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Town of Danville  
Board of Selectmen  
November 4, 2019  
7:00 PM

**Non-Public Session: 6:45PM-7:00PM**

Members Present: Scott Borucki, Chair; Shawn O'Neil, Vice-Chair; Sheila Johannesen, David Knight, David Cogswell. The BOS requests that Patricia Shogren, Town Administrator also attend.

Non-Public Session: Dave K. motions to go into Non-Public Session under NH RSA 91-A: 3, II (d) & (e). Seconded by Sheila. Vote: Scott- yes, Shawn-yes, Sheila- yes, Dave K. - yes, David C- yes.

Entered non-public session at 6:45PM

Dave K. motions to return to Public Session. Seconded by Sheila. Vote: Scott- yes, Shawn-yes, Sheila-yes, Dave K. - yes, David C. - yes. Return to Public Session at 7:00PM

Dave K. motions to seal the minutes of the Non-Public session. Seconded by Sheila. Vote: Scott-yes, Shawn-yes, Sheila-yes, Dave K. - yes, David C- yes. Minutes of Non-Public session are sealed.

**Public Meeting begins at 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; Tom Billbrough, Asst. Library Director ; Sarah Gagnon-Weston, Library Trustee; Ed Lang, Library Trustee; Steve Woitkun, Fire Chief; Corey Ward, Asst. Fire Chief; Robert Sharpe, Fire Ward; Brian Delahunty, Fire Ward; Janet Denison, ZBA; Judi Cogswell, Katelyn Ryan, Camera Operator

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. Public Hearing: Municipal Aid Funds**

Dave K. motions to open a Public Hearing to accept Municipal Aid funds for \$41,724.59 from the State. Seconded by Sheila. Vote is unanimous.


Scott asks for input from any members of the public regarding the Municipal Aid funds.

There being no input from the public, Dave K. motions to close the public hearing. Seconded by Sheila. Vote is unanimous. Public hearing is closed

Shawn motions the Town accept the Municipal Aid funds for \$41,724.59 from the State. Seconded by David C. Vote is unanimous.

**II. Budget**

**#4550.10 Library Budget:** Tom Billbrough, Asst. Director of Colby Memorial Library presents #4550 Library budget for \$267,348.68. He opens his presentation by noting the budget was unanimously approved by the Library Board of Trustees. Unless the Trustees vote to make changes at their next meeting, this will be the budget presented to the Budget Committee. Discussions and highlights are noted for the following lines:

 **Salaries:** Mr. Billbrough notes that due to the default budget the new rates of pay will actually begin on

Nov. 14, 2019 and run through 2020. Dave K. confirms with Mr. Billbrough that it is the intent of the Library Trustees to increase the pay rates in November and confirms the FY2019 budget will cover these increases. Mr. Billbrough explains the reduction in insurance rates due to coverage changes made hiring the new director will provide enough funding for the changes in pay rates. Dave K. clarifies that because of this change, the default budget becomes the same as their regular budget. Mr. Billbrough confirms this is the case with the salary line.

✚ **Building Maintenance:** There is discussion regarding the increase in this line due to the necessity of replacing the compressor of an AC unit. Mr. Billbrough asks the BOS to support an attached warrant article for a non-capital reserve fund to maintain and repair such things as the leach field, and other infrastructure items on a routine basis rather than having to address them on a catastrophic basis. He notes this will keep the “building maintenance” line down in future years. Dave K. encourages Mr. Billbrough to prepare to defend his budget at the deliberative session by explaining to the townspeople what the Library really needs to keep the building running. Mr. Billbrough explains the budgeted funds for the new condenser are a necessity. The Library needs to maintain a certain level of climate control, particularly regarding moisture. He explains there are currently three units and the unit in the Children’s Room has failed. Dave K. clarifies this is strictly building maintenance and not a capital expense. He notes had the warrant article passed last spring; the Library would not have to budget for this expense. Mr. Billbrough agrees.

