



Town of Danville
New Hampshire 03819

POLICY #1-1 Index

Purpose:

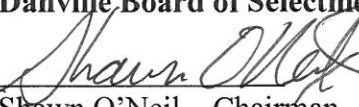
This policy establishes a numerical index system for identifying town policies.

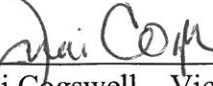
Policy:

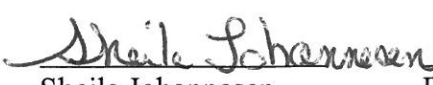
The following titles are assigned in sections (Chapter Titles) with a chapter number as indicated.

Chapter #	Chapter Title & Policy Number
1	Index
	1-1 Index System
2	Authority
	2-1 Contractor Permits and Fees
3	Fiscal Management
	3-1 Overtime Approval
	3-2 Investment Policy-Trustee of Trust Fund
	3-3 Cash and Investment Policy
	3-4 Fixed Assets
	3-5 Personal Expense Report
	3-6 Purchase/Bid
	3-7 Credit Card
4	Faculties Management
5	Human Resources
	5-1 Hiring
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6	Information Technology
7	Welfare
	7-1 General Assistance
8	Emergency Management
9	Public Safety
10	Public Works
11	Waste Management
12	Legal Affairs
13	Town Records
	13-1 RSA 91-A Request for Information
14	Job Descriptions/Department Procedures

Danville Board of Selectmen:


Shawn O'Neil – Chairman


Judi Cogswell – Vice Chairman


Sheila Johannesen


David Knight


Scott Borucki

Date: 8-14-2017



Town of Danville
New Hampshire 03819

POLICY #2-1 Contractor Permits and Fees

Purpose:

To establish the procedure for permits issued from the Selectmen's office, specifically electrical, plumbing, mechanical, fire, and building permits.

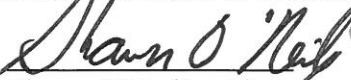
Policy:

It is the policy of the Town of Danville that the permit fees will be set by the Board of Selectmen, as outlined in Zoning Ordinance Article IX.A.3 and RSA 41:9-a. The Board of Selectmen shall post a notice including a proposed schedule of new or amended fees and hold a public hearing before imposing or changing such fees.

Driveway applications and electrical, plumbing, mechanical, and fire inspection permits will be issued during the normal business hours of the Selectmen's office. Building permits may be issued at the Town Hall during hours assigned by the building inspector. Applications and permit records are maintained in the Selectmen's office.

Inspectors are contracted by the Selectmen and receive 75% of the total revenue collected for the application and the inspection. Inspectors will be paid no less than quarterly. Inspectors will be paid after confirmation of inspection or when the permit has expired.

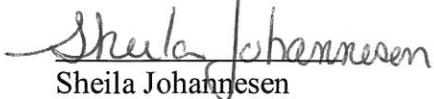
Danville Board of Selectmen:



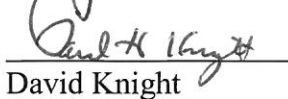
Shawn O'Neil – Chairman



Judi Cogswell – Vice Chairman



Sheila Johannesen



David Knight



Scott Borucki

Date: 6-5-2017

41:9-a Establishment of Fees. –

I. A town may, by majority vote at any annual or special meeting, authorize the board of selectmen to establish or amend fees, as provided in this section. Such a vote shall continue in effect until rescinded.

II. Following such vote, the board of selectmen, without further vote of the town, may establish or amend fees or charges for the following purposes:

(a) The issuance of any license or permit which is part of a regulatory program which has been established by vote of the town.

(b) The use or occupancy of any public revenue-producing facility, as defined in RSA 33-B:1, VI, the establishment of which has been authorized by vote of the town.

III. Such fees or charges shall not exceed, in the case of licenses or permits, an amount reasonably calculated to cover the town's regulatory, administrative and enforcement costs.

IV. Prior to the establishment or amendment of any such fees, the selectmen shall hold a public hearing, notice for which shall be given at least 7 days prior to the hearing by posting in 2 public places in the town and by publication in a newspaper of general circulation in the town. The notice shall include the proposed schedule of fees.

V. This section shall not be deemed to prohibit a town from delegating authority over specific fees to another official or official body of the town. This section shall not supersede other provisions of law concerning the establishment or amount of specific types of fees.

Source. 1989, 38:1, eff. June 11, 1989.

PLUMBING / MECHANICAL PERMITS FEES

New Construction:

Application Fee	\$ 35.00
Permit Fee – rough	\$ 50.00
final	<u>\$ 50.00</u>
Total	\$ 135.00

Re-inspection Fee:	\$ 50.00
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Remodel/Addition:

Application Fee	\$ 15.00
Permit Fee – rough	\$ 50.00
final	<u>\$ 50.00</u>
Total	\$ 115.00

Commercial:

Permit Fee	\$ 75.00
Each inspection per unit	\$ 50.00

Total	<u>\$ 125.00</u>
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Modular pre-plumbed

Permit Fee	\$ 35.00
1 Inspection	\$ 50.00

Total	<u>\$ 85.00</u>
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Mechanical:

Application Fee	\$ 15.00
Permit Fee – usually 1 inspection	\$ 50.00

Total	<u>\$ 65.00</u>
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The person applying for the permit must be a:

