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Town of Danville
Board of Selectmen
Monday, October 24, 2022
7:00 PM

6:51 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; Ed Lang, Conservation Commission; Rob Loree, Danville Long Pond Protection Association (DLPPA); Chip Current, Chair, Planning Board, Vice-Chair, Forestry Commission; Sharon Woodside, Chair, Recreation Committee; Vanessa Boling, Interim Chair, Recreation Committee, Kathy Beattie, Treasurer, Recreation Committee; Resident: Dave Drislane

Shawn called the meeting to order at 6:51 PM and opened the meeting with a moment of silence for the troops who put themselves in harm’s way. All stood for the Pledge of Allegiance

I. Delegate Session

Shawn opens the Delegate Session and asks if there are any members of the public not on the agenda who wish to address the BOS. As no members of the public wish to speak, Shawn closes the Delegate session at 6:53 PM

II. Budgets

4611.10- Conservation Commission. The proposed FY23 budget is \$4500. Ed Lang presents the budget to the BOS. He explains that two major costs in the budget are for the Forester to assess three (3) woodlots in the Town Forest and to establish a parking area on the new Happy Hollow property. He reviews the other lines with the BOS. Shawn asks that the BOS also review the Milfoil budget in conjunction with this budget.

#4611.20- Milfoil Budget. The proposed FY23 budget is \$20,000. Rob Loree of the Danville Long Pond Protection Association (DLPPA) explains that the DLPPA requested \$20,000 for FY22 and has spent \$16,440 and Mr. Loree believes the treatments are completed. The DLPPA only treated for fanwort this year. Mr. Loree notes that the State provided a matching grant of \$16,440 for the treatment of fanwort. Mr. Loree explains that he does not have the projected costs for next year. He is cautiously optimistic that they have controlled the fanwort, but won’t know until next summer. Shawn states it is unknown what the costs of treatment will be and what the State will provide for assistance. He suggests level-funding this budget as proposed at least until the Deliberative Session when more information may be available. Mr. Lang explains that the recent switch to the “every other year” schedule for treatments causes changes in the budget requests. Shawn expresses his concern that the State wants to maintain jurisdiction over invasive species control, but only pays a small portion towards those costs. Mr. Loree explains that the DLPPA has applied for the 2023 State grant, so it is in the process, but he won’t know the amount of the grant until early 2023. He notes that he was asking for level funding of the budget. Shawn states that both the Conservation Commission and the Milfoil budgets have been level-funded for FY23 for a total of \$24,500. Steve motions to approve these budgets as presented. Second by Dottie. Vote is unanimous (5-0).

✚ **#4611.10- Conservation Commission budget is approved for \$4500.**

✚ **#4611.20- Milfoil budget is approved for \$20,000.**

#4589.10- Recreation Committee. The FY23 proposed budget is \$20,850. Sharon Woodside, Chair, and Vanessa Boling, Interim Chair present the budget to the BOS. Ms. Woodside explains that she will be going to Florida for the

winter and will not return until May 2023. Ms. Boling will be the interim chair during her absence. Ms. Boling explains the Recreation Committee is asking for just over a 10% increase in their budget for FY23. She explains that the committee was several thousand dollars over budget for Olde Home Days. There was a \$1000 increase in the tent rental and a \$1000 increase in the costs for the fireworks display. Ms. Boling reviews the budget with the BOS. She notes that they would like to do two (2) movie nights in 2023 and have received a request from the Danville PTA to provide a graduation party for the Kindergarten class. She notes that this has been done in the past, but in recent years the Recreation Committee has only done a graduation party for the Fifth grade. The Recreation Committee is also asking to increase the Fireworks budget by \$1000. She notes that this year, the fireworks cost \$5200, but Casella made a donation to the costs of the fireworks helping to offset the large increase in that program. She explains that the Recreation Committee is still planning the Senior Luncheon and the monthly Senior Coffee Hours through the end of December and that the committee is trying to get back to regular programming after COVID.