✚ **IT Support:** Scott questions the extra \$2,000 budgeted in this line. Mr. Billbrough explains that because the Middle School has issued Chrome books to the students there is increased Internet usage above the “complimentary” 25 mbps provided Comcast and they need to increase their Internet speeds to 100mbps. He notes the library system is web based and depends on access to the Internet in order to operate. Shawn clarifies this expense is for Internet access only, noting it is \$150 per month. Mr. Billbrough confirms this and states the necessary equipment upgrades are further down in the budget under Capital Equipment. Library Trustee Ms. Gagnon-Weston further explains the Library is unable to keep up with patrons’ needs for Internet access at the current level. Mr. Billbrough adds this also interferes with the Library’s ability to use its’ own software for operations. Mr. Billbrough advises the BOS that he tried unsuccessfully to negotiate the costs of the upgrades with Comcast.

Shawn asks if Mr. Billbrough had inquired with Consolidated. Mr. Billbrough notes the Library originally had EarthLink, but had moved to Comcast due to their contract with the Town. Dave K. suggests that FIOS Internet is much better than Cable and notes that it has also historically been cheaper. Scott agrees the options are worth looking at. Mr. Billbrough agrees and will look further into this matter. Patty notes that FIOS Internet is at the Community Center, which is near the Library and therefore should be available.

✚ **Professional Services:** Mr. Billbrough explains this line is used for background checks on all new employees, noting they seem to go through custodial staff multiple times during the year. Patty notes she does the Town background checks using the Town’s insurance company and that it costs only \$10.00 per person. Mr. Billbrough asks about doing multi-state checks. Patty explains they purchase a “package” that determines the level of background check done.

✚ **Heating:** Scott asks if the Library can encumber the remaining amount or prepay for fuel. Patty explains they cannot prepay, but can only fill up as much as possible.

✚ **Electricity:** David C. inquires into the solar panels that were installed. Mr. Billbrough expresses his frustration with Unitil, noting their exorbitant demand costs based on Kilowatts used, even though the Library does not actually purchase any electricity from them. Dave K. recalls that Unitil charges for “peak value” and uses that rate for all year. He suggests the Library could change that peak value by alternating start cycles of the AC units. This would lower the one-time demand each day and change “peak value” within a year. Mr. Billbrough notes he would like to discuss this further with Dave K. There was further discussion from Shawn and Scott regarding ideas of how to evaluate the Library’s use of electricity with Unitil as well as changing that “peak value” number. Mr. Billbrough will also talk with Taylor Electric for ideas.

✚ **Capital Equipment:** There were short discussions regarding that line being over-budget in FY2019. Mr. Billbrough explains this was an atypical year with the need to replace several computers.

Dave K. asks Mr. Billbrough how he will defend a 6% increase in his budget that has a 10% increase in the Salary line to the Budget Committee and at the Deliberative Session. Library Trustee Ms. Gagnon-Weston explains their Library salaries are at the bottom of comparable towns. Dave K. continues his discussion in terms of the amount of salary increase compared to other Town departments, asking how the Town will look at that. He again asks Mr.

Billbrough how to justify that amount of increase. Dave K. notes that while the Budget Committee cannot change the salary line, they can cut the overall budget, affecting some important items in the other lines. Ms. Gagnon-Weston notes that 1) the Library has excellent staff, many of whom have been there for many years and know the community and patrons well. 2) The Library staff are constantly upgrading and updating their knowledge and training. 3) The Library provides beneficial services to the Town. 4) She reiterates the Salary lines are much lower than other towns, including Sandown and they need to be able to keep and retain staff. She also notes the Library Trustees have not made huge leaps to bring salaries up to surrounding communities, but instead have instituted incremental increases.