Licensed New Hampshire Plumber with

- Proof of ID and NH Master's License

OR

- Home owner with proof of ID and residence (single family only)
- Must reside where permit is being applied (no rental, commercial, duplex, or apartments)

ELECTRICAL PERMITS
FEES

New Construction:

Application Fee	\$ 15.00
Permit Fee - temp	\$ 150.00
rough	
final	
service	
Total	\$ 165.00

Remodel/Addition:

Application Fee	\$ 15.00
Permit Fee – rough	\$ 100.00
Final	
Total	\$ 115.00

Change of Service – upgrade or relocation

Application Fee	\$ 15.00
Permit Fee	\$ 50.00
Total	\$ 65.00

Electrical Alteration/Add Outlet

Application Fee	\$ 15.00
Permit Fee	\$ 50.00
Total	\$ 65.00

Re-inspection Fee	\$ 50.00
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The person applying for the permit must be a:

Licensed New Hampshire electrician with

- Proof of ID and NH Master's License

OR

- Home owner with proof of ID and residence (single family only)
- Must reside where permit is being applied (no rental, commercial, duplex, or apartments)

BUILDING PERMIT FEES

All permits are potentially subject to an additional \$30 processing and plan review fee
All new construction permits include up to 5 inspections, renovations include up to 4

Finished Residential: **\$.35 per sq. ft.**

New Construction & Renovations
(Residential includes mobile and modular built structures,
and uses exterior foundation dimensions)

Unfinished Residential and Garage Areas: **\$.15 per sq. ft.**

New Construction & Renovations
(Includes any unfinished/un-heated areas, including basements,
Walk-up attics, or cold storage areas with a ceiling height of at least 7', decks, unfinished
attached or detached garages greater than 240 sq. ft.)

Commercial Construction: **\$12.00 per \$1000
Construction Value**

Pools: (greater than 3' in depth and any axis or diameter greater than 10', and shall conform to
NH State Safety Regulations)

Above Ground	\$30.00
In-Ground	\$60.00

Misc. Residential –

Sheds up to 240 sq. ft. (unfinished)	\$30.00
Demo Permits (residential)	\$30.00
Demo Permits (commercial)	\$100.00
Retaining Walls (above 4' in height & must provide engineering)	\$30.00

Minimum Permit Cost: **\$30.00**
(Residential)

Re-inspection of work previously inspected: **\$50 per inspection**

Starting work without a permit: **\$100 or ½ of the permit fee,
whichever is greater**

All Construction projects above \$500 in cost (materials and/or labor) require a building permit
Construction Projects not requiring permits include but are not limited to:

1. Roofing
2. Siding
3. Replacement Windows (alone)
4. Paving

FIRE DEPARTMENT
INSPECTION FEES

<u>New Construction</u> (Includes Life Safety & Heating Inspection)	\$50.00
<u>Masonry Fireplace</u> (Built to NFPA 211) Three Inspections @ \$25 each <ul style="list-style-type: none">• Hearth prior to pouring cement• Throat inspection of First Flue Tile & Throat• Final Inspection	\$75.00
<u>Fuel Storage Inspection – Oil/Propane</u> Must also fill out oil burner “NH State Permit to Install” for the Inspector	\$25.00
<u>Generator Inspection</u>	\$25.00
<u>Supplementary Heating Devices</u> (Includes: wood, coal, pellet & gas stoves)	\$35.00
<u>Heating Replacement and Chimney</u>	\$35.00
<u>Daycare and Foster Care</u>	\$25.00
<u>Home Fire Inspection</u>	\$25.00
<u>Commercial Inspections</u> (Includes: life safety, fire alarms, & sprinklers)	\$100.00
<u>Residential Sprinkler Inspection & Plan Review</u> (Includes Rough Inspection and Flow Test)	\$100.00
<u>Copy of Fire Report, Inspection Report</u>	\$25.00

All work to be completed will adhere to applicable codes:
NFPA Codes
State of NH Fire Codes

DRIVEWAY APPLICATION/PERMIT

Permit cost:	\$ 50.00
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SEPTIC DESIGN REVIEW FEES

Test Pit:	\$ 25.00
Plan Review:	\$ 25.00
Bed Bottom Inspection:	\$ 25.00



Town of Danville
New Hampshire 03819

POLICY #3-1 Overtime Approval

Purpose:

To establish guidelines for the financial accountability and use of overtime.

Policy:

It is the policy of this Town to ensure that employees work only those hours which are essential to accomplishing organizational goals. When it becomes necessary to schedule an employee to work in excess of 40 hours per week the approval of the employee's Department Head is required.

Except in the event of an emergency, the Town will attempt to provide employees with advance notice of the necessity for overtime work.

To the extent possible, the Town will attempt to equally distribute overtime among employees.

Most non-exempt employees are entitled to be paid one and one-half (1-1/2) times their regular rate of pay for all time worked in excess of forty (40) hours per week. Sick days, holidays, vacation time, leaves of absences, and other time off benefits are not counted as time worked for purposes of overtime.

On March 6, 2013, the Board of Selectmen adopted the fourteen (14) day work period for the Danville Police Department officers per FLSA regulation (29 CFR 553.230 section 7(k)). Overtime will be paid at the rate of one and one-half (1-1/2) times the regular rate of pay for all time worked in excess of eighty (80) hours per the bi-weekly or fourteen (14) day work period. Sick days, holidays, vacation time, leaves of absences, and other time off benefits are not counted as time worked for purposes of overtime.

