday, February 9.
- ✚ **Tuesday, February 11, 2020: NH State Primary Election** - Polls will be open from 7:00AM to 7:00PM
- ✚ **Tuesday, March 10, 2020: Danville Town & School Elections** -Polls will be open from 8:00AM to 7:00 PM.

School District Voting Information:

- ✚ **Thursday, January 16: Danville School Public Hearing:** will be held on at 7:00PM at the PAC
- ✚ **Thursday, February 6, 2020 at 7:00PM: Danville School Deliberative Session:** in the High School Gym.
- ✚ **School Committee Vacancies:**
 - Danville School Board: one three(3) year position
 - Danville School Budget Committee: one three (3) position

Recreation Committee

- ✚ **Senior Coffee Hour:** Next Senior Coffee hour will be **Thursday, January 30, 2020; 10:00AM-12:00PM** at the Community Center.

Rabies Clinic: Saturday, April 4, 2020 from 10:00AM- 1:00PM at the Safety Complex. Rabies shots for cats and dogs only will be \$12.00

There being no further items to discuss. Scott motions to adjourn. Seconded by Sheila. Vote is unanimous

Meeting is adjourned at 9:49PM

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

Respectfully Submitted
Deborah A. Christie