Scott asks for a comparison of hours open to the public. Mr. Billbrough notes that the Library is open 35 hours; Sandown's Library is open 37 hours. Mr. Billbrough asks Dave K. to be an advocate for the Library, reminding people how much money they save by using the Library. Dave K. expresses his support for the Library, but is very concerned about the Deliberative Session. Mr. Billbrough notes that will depend on support from Library advocates and Dave K. Dave K. responds he does not know if he can support a 10% increase in salaries. Dave K. reminds Mr. Billbrough that while a default budget will protect the salary line, it will affect the remaining lines of the Library budget. Mr. Billbrough feels the people who use the library will recognize the increase is really a small amount. Dave K. asks how many patrons are in the library. Mr. Billbrough notes there are 3,500 patrons, Dave K. notes there are 3200 registered voters. Mr. Billbrough notes the Town's population is 4500 people. Scott asks how many cards are active. Mr. Billbrough explains that cards are purged every three years. Mr. Billbrough then thanks the BOS for their time.

Shawn recommends the BOS table discussion of the Library budget so the Fire Dept. can present their budget. Consensus of the BOS is to follow Shawn's recommendation.

**#4220.10 Fire Dept:** Fire Chief Steve Woitkun and Asst. Fire Chief Corey Ward present #4220.10 Fire Department Budget for \$396,179. Chief Woitkun introduces Corey Ward to the BOS. He explains that due to his planned retirement in December 2021, the Department felt it wise to begin the process of training a replacement to ease the transition. The Fire Wards voted to create the position of Assistant Fire Chief and elected Corey Ward to fill that position. Dave K. confirms this was a unanimous vote of the Fire Wards. Scott suggests in the interest of time that only those budget lines that have been changed be reviewed.

✚ **Salaries:** In addition to the pre-approved 1.5% COLA increase, the Chief notes the increase in the Part Time salary due to changes made to Corey Ward's position. He had previously served as IT support for 3 hr/week. He will serve in his new position as Assistant Chief, and continue to provide IT support for a total of 14 hrs/week. This will result in an additional expense of \$14,144.

✚ **Communication Equipment:** Chief Woitkun explains the department radios are 15-17 years old. There are no longer parts available for repair. He is working with other towns in the Haz Mat District pursuing a federal grant that will help defer the costs of replacing the portable and mobile radios. Jim Stone of the Haz Mat District will be applying for the grant. He has been successful in the past. Chief Woitkun notes the anticipated costs of replacing the radios is \$100,000. The Town match for the grant would be 5% or \$5000. He explains that if the grant does not come through, the additional \$5000 requested would be put towards the purchase of replacement portable radios.

Scott asks what would happen if the grant did go through, but the Town was forced to operate on a default budget, how the Town's match portion would be funded. Shawn states they would find the \$5000 somewhere. Dave K. asks if the Fire Dept. should have a revolving fund set up as they do for safety equipment. Chief Woitkun explains that with the age of the departments' fleet, they are not eligible for grants; noting the department was disqualified for a grant for life-safety equipment because they had the revolving account for those items. He and Dave K. comment on the irony of judicious planning for expenses resulting in disqualification from the grant process.

✚ **Haz Mat District Fee:** Chief Woitkun notes this is a contracted fee and is non-negotiable. Shawn confirms the district is still made up of the same number of towns.

✚ **Rescue:** Asst. Chief Ward explains the main driver of these expenses are increases in the cost of run

sheets, medical supplies and equipment. Asst. Chief Ward notes that an expense reflected in that line, but not listed is the maintenance contract for the Life-Pack 15, which is a monitor of heart function and defibrillator. Patty reminds Asst. Chief Ward the Rescue revolving account currently has \$12,700 available.

**Protection of Personnel:** Chief Woitkun notes the department is asking for five (5) sets of gear in order to increase rotation. He notes the recommended lifespan of the gear is seven (7) years, but he tries to stretch the gear to ten (10) years. He feels that as a small town, the gear is not used as frequently. He also notes the need for new gear for new members of the department. Dave K. notes he is happy to hear the department has successfully recruited new volunteers. Chief Woitkun states he is happy because they are all well qualified.