A different rate of pay is used for police details and accountability for the hours worked during police details is the responsibility of the Chief of Police.

General Requirements:

When overtime is scheduled or payment for overtime is requested by an employee, an Overtime Approval Form will be approved by the Department Head. An example form is

attached to this policy. The Overtime Approval Form and a Warrant Form will be required for payment and will be supplied to the Board of Selectmen for review.

The approval form will include the following information.

1. Printed name of employee
2. Signature of employee
3. Date and time of overtime
4. Description of duties performed
5. Printed name of approving authority
6. Signature of Department/Approving Authority
7. Date and time of approval
8. Budget Account Number


Note:

- 1) For the purposes of this policy an employee is considered to be anyone who is paid wages by the town and is not classified as a vendor, an elected official, or anyone appointed to an elected position.
- 2) Department Heads are authorized to approve their own overtime approval forms.

Danville Board of Selectmen:


Shawn O'Neil – Chairman


Judi Cogswell – Vice Chairman


Sheila Johannesen


David Knight


Scott Borucki

Date: 6-5-2017

Town of Danville

Overtime Approval Form

Name of employee:	Date and Time of work performed:	Department:
Description of duties performed:		Budget Account Number:
Employee Signature:	Approving Authority (print and sign):	Date and time of approval:

Town of Danville

Overtime Approval Form

Name of employee:	Description of duties performed:	Department:
Date and Time of work performed:		Budget Account Number:
Employee Signature:	Approving Authority (print and sign):	Date and time of approval:

Town of Danville

Overtime Approval Form

Name of employee:	Description of duties performed:	Department
Date and Time of work performed:		Budget Account Number:
Employee Signature:	Approving Authority (print and sign):	Date and time of approval:



Town of Danville
New Hampshire 03819

POLICY #3-2 Investment Policy: Trustee of the Trust Fund

General:

- I. The Town of Danville, Trustees of Trust Funds portfolio ("the Trust Fund") will be invested in a thoughtful and cautious manner and enhance the ability to provide support to the Fund's purpose. The oversight of the Trust Funds is the responsibility of the Trustees of Trust Funds. In this oversight role, the Trustees of Trust Funds will be responsible for monitoring the investment process and will adhere to the Prudent Investor Rule as defined under the N.H. RSA 564-B:9-901 – RSA 564-B:9-906 in the exercise of their actions or decisions.

Scope:

- II. The Investment Policy set forth is intended to:
- Establish a clear understanding of the Trust Fund's objectives.
 - Provide a framework for a disciplined process that seeks to add value and minimize risk.
 - Provide a basis to monitor and evaluate investment performance of the Fund.
 - The overriding objective is to ensure that all funds are managed with prudence, skill and compliance with applicable regulations.

This investment policy applies to all financial assets of the Trust Funds. These funds are accounted for in the Town's Annual Report, under the Trustee of Trust Funds financial report and include:

- Common Trust Funds
- Capital Reserves Funds
- Private Funds (Timberlane Regional School District Scholarship Funds)
- Other such trusts established by warrant article or accepted by the Danville Board of Selectmen and placed under the responsibility of the Board of Trustees of the Trust Funds

Objectives:

1. To ensure the preservation of capital and the protection of investment principal;
2. To satisfy all legal requirements;
3. Assets will only be invested in obligations of the United States Government, public deposit investment pool established pursuant to RSA 383:22, deposits in solvent banks incorporated under the laws of the State of New Hampshire or in banks recognized by the State Treasurer.

Reporting:

The Trustee of Trust Funds shall submit the following:

1. File a copy of the **MS-9 & MS-10** with the **Attorney General** (RSA 31:38) and with the **Commissioner of Revenue Administration Treasurer**. As of this writing, the MS-9 & MS-10 are required yearly, on or before March 1st since Danville operates on a calendar year basis.
2. File a copy of the **Investment Policy** (RSA 31:25) with the **Attorney General** on an annual basis. As of this writing, the MS-9 & MS-10 are required yearly, on or before March 1st since Danville operates on a calendar year basis.
3. On an annual basis, supply the required Trustee of Trust Funds accounting activities documentation as outlined by the **Town of Danville's external auditor** for the annual audit. As of this writing, these documents are normally needed late January to early February.
4. On an annual basis, supply the required Trustee of Trust Funds accounting activities documentation as outlined by the **Timberlane Regional School District** for the **annual audit**. As of this writing, these documents are normally needed late July to early August.
5. On an annual basis, supply an **accounting summary statement** of the Trustee of Trust Funds activities for the **Town Report**. As of this writing, this statement is normally needed middle of January.

Other:

This policy is available for public review and inspection. A copy may be obtained by contacting the Danville Board of Selectmen's Office.

Meetings:

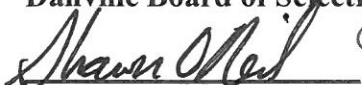
The Trustee of Trust Funds per RSA 31:25 shall meet on an annual basis. During the meeting, the Investment Policy will be reviewed and confirmed. If necessary, changes to the Policy will be made, where appropriate, the Investment Policy updated and re-approved. In addition, as part of this meeting, the trustees should discuss the investment objective, performance, and general compliance with guidelines.

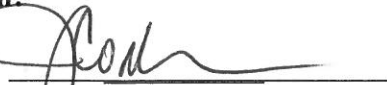
Policy Approval/Amendments Tracking:


This section will be used by the Trustee of Trust Funds to track revision control of the Town of Danville Investment Policy.