Ms. Boling states that the Recreation Committee has a new team with tons of new ideas and they have noticed that the new families moving into Danville are younger families that are asking for more kid-related activities. She notes that she would like to be able to use the Community Center for a “play date” during school vacations. Ms. Woodside states that Heather Baker has applied to the Recreation Committee and is waiting for approval, as well as Tara West and that Jackie Bellacqua was just recently appointed to the committee. Ms. Boling explains that the new committee members are also active in the Danville PTA and the goal is to encourage communication between the Recreation Committee and all its’ counterparts including the Community Center Committee and the PTA.

Ms. Boling states the Recreation Committee had the biggest turnout for last week’s “Trunk or Treat” program. The Danville’s PTA “Danville Dads” put on a haunted house, and donated a bounce house. She believes it was their most successful event so far for kids only since COVID. Shawn states that he’s glad to see these events coming back and supports the events for the young kids, but is also glad to see Senior programming returning as well. Ms. Boling notes that registration for the Senior Luncheon ends on November 2. The Luncheon will be held on Saturday, November 26 (the Saturday after Thanksgiving). The first Senior Coffee Hour since COVID is this Friday, October 28.

Sheila asks Ms. Boling how much has been spent from the Recreation Revolving Fund. Ms. Boling explains that the costs for the candy for the “Trunk or Treat” program (approximately \$350), and for the Senior Coffee Hour (approximately \$100), have been spent from the fund. She notes that the committee had to purchase all new supplies for the Coffee Hour because the on-hand supplies had expired over the COVID hiatus. She explains that the committee is also planning on purchasing cloth tablecloths for the Senior Luncheon (which will now be held twice a year), and in an effort to reduce plastic waste, they will also be purchasing cloth napkins, etc. All of these purchases will be from the Revolving Fund. Sheila confirms there is currently \$11,351 in the Revolving Fund. Ms. Boling notes that the Recreation Committee is currently over budget for FY22. The total costs for the Senior Luncheon are \$5000 and the committee only has \$5000 in the budget, which will only cover the costs of the catering. She explains that the previous caterer charged a flat fee of \$2000. The new caterer is charging \$18.00 per head and the committee is expecting 50-70 people. The Luncheon will be held at Fremont Pizzeria.

Shawn explains to Ms. Boling that the Recreation Committee gets a “bottom-line budget” and can move line items within the budget as needed, but if it goes over that bottom-line amount, the committee needs to come to the BOS because the BOS will need to move money around from other budgets to cover those extra costs. He notes that if the Recreation Committee is augmenting its budget with funds from the Revolving Fund, they do not need BOS approval to do that. Ms. Boling confirms that this is what the Recreation Committee is trying to do so they won’t have to ask the BOS for extra funding.

Sheila asks Shawn when the Recreation Committee set up a Recreation Savings Account. Kathy Beattie states that “they’ve had it forever.” Sheila notes that it is separate from the Revolving Account and has approximately \$3710 in it. She notes that between the Revolving Fund and the savings account, the Recreation Committee has over \$14,000. Shawn reminds the board that other departments have access to that money, for example, the costs for the basketball courts come from those funds. Ms. Woodside notes that Stacy O’Connor runs the graduation parties and uses funds from the Revolving Fund for that program and that the Recreation Committee sponsors other things on the fields, not just Olde Home Days. Shawn agrees and notes that many of these events require up-front prepayment,

and the goal of these programs is to at least break even. Ms. Woodside reminds the BOS that the Recreation Committee does not charge for the Senior Luncheon, it's something that it does for the community. She also notes that they are working with Mr. Knight and the Lion's Club for more programs. Ms. Woodside states that she has the amount expended from the FY22 budget. One of the favorite programs at Olde Home Days was Jane Kelly's "On the Wing" program which will not be offered again because Ms. Kelly is moving back to her hometown of Oshkosh.