Dave K. asks if the department could purchase new gear with unexpended funds from FY2019. Chief Woitkun explains that he holds off purchasing until October in case there are large expenses from a large fire or haz- mat incident. Chief Woitkun notes he had to put Engine 7 out of service due to a ruptured water tank. He explains that due to the age of the truck, he felt it was too expensive to repair or replace the tank.

**Information Technology:** Asst. Chief Ward notes this is a new line that was added for organizational purposes. This new line outlines expenses for details such as contracts, software, and equipment upgrades. Dave K. confirms these items were previously budgeted in other lines of the budget.

Dave K. asked how the new policy regarding having staff on hand was working. Chief Woitkun explains that since the call time went to 12-hour shifts, he has had volunteers lining up to fill the shifts. He notes that no shift has gone uncovered in 2019 and can guarantee at least two people are available to respond to any emergency in Town. Dave K. reiterates his satisfaction with the recruitment of new members.

Shawn asks if the Town now has 24/7-365 coverage. Chief Woitkun explains that is not the case. The Call shifts are 6:00PM- 6:00AM. Because most of the Call Firefighters have "regular" jobs, they are unable to stay over until the Day shift starts at 8:00AM. The same thing happens in the evening: the day shift ends at 4:00PM and the Call shift does not begin until 6:00PM. There are essentially two hours each morning and evening that are uncovered. Dave K. expresses his concern these uncovered hours are when there are the most traffic risks, but covering those hours is an expensive fix. Chief Woitkun notes there is usually four or five people on 24-hr duty, as well as Asst. Chief Ward and himself available to respond to an emergency. He also notes there were no calls in 2019 that did not have a response from the Fire Department.

Dave K. asks for the bottom line. Chief Woitkun notes the increase is about 10.25%, most of it reflected in the \$5000 request for the grant match and in Asst. Chief Ward's additional hours and training. The Chief notes that he works 22 hours per week and is limited by NHRS to 32 hours per week. He explains that with the new building there are additional inspections and work with the Planning Board. He is trying to have Asst. Chief Ward work during the hours he is not there doing the inspections and emergencies. Chief Woitkun reminds the BOS that he is trying to meet the increasing demands for service and still stay away from full-time staff. He notes that surrounding towns have moved to a full-time Chief, and even though Asst. Chief Ward has increased to 14 hrs/wk, he is still saving the Town money. Dave K. expresses his opinion that safety cannot be sacrificed. Chief Woitkun offers to cut the grant match request and try to find the funds if they get the grant. Dave K. disagrees with that action. He explains the Fire Department needs to clearly tell the Town what they need. Scott notes his concern with the overall budget total. There are several discussions of possible cuts should that become necessary. Dave K. motions to approve #4220.10 Fire Department budget for \$396,179. Seconded by Sheila. Vote is unanimous.

**#4220.10- Fire Department – approved \$396,179**

Chief Woitkun checks on the Budget Committee date with Sheila and notes that he will be out of town on Nov. 12.

Dave K. informs the public the Budget Committee has five (5) openings. If there is one more opening, the Budget Committee will no longer be a legal committee. He notes there are questions now regarding the legality of the Budget Committee votes. Scott notes he would like the budget process to proceed with joint meetings of the BOS and the Budget Committee. This would eliminate the need for department heads to attend both meetings

separately as well as wasted time with questions back and forth. Sheila notes a miscommunication with Patty and will inform Chief Woitkun when he is scheduled to meet with the Budget Committee.

**#4520.20 Parks Maintenance:** Patty presents #4520.20 Parks Maintenance budget level funded at \$24,739. Sheila asks when that contract goes out to bid. Patty states it could go out to bid anytime, but the current contract has remained level funded for three (3) years. She notes the last time it went out to bid; everyone was higher. Dave K. notes his reluctance to go out to bid when the current contractor has level funded their budget for three (3) years. He notes it is unlikely they would get a lower bid. Shawn comments that salaries are not going down. Shawn motions to approve #4520.20 Parks Maintenance budget for \$24,739. Seconded by David C. Vote is unanimous. Patty notes she went out to bid two (2) years ago and there were only two bidders.