Trustee of Trust Funds – Term Expires	Approval Date	Comments
Patricia Shogren – 2020	5/23/17	
Brenda Whitehouse – 2019	5/23/17	
Mary Burnett – 2018	5/23/17	

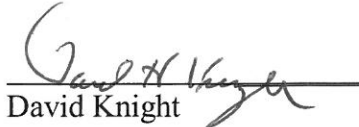
Danville Board of Selectmen:


Shawn O'Neil – Chairman


Judi Cogswell – Vice Chairman


Sheila Johannesen


Scott Borucki


David Knight

Date: 6-5-2017

383:22 Public Deposit Investment Pool. –

I. The commissioner shall, with the assistance of the advisory committee created under RSA 383:24, establish and operate, beginning on January 1, 1992, a public deposit investment pool, for the purpose of investing funds of the state, and funds under the custody of governmental units, pooled risk management programs established pursuant to RSA 5-B, agencies, authorities, commissions, boards, political subdivisions and all other public units within or instrumentalities of the state.

II. The public deposit investment pool shall be operated under contract with a private investment advisor, approved by the bank commissioner and advisory committee. The commissioner and advisory committee shall choose an investment advisor by requesting proposals from advisors and reviewing such proposals based on criteria adopted by rule under RSA 383:23.

III. The commissioner shall make available to prospective depositors detailed information on the public deposit investment pool, similar to that information generally contained in a securities prospectus. The commissioner shall also ensure that periodic statements of accounts and reports on holdings are provided to pool participants relative to their proportionate share of the pool.

IV. The commissioner shall cause an independent audit of the pool to be conducted on an annual basis. The auditor shall be selected by the advisory committee.

Source. 1991, 268:1, eff. Aug. 9, 1991.

31:38 Reports. – A copy of the reports required of the town and city trustees and of the auditor thereof shall be filed annually with the attorney general, the department of revenue administration, and with the governing body of the town or city.

Source. 1951, 227:1, par. 31-d, eff. Aug. 29, 1951. 2014, 32:2, eff. July 26, 2014.

31:25 Custody; Investment. – The trustees shall have the custody of all trust funds held by their town. Any person who directly or indirectly receives any such trust funds for deposit or for investment in securities of any kind shall, prior to acceptance of such funds, make available at the time of such deposit or investment an option to have such funds secured by collateral having value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town depositing or investing such funds. Only securities defined by the bank commissioner, as provided by rules adopted pursuant to RSA 386:57, shall be eligible to be pledged as collateral. The funds shall be invested only in deposits in any federally or state-chartered bank or association authorized to engage in a banking business in this state, or in deposits in any credit union in this state, or in state, county, town, city, school district, water and sewer district bonds and the notes of towns or cities in this state; and such stocks and bonds as are legal for investment by any bank or association chartered by this state to engage in a banking business; and in participation units in the public deposit investment pool established pursuant to RSA 383:22; or in obligations with principal and interest fully guaranteed by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is

limited to such obligations and repurchase agreements fully collateralized by such obligations. Deposits in a federally or state-chartered bank or association or credit union shall be made in the name of the town which holds the same as a trust, and it shall appear upon the books thereof as a trust fund. Shares of mutual funds are also permitted if they are registered with the Securities and Exchange Commission, qualified for sale in the state of New Hampshire in accordance with the New Hampshire uniform securities act of the New Hampshire secretary of state's office, and which have in their prospectus a stated investment policy which is consistent with the investment policy adopted by the trustees of trust funds in accordance with this chapter, and when so invested, the trustees shall not be liable for the loss thereof. The trustees may retain investments as received from donors, until the maturity thereof. The trustees shall formally adopt an investment policy for all investments made by them or by their agents for any trust funds in their custody in conformance with the provisions of applicable statutes. Such investment policy shall be reviewed and confirmed at least annually. A copy of the investment policy shall be filed with the attorney general.

Source. 1915, 162:3. 1917, 75:1; 171:1. PL 42:22. 1929, 100:1. 1933, 46:1. 1939, 72:11. 1941, 21:1. RL 51:23. RSA 31:25. 1969, 447:1. 1992, 24:2, II, eff. April 3, 1992. 1996, 209:4, eff. Aug. 9, 1996. 1997, 181:1, eff. Aug. 16, 1997. 2001, 54:1, eff. Jan. 1, 2002. 2007, 164:1, eff. Aug. 17, 2007.



Town of Danville
New Hampshire 03819

POLICY #3-3 Cash and Investment Policy

Objectives:

The primary objectives of investment activities, in priority order, shall be: safety, liquidity, and yield.

Safety: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Liquidity: The investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demand.

Yield: The yield, or return on investment, shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

An investment program is recognized as one aspect of sound public financial management. Interest earned on public funds is just as much public money as the principal invested - both are resources to achieve a public purpose. The investment program aims at matching the structure of the money market and operations of the Town to achieve the best possible results for the Danville taxpayer, considering the safety, liquidity, and over-all yield of the investment. The following are guidelines established to aid town personnel to more effectively manage cash and investments of the Town of Danville, New Hampshire.

Scope:

This policy will apply to all financial assets that are under the custody of the Treasurer of the Town of Danville. These funds are accounted for in the Town's annual financial report and include any new funds created by the Town Meeting or the Board of Selectmen, unless specifically exempted by statute.