Shawn states that he has no objection to the requested budget increase, noting that for the past two years, the budget has been level-funded due to COVID, and was mostly level-funded even before COVID. Ms. Woodside reiterates that the committee is trying to do more activities for the kids. Ms. Boling states that Susan Griffiths approached the Recreation Committee with the idea of doing a town-wide yard sale the weekend before Bulk Pickup. Shawn explains that Bulk Pickup is usually scheduled for April and October, and they would have to weigh the risk of snow still being an issue on either of those dates. Dennis notes that he thinks it's a fantastic idea. Shawn notes that Bulk Pickup is always on a Saturday, and because Friday is "not conducive" to putting the material curbside, people put their stuff out the week before and this is why it is often rain-soaked. He suggests perhaps the Town could do the Bulk Pickup on Sunday and hold the yard sale the Saturday before. Sheila notes that Sunday would increase the labor costs because the drivers would need to be paid time-and-a-half. Shawn states that the BOS will try to accommodate a town-wide yard sale as best as possible. Steve motions to approve the Recreation Committee budget as presented. Second by Dottie. Vote is unanimous (5-0).

 **#4589.10- Recreation Committee budget is approved for \$20,850.**

#4191.10- Planning Board. The proposed FY23 budget is \$5,000. Chip Current, Chair of the Planning Board presents the budget to the BOS. He explains that he will need to come back before the BOS because the Planning Board is over budget in FY22 by approximately \$600 because they have been redoing the town's maps and by law, will need to redo the zoning maps as well. The map company has delayed its response to the Planning Board, and just last week contacted them with an updated price of \$1600. The Planning Board had already spent its budget on legal notices, etc. Mr. Current explains that he told Gail to authorize the payment. Shawn reassures him that the BOS can accommodate that over-expenditure. Mr. Current states that he will provide better details at a future meeting.

Mr. Current states that the Planning Board is requesting a \$1000 increase in Legal Notices. He notes the board spend \$3000 in 2022 due to a "small snafu" that required a second noticing process. He notes that newspapers have doubled their costs for the publication of Public Notices. The second requested increase is to increase the printing line from \$100 to \$400 due to the increase in printing costs. Shawn notes the FY23 budget request is \$1300 over the FY22 budget of \$3700. Mr. Current notes that the remainder of the budget lines are level-funded. He explains that many of the lines are "wash accounts" but if the Conservation Commission needs to do any legal noticing, those costs also come out of the Planning Board's budget. Shawn explains to Dennis that if a developer comes to the Planning Board, the Planning Board has to send out notices, but those costs are then charged back to the developer. Mr. Current further explains that the Town has to pay the costs for its own noticing, for example, when the Planning Board had to send notices regarding Elm Farm. Sheila motions to approve the Planning Board budget as presented. Second by Dottie. Vote is unanimous (5-0).

 **#4191.10- Planning Board budget is approved for \$5000.**

#4619.90- Forestry Committee. The proposed FY23 budget is \$3210. Mr. Current, Vice-Chair of the Forestry Committee explains that the budget is not complete due to some confusion and that he believes the spreadsheet that was presented is incorrect. The Forestry Committee wants to level-fund the FY23 budget and Mr. Current believes the FY22 budget was for \$4310, but the worksheet shows \$3210. He notes the committee had increased the Special Projects line to \$3500 in FY22 and they did spend all of that money and would like to keep that same amount in the FY23 budget. He notes that these funds are used to work with the Forester to line up plans to treat the Town Forest and "it badly needs it." Mr. Current explains there is a lot of work needed before the Forestry Committee can hire a logger. Shawn confirms the correct amount that the Forestry Committee is requesting is \$4310. Sheila motions to approve the Forestry Committee budget for \$4310. Second by Dottie. There is further discussion. Sheila asks for a more detailed budget request from the Forestry Committee. Mr. Current reiterates his concern that what he had tonight was incorrect and reassures the BOS that he will provide them with an accurate, line-item budget. Shawn calls the question and asks for a vote. The vote is unanimous (5-0).

 **#4619.90- Forestry Committee budget is approved for \$4310.**

III. Old/New Business

Direct Energy Proposal: The BOS reviews the most current proposal/contract from Direct Energy.

Ms. Woodside returns to the meeting and notifies Kim that she is not getting any e-mails for the Recreation Committee and asks Kim to follow up on this issue. Kim notes that nothing has changed. Ms. Woodside states that she's getting messages from people referring to e-mails that they sent her, but she never got them. Kim states that she will follow up on this issue.