✚ **#4520.20- Parks Maintenance approved for \$24,739**

**#4241.20 Code Enforcement:** Patty presents the revised #4241.20 Code Enforcement budget for \$3039. She notes the actual increase is only the 1.5% in the Salary line as pre-approved by the BOS, and reminds the BOS they had requested that she create a line item in this budget for supplies and phone costs. These expenses have been removed from the Selectman's Budget. Shawn motions to approve #4241.20 Code Enforcement for \$3039. Seconded by Dave K. Vote is unanimous.

✚ **#4241.20- Code Enforcement approved for \$3039.**

### III. Old/New Business

**Application for Forestry Committee:** the BOS has received an application for the Forestry Committee opening from Josh Horns. Shawn motions to accept the application. Seconded by Sheila. Vote is unanimous.

**Non-Public Minutes:** The BOS reviews the non-public minutes for the Oct. 28 meeting. Corrections include the date at the top of the minutes and a request for differentiation of David Knight's and David Cogswell's names in the minutes. It is agreed that Dave K. and David are acceptable differentiations. Sheila motions to accept the non-public minutes as corrected. Seconded by Dave K. Vote is 4- yes. Shawn abstains due to his absence at that meeting.

**Public Minutes:** The BOS reviews the public minutes for the Oct. 28 meeting. Dave K. requests the following corrections:

- ✚ Line #32- Meeting attendance incorrectly lists Mike Fleck, LPPA Chair in attendance. He did not attend. Mr. Jim O'Leary attended in his place. Patty will make the global changes in the minutes replacing Mr. Fleck's name with Mr. O'Leary.
- ✚ Line #39- Sheila would like the NHRS acronym spelled out in line #41 to be spelled out in the heading on Line #39
- ✚ Line #114- Dave K. clarifies that Chief Parsons is not part-time, but is a full-time employee

Dave K. motions to accept the minutes as corrected. Seconded by Sheila. Vote is 4-yes. Shawn abstains due to his absence at that meeting.

Scott requests the resolution letter and 91-A information be attached to the minutes. Shawn motions to accept Scott's request. Seconded by Sheila. Vote is unanimous.

Shawn inquires about a document sent for signature regarding a tax notice, attempt to cut, noting there were no signatures. Scott clarified the document was missed last week and just needs to be signed unless the BOS wishes to discuss it.

Dave K. notes the need to make further changes in the Employee Manual as a result of changes made last week. He noted the BOS had changed the definitions of Group 3 and Group 4 employees, but had not changed the benefits for either group. Dave K. motions that in the 2018 Employee Manual, page #8, Group 3 benefit and eligibility group be re-defined as "part-time employees who work an average of 31-39 hours per week. Group 4 benefit and eligibility group needs to be re-defined as "full-time employees as authorized by the Selectman or other legislative body who work on average more than 39 hours. Patty reminds Dave K. the policy had been changed to 40 or more hours per week. Dave K. agrees to the friendly amendment "...who work on average 40 or

more hours per week". Seconded by Sheila. Vote is unanimous. Patty will make the necessary changes to the Employee Manual and the Signature Page.

***Umbrella Insurance Coverage:*** Patty has forwarded further information on this subject to the BOS and to Mr. Caillouette. Dave K. suggests building on the compromise put forward by Shawn during a previous discussion. Dave K. notes he believes the umbrella policy should be in place should the Town continue to rent Caillouette and Sons equipment. He suggests however, that this not be put into place until next year and the policy should be for 1M/3M. Sheila confirms with Patty that this amount will meet the insurance recommendations. Shawn agrees with this level of insurance and states he feels it is a sound compromise. Scott asks Mr. Caillouette if he has priced out the cost of this policy. Mr. Caillouette states the cost basically is \$1000 for every Million dollars of coverage, or approximately \$3300 per year for coverage. Mr. Caillouette expresses his concern regarding coverage for the plow trucks. Patty and the BOS reiterate the issue does not affect the plow trucks because they are on-call and work limited hours.