The following funds (as of April 2008), as well as any created in the future, are included in this policy:

- General Fund Checking/Sweep Account
- Cable Access Special Revenue Account (Revolving Fund as of 2009)
- Conservation Commission Fund
- Granger Road Bond
- Heritage Commission Fund
- Impact Fee fund
- Police Special Detail Revolving Checking Account

Recreation Saving Fund
Recreation Revolving Checking Account
Rescue Vehicle and Equipment Revolving Fund
Timberstone Road Bond (as of 2009)

Note: This policy does not include the Town of Danville Trust Funds. These funds adhere to the Town of Danville Policy # 3-2: Investment Policy – Trustee of the Trust Funds which was adopted by the Trustees of the Trust Funds on February 11, 2008.

Standard of Care – Prudence and Ethical Standards:

Prudence: The standard of care to be used by persons making investment decisions shall be the “prudent person” standard which requires that investments shall be made with judgment and care under the circumstances then prevailing which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived.

Ethics and Conflicts of Interest: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the Town’s investment program or could impair their ability to make impartial investment decisions.

Officers and employees shall disclose any significant interest or activity that could be related to the Town’s investment performance.

Authorized Depositories:

All depository accounts of the Town must be held in the name of the Town. All income payable to the Town and all revenue received by the Town shall be forwarded to the Town Treasurer.

However, the Treasurer may delegate deposit functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the Selectmen and is agreeable to all parties involved. Any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 and rules adopted by the commissioner of revenue administration under RSA 541-A. Such delegation shall not eliminate the responsibility of the treasurer to comply with all statutory duties required by law (per RSA 41:29 VI, appendix A).

The Treasurer shall ensure that all moneys remitted shall be deposited at least on a weekly basis, or daily whenever funds remitted from all departments collectively totals \$1500 or more. Such deposit function may be delegated pursuant to RSA 41:29, paragraph VI. However, failure to ensure that funds are being deposited on a timely basis as required by this paragraph shall be cause for immediate removal from office pursuant to RSA 41:26-d.

Authorized Investments:

Assets of the Town may be invested in the following:

- a) Obligations of the U.S. government such as U.S. Treasury securities maturing in less than one year and short-term obligations of U.S. Government agencies approved for investment purposes by the Treasurer of the State of NH;
- b) Participation accounts established with the New Hampshire Public Deposit Investment Pool established pursuant to RSA 383:22 (appendix B);
- c) Savings accounts in solvent banks in New Hampshire;
- d) Certificates of deposit at banks incorporated under New Hampshire law, and
- e) Certificates of deposit at national banks located in New Hampshire.
- f) Repurchase Agreements of banks recognized by the State Treasurer.

Further, pursuant to RSA 41:29, whenever the Town Treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the Town Treasurer shall invest the same in accordance with the investment policy adopted by the selectmen under RSA 41:9, VII. The Treasurer may invest in the following as allowed under New Hampshire law:

- The **New Hampshire Public Deposit Investment Pool** (NHPDIP) established pursuant to RSA 383:22;
- In deposits, including **money market accounts** or **certificates of deposit**, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state;
- Or, in obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and **repurchase agreements** fully collateralized by such obligations.

Investment Maturities:

To the extent possible, an attempt to match the investments with anticipated cash flow requirements should be made. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as the NHPDIP, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

Investments of the Town shall be limited to instruments maturing within one year at the time of purchase.

Collateralization:

Exposure to custodial credit risk is minimized by having the deposits collateralized and by having the collateral held in the name of the municipality with a third party custodial bank (such as the Federal Reserve Bank) or with the bank's trust department.

Deposits shall be fully collateralized with the delivery of US government obligations, US government agency obligations, or obligations of the state of New Hampshire in market value at least equal to 102% of the cash deposit in each case. Alternatively, an irrevocable standby letter

of credit as governed by the Federal Home Loan Bank Act, Rules and Regulations of the Federal Housing Finance Board will be acceptable

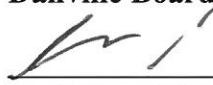
Addition Collateralization Options:

All public obligations described in RSA 383-E:4-404 (appendix C) shall be appropriate and acceptable for the collateralization of public funds.

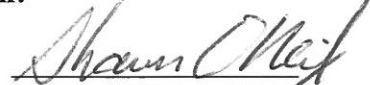
Policy Review:

Annually, within one-month following the town's elections, the Selectmen shall review and re-adopt this investment policy along with any amendments or changes for the investment of public funds in conformance with the provisions of applicable statutes and shall advise the Treasurer of such and any changes made to the policy (RSA 41:9 VII, appendix D).

Danville Board of Selectmen:



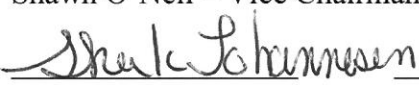
Scott Borucki – Chairman



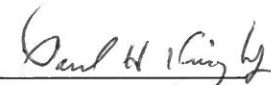
Shawn O'Neil – Vice Chairman



Judi Cogswell



Sheila Johannesen



David Knight

Date: 6-4-2018

Appendix A

41:29 Duties of Elected and Appointed Town Treasurers. –

I. The town treasurer shall have custody of all moneys belonging to the town, and shall pay out the same only as follows:

(a) Upon orders of the selectmen in a public meeting or by a noncontemporaneously signed manifest signed by a majority of the board; or,

(b) In the case of a conservation fund established pursuant to RSA 36-A:5, upon the order of the conservation commission; or

(c) In the case of a heritage fund established pursuant to RSA 674:44-d upon the order of the heritage commission; or

(d) In the case of fees held pursuant to RSA 673:16, II, upon the order of the local land use board or its designated agent; or

(e) In the case of a recreation revolving fund established pursuant to RSA 35-B:2, upon the order of the recreation or park commission; or

(f) In the case of fees deposited by the town clerk pursuant to RSA 41:25, upon the invoice of the town clerk, or other board or body designated by the town to expend such a fund.