Shawn confirms that the board has had a chance to look at the new quote for the Town's electric supplier. The contract is for three (3) years at 15.827/kWh. Shawn states that he believes that in the long term, this is a good price for the Town to lock into. Dennis questions which quote the BOS is considering. Shawn clarifies that there are three rates quoted, a different rate depending on the length of the contract. The longer the contract, the lower the rate. The rate is approximately .01/kWh less for each year the contract is extended. Shawn notes that the three (3) year contract rate is close to the current household rate and that is a pretty good rate for a municipality. Shawn reminds the board of the previous discussion regarding how the rate for a municipality is often set by an "on-demand" use that drastically affects the rate the Town is charged. Dennis states that he believes Unifil's rate increase in December is expected to be to 17.9/kWh. Kim notes that she heard it could go as high as .23/kWh. Dennis notes that he heard it was a 76% increase over the current supplier costs of approximately .10/kWh. Kim confirms the increase is scheduled to start on December 1. Dennis asks if the BOS has ever contracted electric rates before. Shawn states that they have not, noting that they looked at locking in rates for fuel oil back in 2007-2008 just before the economy crashed and prices dropped. He notes that locking in rates is always a gamble, but it is useful for planning and to be able to level-fund budgets. The Town knows its usage and can control its usage, but locking in rates helps the BOS estimate expenses more accurately. Shawn states that he supports the quote and believes that energy will be a big issue and expense for years to come. Sheila motions to authorize Shawn to sign the First Point Power/Electric Sales Agreement for October 24, 2022. Second by Steve. Vote is unanimous. (5-0).

Signature File: The BOS review and sign the documents in the Signature File. Shawn states that the BOS has received an updated Assessing auditing proposal that was reviewed and approved by the DRA. He reminds the board that the DRA has to approve all Assessing contracts.

ATV Permission Forms: Sheila asks Shawn how many ATV permission forms have been signed. Shawn states that he has not been keeping track of them. Dave Drislane states that he estimates approximately twenty-five (25). Sheila states that she believes there are more than that. Shawn agrees that there have been at least thirty (30) forms signed. Mr. Drislane states that there haven't been a lot of people riding under the power lines, just the "usual crew." He explains that he usually goes out on Saturday and there have not been a lot of riders, but there have been a lot of hunters. Dennis notes that "as a fellow hunter, ATVs are not conducive to hunting." Mr. Drislane confirms that he missed the Delegate Session. Shawn notes that he has signed all the permission forms that Mr. Drislane provided.

Minutes: The BOS review the minutes for the October 17, 2022 public BOS meeting. Steve, Sheila, and Dottie state that they have no changes. Dennis asks for a few minutes to review the minutes and later notes that he has no changes. Dottie motions to approve the minutes as written. Second by Sheila. Vote is unanimous (5-0).

Continuity of Operations Update: The BOS has received an e-mail from John Chandler, the Town Moderator outlining his work so far on the continuity of operations plan. He has stated that the School District response was an outright refusal, stating that it was a safety issue. Shawn suggests that the School District may possibly be able to accommodate the Town if an emergency happened early enough to allow planning, but that anything happening close to the Election date will be the responsibility of the BOS. He states that he believes the Safety Complex is the most logical place to hold the elections in an emergency, with the Library as the second choice. Shawn notes that one of the limits of the Library is that if the emergency is a natural disaster, the Library is next to the Community Center and would probably also be involved. Shawn notes there are also issues with parking at the Library. Sheila

states that the Town Hall would be “very tight” but they could make it work. Shawn suggests that the BOS share their opinions with Mr. Chandler and Ms. Tracy. He asks Steve to inform the Fire Wards of the emergency plans for the Safety Complex. Dennis asks that Mr. Chandler’s e-mail be attached to the minutes for public record.ⁱ

Town Announcements: Shawn reads the Town Announcements listed below. Sheila asks him to add the Veteran’s Suicide Awareness flag program.

Dennis reiterates that he would like Mr. Chandler’s comments about using the Safety Complex on record and reads the e-mail, noting Mr. Chandler’s first preference is to use the Town Hall. Dennis states that he believes the BOS agrees but wants to make the Safety Complex the first preference in an emergency.