Dave K. explains the difficulty of separating Mr. Caillouette's job as the Road Agent from his job as a Town contractor and notes this is an issue driven by the insurance companies. Mr. Caillouette informs the BOS that as of Jan. 1, 2020, he will no longer use any of his equipment for the Town with the exception of his plow truck. He states that he does not make enough money using his equipment for the Town to pay for the added insurance. He informs the BOS that he only has one or two small projects left this year that will require the use of his backhoe and tractor. Scott confirms with Mr. Caillouette that he intends to rent equipment for the Town as needed.

Dave K. notes that he has also confirmed that in the State of NH, an elected official is considered an employee of the Town and is covered by Workman's Compensation Insurance [when performing elected duties].

Mr. Caillouette notes that during work hours he uses his truck to go get supplies and parts. Dave K. clarifies that this cannot happen anymore. David C. comments that Road Agents in other towns that have small stipends usually have large construction companies that make their money, rather than contracting with the Towns they serve.

Scott notes the new requirements could be seen as an opportunity to push the Town along to get its own equipment. Mr. Caillouette explains that in his upcoming budget presentation, he will be changing the salary line and notes that other towns have Town trucks for their Road Agents use. Dave K. notes that he is not convinced the Town does not need at least a 4-wheeler so the Road Agent can access and assess problems. Mr. Caillouette agrees that change is going to happen. He reminds the BOS his goal before retirement is to make sure the Town has its own trucks and equipment. There is further discussion of tree damage in the last two storms. Dave K. asks Mr. Caillouette how he is doing recruiting snow plowers for this season. Mr. Caillouette responds that so far he has everyone from last year and believes he is all set.

David C. asks what the difference is between Mr. Caillouette using his own vehicle and Sheila using her vehicle as the ACO. The BOS confirms that Sheila should be using only the Town van for ACO business. Patty points out the difference is the Town owns the van and insures it.

***Municipal Software:*** Patty has provided the BOS with further information. She notes that one town is still in the transition process. They had purchased every module, the transition is going smoothly, and the support is wonderful. Scott asks what action Patty would like the BOS to take. Patty suggests the 5-year payment plan or she needs to renew QuickBooks for \$600. Dave K. clarifies the one-time cost of the software is \$17,500 with an annual maintenance cost of \$3500. Even when the software is fully paid for, there will be the annual fee for support and updates. Scott asks Patty for an estimate of time that will be saved. She gives an example of filing reports with the DRA that requires her to hand enter every single number. The software would automatically upload those numbers into the reports.

Dave K. expresses his opinion that he would rather not put this expense into next year's budget, but would prefer to pay for it in full from the FY2019 budget. He expresses his concern the FY2020 budget is "going nuts" with two departments already requesting 6% and 10% increases. Scott and Sheila agree. There is more discussion of where

the Town budget currently stands and what modules are included in the purchase price. Dave K. notes that at the end of October the Town budget had only expended 72% of the budget (the norm would be 80%). Dave K. notes his biggest motivation for purchasing the software is the ease of training new personnel and eliminating opportunities for mistakes. David C. agrees the FY2020 budget is spiraling out of control and this looks like a good investment to save Patty time and to consolidate platforms.

Shawn disagrees and suggests that perhaps a discounted price could be negotiated for upfront payment in full. He expresses his concern with expenses the next month and a half could bring. Shawn notes they know the costs QuickBooks and that it does work, albeit with difficulty with the auditors and comments there is a big difference between \$17,500 and \$600. Dave K. suggests re-visiting the issue at the end of November. Scott suggests that Patty try to negotiate a discount for payment in full.

**Municipal Waste Contract:** Janet Denison joins the BOS for this discussion. Dave K. notes he is aware of the costs of the current contract and would push the BOS not to accept either bid submitted, instead extending the current contract with Casella for another year. Dave K. also suggests pulling out the costs of the bulk pick-ups from the FY2020 budget, instead putting those costs in a separate Warrant article in an attempt to keep the operating costs down. He continues with his opinion that these kinds of things are luxuries, and you cannot have those luxuries when trying to pay for Police and Fire.