II. The treasurer shall deposit all such moneys in participation units in the public deposit investment pool established pursuant to RSA 383:22 or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the federal reserve bank collateral security for such deposits of the following types:

(a) United States government obligations;

(b) United States government agency obligations; or

(c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

III. The town treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from town treasury, and of all notes given by the town, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the town and to the department of revenue administration, giving a particular account of all his or her financial transactions during the year and account balances at year end. The treasurer shall furnish to the selectmen statements from the treasurer's books, and submit the books and vouchers to them and to the town auditors for examination, whenever so requested.

IV. Whenever the town treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the town treasurer shall invest the same in accordance with the investment policy adopted by the selectmen under RSA 41:9, VII. The treasurer may invest in the public deposit investment pool established pursuant to RSA 383:22, or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

V. (a) The treasurer shall insure that prior to acceptance of any moneys for deposit or

investment, including repurchase agreements, the federally insured bank shall make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 383-B:3-301(e) shall be eligible to be pledged as collateral.

(b) As an alternative to the option of collateralization for excess funds provided in subparagraph (a), the town treasurer may also invest public funds in interest-bearing deposits which meet all of the following conditions:

(1) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state, selected by the treasurer.

(2) The selected bank arranges for the redeposit of funds which exceed the federal deposit insurance limitation of the selected bank in deposits in one or more federally insured financial institutions located in the United States, for the account of the treasurer.

(3) The full amount of principal and any accrued interest of each such deposit is covered by federal deposit insurance.

(4) The selected bank acts as custodian with respect to each such deposit for the account of the treasurer.

(5) On the same date that the funds are redeposited by the selected bank, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.

VI. The treasurer may delegate deposit, investment, recordkeeping, or reconciliation functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the selectmen, or in the case of a town operating under RSA 37, to the town manager, and is agreeable to all parties involved. However any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 and rules adopted by the commissioner of revenue administration under RSA 541-A. Such delegation shall not eliminate the responsibility of the treasurer to comply with all statutory duties required by law.

VII. The treasurer shall ensure that all moneys remitted shall be deposited at least on a weekly basis, or daily whenever funds remitted from all departments collectively totals \$1,500 or more. Such deposit function may be delegated pursuant to paragraph VI. However, failure to ensure that funds are being deposited on a timely basis as required by this paragraph shall be cause for immediate removal from office pursuant to RSA 41:26-d. In any municipality where there is either no bank or other depository institution within the municipality the treasurer shall make deposits consisting of funds remitted from all departments and collectively totaling \$1,500 or more on a weekly basis or more frequently as directed by the board of selectpersons in the investment policy adopted pursuant to RSA 41:9, VII.

Source. 1869, 26:2-4. GL 40:8. 1883, 111:1. PS 43:20. PL 47:24. 1931, 177:3. 1939, 170:2. RL 59:24. RSA 41:29. 1959, 197:3. 1971, 158:1. 1973, 490:1. 1977, 139:1. 1987, 318:3. 1991, 268:8; 377:6; 383:9. 1992, 64:3. 1993, 161:2. 1996, 209:10. 1997, 208:8. 1998, 40:2. 2003, 100:2. 2007, 35:6; 246:3, 4. 2008, 120:25; 174:5. 2009, 14:1. 2010, 7:3, eff. July 3, 2010. 2013, 97:3, eff. Aug. 19, 2013; 124:1, eff. Aug. 24, 2013. 2015, 272:43, eff. Oct. 1, 2015.

Appendix B

383:22 Public Deposit Investment Pool. –

- I. The commissioner shall, with the assistance of the advisory committee created under RSA 383:24, establish and operate, beginning on January 1, 1992, a public deposit investment pool, for the purpose of investing funds of the state, and funds under the custody of governmental units, pooled risk management programs established pursuant to RSA 5-B, agencies, authorities, commissions, boards, political subdivisions and all other public units within or instrumentalities of the state.
- II. The public deposit investment pool shall be operated under contract with a private investment advisor, approved by the bank commissioner and advisory committee. The commissioner and advisory committee shall choose an investment advisor by requesting proposals from advisors and reviewing such proposals based on criteria adopted by rule under RSA 383:23.
- III. The commissioner shall make available to prospective depositors detailed information on the public deposit investment pool, similar to that information generally contained in a securities prospectus. The commissioner shall also ensure that periodic statements of accounts and reports on holdings are provided to pool participants relative to their proportionate share of the pool.
- IV. The commissioner shall cause an independent audit of the pool to be conducted on an annual basis. The auditor shall be selected by the advisory committee.

Source. 1991, 268:1, eff. Aug. 9, 1991.

Appendix C

383-E:4-404 Public Obligations. – The following described securities are legal investments:

(a) The authorized bonds and notes of the state of New Hampshire or of any municipal government in New Hampshire, including all authorities, commissions, districts or similar divisions of state or municipal government, provided that:

(1) The direct obligations of the state of New Hampshire or any state entity in New Hampshire are backed by the issuer's ability to levy taxes for the repayment of principal and interest.