Non-Public Minutes: The BOS review the minutes from the October 17, 2022 BOS Non-Public session under NH RSA 91-A 3:II (c). Dottie motions to approve the minutes as written. Second by Steve. Vote is unanimous (5-0). Shawn and Sheila state that they will be requesting a Non-Public session after tonight’s public meeting is completed.

ACO Van: Sheila provides the BOS with an estimate of repairs needed for the ACO van for \$3151.67. She states that she took the ACO van to be inspected. The van passed inspection, but there is a severe clicking noise that is apparently part of a larger issue with the van’s transmission. Steve confirms that what she has provided is an estimate. The estimate states that the transmission housing is corroded and cracked and the noise is the actual transmission “ticking.” Sheila explains the inspection is complete, but the transmission “could go at any time and the fluid would leak out creating a dangerous situation.” Dennis suggests that the BOS get a second opinion, noting they may get a better price. Sheila agrees, but states that she will “not drive the van around to other garages.” Dennis asks what the book value of the van is. Sheila states the van is a 2005, she doesn’t know the book value, but there is no rust on the body. Steve expresses his concern that the van was behind the Firehouse and didn’t move in six (6) months. Sheila disagrees and states that she has used it, but that it is not used for every call. Steve asks how many miles are put on the van annually. Dennis explains that the inspection report would have the mileage from the previous year. Sheila notes that the van now has permanent plates. Steve states that he would like to table the discussion until the board can confirm how many miles are added each year.


Dennis states that he would like to confirm the van’s value in its present condition based on Kelly’s Blue Book and a second opinion on repairs. He notes that his personal AAA membership will take an incapacitated vehicle within 100 miles. Shawn reminds him that the van passed inspection and is drivable. Dennis recommends AJA Auto in Plaistow. Steve notes that they have moved to Kingston and that they “are excellent.” Steve notes that he uses Southern NH Undercar and states that they are “honest.” Shawn notes that this could be a long discussion of everyone’s best mechanic, but the reality is the van is at the end of its lifespan in the near future.

Sheila notes that she tried to plan for the van’s replacement with a Warrant Article in 2022, but it failed by three votes. Shawn notes there is the original \$5000 in the Capital Reserve fund for the van. There is some discussion of where they could buy a van. The current van was purchased from Safeway. Sheila clarifies that the first van was donated by Safeway, but the Town purchased the current van. Steve volunteers to take the current ACO van for a second estimate. Sheila notes that the Police Dept. is also using the van when needed. Shawn confirms that they use it to transport equipment for Olde Home Days.

Dennis has looked up the van’s value on KBB and the price range is \$1500-\$3000 for a high-end trade-in value. The estimate the BOS has received is higher than the van is worth. Sheila expresses her concern that all her ACO equipment is in the van. Steve states that before he takes the van, he will put her ACO equipment inside the Firehouse and Sheila can just take it when she needs it. Sheila confirms the equipment will be inside and thanks him.

IV. Town Announcements

Calendar

 **October 28- Friday:** Senior Coffee Hour at the Community Center 10:00 AM-Noon. Hosted by the Recreation Committee.

- ✚ **October 29- Saturday:** Veteran’s Suicide Awareness Flag Display. 12:00 (Noon) on Main St. across from Danville Market. The community is encouraged to come and participate in this program.
- ✚ **October 29- Saturday:** Household Hazardous Waste Collection: Hosted by Kingston: 12 Main St. Kingston, NH- 9:00 AM- 12 Noon. See the Town’s website for more information
- ✚ **October 31- Monday:** Board of Selectmen’s Meeting – Town Hall at 7:00 PM
- ✚ **November 19- Saturday:** NH Fish and Game Moose Program @ the Community Center 12:00 (Noon)-3:30 PM. Sponsored by the Colby Memorial Library and Danville Animal Control.

As there are no further items to discuss, Sheila motions to go into a Non-Public session under NH RSA 91-A 3:II (c) as previously requested. Second by Dottie. Roll call vote: Shawn-yes, Steve-yes, Sheila-yes, Dottie-yes, Dennis-yes.

The public session of the BOS meeting ends at 7:49 PM.

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

Respectfully Submitted
Deborah A. Christie

ⁱ See Attached e-mail