Scott informs the BOS that only 37% of the eligible households participated in the bulk pick-ups. Janet adds the costs are not just the tonnage collected, but also includes the number of households they pick up. There is discussion regarding taxpayers paying for services they do not use. Dave K. notes the Town has asked for the bulk pick-ups, and the BOS needs to explain to the Town that this may not be a good use of their money right now. He expresses his opinion that if the Town wants this service, it is the duty of the BOS to make them ask for it. Scott notes that just because people ask for it, does not mean it is the right thing to do, and the BOS has control over bulk pick-up and what the Town pays for it. There is animated discussion managing bulk pick-up, including people not covering their bulk items, putting out items that are not bulk, etc. Ms. Denison notes she agreed to the forms as a step in the right direction, but feels it is time for the next step. Dave K. reminds the BOS if they do not want to offer the service, they simply do not write a Warrant article for it. Scott notes there is nothing that says the BOS cannot change the process of bulk pick-up and if that requires a small fee for someone to take actual bulk items instead of junk, the BOS has that ability. Scott states if the BOS wants to put both bulk pick-ups in a Warrant article, that is okay, but the BOS can also change the process.

David C. states he feels they should just take bulk pick-up out of the budget. If the Townspeople want it, they can get together and do a citizens Warrant article. Dave K. agrees and notes that \$50,000 can be used to support the Fire Department. David C. notes the Town could go to pay-as-you-throw bags. Scott notes his issue with that system is the third party costs of printing and selling bags. Scott expresses his opinion that totes equalize pick up for everyone, noting that Casella strictly enforces the toter rule. Casella does not enforce the bulk pick-up rules unless the Town went to a different program. Dave K. notes that he is not willing to think about a sticker program at this moment. Scott reiterates that he has issues with both the process and the \$50,000 spent for bulk pick-up. Dave K. reminds Scott that years ago the Town had four (4) bulk pick-ups per year. Ms. Denison added it was voted in place as "bulk items only". Dave K. notes it all goes back to the responsibility of the BOS to do what is in the best interests of the Town.

Dave K. notes there are two places to cut back on the costs of the bulk pick-up: by eliminating it from the budget and by not supporting a Warrant article for it. Ms. Denison expresses her concern with a citizen's petition for bulk pick-up. She notes she has seen citizen petitions that are very poorly written.

Scott again expresses his concern that 100% of the taxpayers are paying for 37% of those who participate in the bulk pick-ups. He questions if these same people would be willing to pay \$50-\$100 to fill out the form. Ms. Denison notes that for the last bulk pick-up, if everyone paid \$30.00 for the form, it would have paid for the bulk pick-up. Dave K. notes that he likes that idea better than the tag system. Shawn notes they could also charge a late fee for anyone who picks up a form after the deadline.

Scott notes he is in favor of revisiting bulk pick-up and discuss making changes to the process. He notes Casella does not even want to do bulk pick-ups, so why should they make it easy for Towns to do. Ms. Denison notes that both Casella and Waste Management essentially said the Town's system is "dumb", but they will do whatever they are asked to do.

Dave K. reiterates his belief it is in the best interest of the Town to extend the current contract with Casella. David C. and Sheila agree. The consensus of the BOS is to move forward with extending the current contract. Dave K. also notes the BOS needs to take a hard look at the recycling program, particularly recycling glass.

**Tax Incentive Worksheet:** Ms. Denison has prepared a worksheet for the BOS outlining how a tax incentive program could look. Dave K. suggests the BOS review previous discussions on this issue, noting the need for tax incentives to encourage development in the south and east part of Rte. 111. He notes it will take a lot of money to develop that part of town, explaining the Town cannot compete with no water, no power and no access to that area. Money would be the only thing the Town could offer to developers.