(2) Obligations secured by the revenues of any authorities, commissions, districts or similar divisions of state or municipal government are ranked among the 4 highest ratings of any NRSRO.

(b) The authorized bonds and notes of any other state, commonwealth or territory of the United States or any municipality therein or authorities, commissions, districts or similar divisions of state or municipal government therein, provided:

(1) The direct obligations of any state, commonwealth or territory of the United States or any municipality located therein are backed by the issuer's ability to levy taxes for repayment of principal and interest and are ranked among the 3 highest ratings of any NRSRO.

(2) Obligations secured by the revenue of any authorities, commissions, districts or similar divisions of state or municipal government are ranked among the 3 highest ratings of any NRSRO.

Source. 2015, 272:16, eff. Oct. 1, 2015.

Appendix D

41:9 Financial Duties. –

- I. The selectmen shall pay all sums of money received by them in behalf of the town to the town treasurer immediately after receipt, and state to him from whom and for what received.
- II. They shall draw orders upon the treasurer for the payment of all accounts and claims against the town allowed by them, and take proper vouchers therefor.
- III. They shall keep a fair and correct account of all moneys received, all accounts and claims settled and all orders drawn by them, and of all their other financial transactions in behalf of the town.
- IV. They shall publish in the next annual report, or post at the annual meeting, the general fund balance sheet from the most recently completed audited financial statements or from the financial report filed pursuant to RSA 21-J:34, V.
- V. In the case of an accumulated general fund deficit, the selectmen shall insert an article in the warrant recommending such action as they deem appropriate, which may include, but is not limited to, raising a sum of money for the purpose of reducing that deficit.
- VI. The selectmen shall be responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties.
- VII. The selectmen shall annually review and adopt an investment policy for the investment of public funds in conformance with applicable statutes and shall advise the treasurer of such policies.
- VIII. The selectmen shall be responsible for establishing procedures to ensure that all funds paid to the town from any department shall be remitted to the treasurer at least on a weekly basis or daily whenever such funds total \$500 or more. Remittances to the treasurer from the tax collector shall be in accordance with RSA 41:35 and remittances from the town clerk shall be in accordance with RSA 261:165.

Source. 1869, 26:3. 1874, 85:1. GL 40:9. PS 43:7. PL 47:14. RL 59:13. RSA 41:9. 1993, 181:1. 1994, 147:2. 2007, 246:2, eff. Aug. 27, 2007.



Town of Danville
New Hampshire 03819

POLICY #3-4 Fixed Assets

Purpose:

This policy was designed in accordance with GASB 34. The information contained within this document outlines all the essential aspects of the Town of Danville's Fixed Asset Program. Any questions relating to this policy should be directed to the Board of Selectmen.

Overview:

Fixed assets are specific items of property that: (1) are tangible in nature; (2) have an estimated useful life longer than one year; and (3) have a significant value. The significant value test is important because the Town of Danville has individual assets that are tangible and long-lived, but whose value is so small that the time and expense incurred in maintaining detailed accounting and inventory records for them are not justified.

The value of the fixed assets of the Town of Danville is substantial, and therefore maintaining a complete and accurate accounting of all fixed assets that have significant value is important. Adequate accounting procedures and records for fixed assets are essential to effective property management and control. The stewardship responsibility involved in safeguarding such a large public investment is of the utmost importance to sound financial administration.

Benefits of a Good Fixed Assets Accounting System:

A good system of fixed assets accounting facilitates overall control and custody of the Town's property; permits the assignment of direct responsibility for custody and use of specific fixed assets to individual public officials, and provides data essential to the proper management of fixed assets, including repairs/maintenance management and acquisition of adequate insurance coverage. An accounting of fixed assets is required for preparation of a satisfactory and complete financial report. To meet the test of full disclosure, the annual financial report of the Town of Danville must include complete fixed assets information.

Controlling Fixed Assets:

All fixed assets should be appropriately marked and numbered by a permanent method of identification. Authorized personnel should take periodic inventories.

Fixed Assets Inventory:

Inadequate fixed asset records continue to be one of the major causes of deficiencies in State and Local Government financial statements. Failure to install and maintain a fixed asset management system will result in a “qualified” or an “adverse” opinion on the adequacy of the Town’s annual financial report in the local government unit’s independent auditor’s report. This occurs because the auditor is unable to establish that:

1. The Town’s accounting records properly summarize fixed asset expenditure transactions;
2. Physical safeguards over assets are adequate for controlling these assets, or
3. Records to substantiate assets in use by the Town are actually owned by the Town. A qualified or adverse opinion may reflect on the Town’s credit or bond rating.

Capitalization Policy:

All items purchased by the Town of Danville that have a useful life of more than five years, are of a tangible nature, and have a value of \$5,000.00 or more, net cost, not including trade-ins, are considered capital assets. In the event of a trade-in, the net book value of the asset being traded will be added to the purchase price of the asset.

Items of less than \$5,000.00 are not considered to be fixed assets unless they form an integral and essential part of another piece of equipment or structure considered to be a fixed asset, or a part of a Capital Project.

All items valued at more than \$50,000 will be classified as Capital Projects. Vehicles, copiers, computer installations, and readily movable items are not considered Capital Projects regardless of their value.