**Second Floor Cabinet:** Dave K. explains to the BOS that no one knew what was in the locked cabinet on the second floor. The Heritage Commission with the Fire Department cut the locks on the cabinet and the contents appear to have belonged to the Grange. Heritage Commission would like to sort out the contents, keep and catalog the useful materials and use the cabinet. Consensus of the BOS is to proceed as suggested. Sheila motions to donate the second floor cabinet and its contents to the Heritage Commission. Seconded by David C. Vote is unanimous.

Scott read the Town Announcements listed below.

**Discussion of Library Budget:** David C. notes the BOS can or cannot recommend the Library budget as presented. Dave K. notes the BOS can also recommend a different amount, but that it will not make a difference. Shawn disagrees noting the Library budget is integrated into the Selectman's budget and becomes part of the total budget recommended by the Selectman. Dave K. notes that it is very possible the Budget Committee will not form a budget recommendation this year, which he believes, will result in the Selectman's budget becoming the budget for FY2020. Shawn explains that if the Budget Committee fails to produce a budget that would meet muster by the court system, the only recourse is to take the Selectman's recommended budget and move that budget forward for FY2020.

Shawn expresses his concern regarding the ability of the Budget Committee to recommend a legal budget. Patty informs the BOS that according to the Town Clerk, there are currently only four members on the Budget Committee. Sheila corrects that stating there are five members plus herself (as the BOS representative) and names the members of the Budget Committee. Shawn expresses his concern the BOS has received bad information from the Town Clerk which has been passed on to Legal Counsel for recommendations. He notes a four-member Budget Committee cannot make a legally enforceable budget. Sheila maintains there are five members of the Budget Committee. Dave K. asks if six members are required for a quorum, noting this is his understanding this is why the Budget Committee needs another person appointed to serve.

Scott emphasizes this was bad information passed to the BOS as they were told there were not enough members for a legal vote. Dave K. believes the Budget Committee has to have the assigned number of members from the Warrant and a quorum based on that number. Scott notes that if they do have five members and Sheila, they do have a quorum. Shawn is concerned that the Town Clerk's list of members is in error. Patty explains the confusion coming from the Budget Committee with members resigning and then returning. She notes the Town Clerk had e-mailed the Budget Committee stating the turnover cannot continue. Scott notes that every member of the Budget Committee must show up for every meeting. Dave K. states that if all six members are not there, nothing they do will be legal. He too expresses his uncertainty that with the questions of membership, quorums, etc. they will have a questionable budget at the end of the year.



Dave K. thinks the BOS should determine a dollar amount they can recommend for the Library budget. Scott suggests a bottom line of \$257,790, an increase of 2.5%. Dave K. seconds. Vote: 3-yes. Shawn and Sheila abstain. Scott notes that even though the motion passed he is willing to revisit the discussion at the next meeting.

**Default Budget Preparation:** Shawn asks Sheila as BOS representative to the Budget Committee that she read up on default budgets so she can put a default budget together. He notes that he and Dave K. have done them before. Sheila reassures Shawn she will do her job.

#### IV. Town Announcements

##### Open Committee Seats:

- ✚ Heritage Commission- 1 open position and 2 alternate position
- ✚ Budget Committee- 5 open positions
- ✚ Forestry – 1 opening

##### Recreation Committee

- ✚ Senior Luncheon will be Saturday, Nov. 30 12:00-2:00 PM at the Community Center. Please let Chris or Susan know if you will be attending.
- ✚ Kids Night Out: Saturday Dec. 7 from 6:00PM-9:00PM
- ✚ Holiday Craft and Vendor Fair will be held Sunday, Dec. 8 from 9:00AM-3:00PM at the Community Center
- ✚ Senior Coffee Hour: Thursday Dec. 19 from 10:00AM-12:00PM at the Community Center. The guest speakers will be a Firefighter/EMT discussing Home Fire Safety. Please note there is no Senior Coffee hour in November due to the Senior Luncheon.

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

Meeting is adjourned at 9:30PM

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

Respectfully Submitted  
Deborah A. Christie