Capital assets should be reported at their acquisition or historical cost which includes the vendor’s invoice cost, initial installation cost (excluding in-house labor), modifications, attachments, accessories or any other item necessary to make an asset usable and render it suitable for service. Capitalization cost also includes the cost of freight, site preparation, architect and engineering fees, etc.

Classification of Fixed Assets:

- 1) Land and land improvements: Purchased land will be carried on the Fixed Assets Inventory at acquired cost. All costs for legal services incidental to the land acquisition, and other charges incurred in preparing the land for use, shall be included in the cost. In order for improvements to be capitalized, the improvement should be considered permanent and should add value or improve the use of the land. Examples of improvements are fences, retaining walls, landscaping, drainage systems, etc.
- 2) Buildings: All buildings will be valued at purchase price or construction cost. Cost should include all charges applicable to the building acquisition including fees for brokers, appraisers, engineering consultants, and architects.

- 3) Equipment and Machinery: All items of tangible property not permanently affixed to real property, which are needed in carrying out the operations of the Town. Installation cost should be included in the capitalized amount. Examples are furniture, machinery, heavy equipment, etc.
- 4) Vehicles: All equipment that must be titled by the State of New Hampshire Department of Motor Vehicles. Cars, trucks and trailers are examples.
- 5) Construction Work In Progress (CWIP): This is primarily used in conjunction with Capital Projects. Capital Project costs are accumulated until completion, when cumulative costs are transferred to the appropriate fixed asset account. The capitalization policy does not apply in these cases, and all cost must be recorded to give accurate values.
- 6) Infrastructures: The construction of new infrastructures and improvements to existing ones need to be added to the fixed asset system. Examples might include grandstands, footbridges, ramps, access ways and parking lots.
- 7) Additions and Modifications to Existing Assets: Costs are often incurred in connection with fixed assets after the original acquisition cost has been established. In general, any expenditure which is definitely an addition to a fixed asset, or an integral part of it, and that significantly increases the value of, enhances the performance of, or changes the useful life of a fixed asset, should be classified as a capital expenditure and the original acquisition cost adjusted for the improvement. Adding an air conditioning system to a building, or the retrofitting of a fire suppression system in a building, where none existed before, are some examples. When modifications, which enhance the performance or life of an asset, are made, the value of the asset should be adjusted by the difference in cost between the original and the modification. However, if the cost of the original cannot be determined, the asset value cannot be adjusted correctly and the modification will be considered a maintenance and repair expense.

Procedure:

A. Additions

PURCHASES: When an expense is charged against a capital outlay account over the specified amount of \$5,000.00, the Town will place a copy of the invoice in the fixed asset file. Upon receipt of the goods (not before) the Town will document the purchase of the fixed asset in the general ledger.

DONATIONS: Any proposed donations to the Town should first be brought to the attention of the Selectmen's office. The proposed item(s) for donation shall then be brought to the attention of the Board of Selectmen for possible acceptance on the town's behalf. If accepted, those donated item(s) having an estimated fair market value exceeding the capitalization limit of \$5,000.00 will be documented and filed in the fixed

asset records. Donated capital assets are reported at fair market value at the time of receipt and include ancillary charges, if any. Fair value is the amount at which an asset would be exchanged in a current transaction between willing parties. Any problems occurring with establishing a fair market value should be referred to the Selectmen's office.

B. Leases

- 1) Fixed assets do not always have to be constructed or purchased outright in order to be of benefit to the Town. Fixed assets may be temporarily utilized through a rental agreement known as an operating lease. In other situations, the utilization of leased fixed assets may be such that the Town has in effect purchased the asset by virtue of the length of its use of the asset, or the amount of payments it has made to use the asset. This type of lease is known as a capital lease.
- 2) A lease is an operating lease if it does not transfer the benefits and risk of ownership to the Town. Operating lease payments are recognized as expenses/expenditures to the Town when they become payable. The fixed assets leased through operating leases are not capitalized; however, they should be inventoried and tagged for control purposes. According to Governmental Accounting Standards Board Statement 13, lease payments will generally be recognized as expenditures/expenses as specified in the lease contract unless the lease terms are designed so that the lessor is subsidizing the lessee and part of the lease payments are actually interest charges. This will usually be indicated by rent holidays or below market payments at the beginning of the lease term. See GASB Statement 13 for further information.
- 3) A lease is a capital lease if at the inception of the lease it meets any one of the following criteria:
 - a. The lease transfers ownership of the property to the Town by the end of the lease term.
 - b. The lease contains a bargain purchase option (an option extending to the lease the right to purchase the leased property at a price so favorable that the exercise of the option appears, at the inception of the lease, to be reasonably assured).
 - c. The lease term is 75% or more of the estimated economic life of the leased property.
 - d. The present value, at the beginning of the lease term, of the minimum lease payments is at least 90% of the fair market value of the leased property to the lessor.

Leases that do not meet any of the above requirements will be recorded as operating leases.

- 4) If the beginning of the term falls within the last 25% of the total estimated life of the leased property, criteria (c) and (d) are not used for classifying the lease. For leases involving land, either condition (a) or (b) must be met. If title to the land will not be transferred to the lessee at some point, the lease is not a capital lease.
- 5) Once a lease has been determined to be a capital lease, the governmental unit should record the asset acquired and the corresponding obligation at the present value of the minimum lease payments minus any portion representing executory cost and related profit. However, if the fair market value of the leased property is lower than the present value of the net lease payments, the asset and obligation should be recorded at the fair market value of the leased property. To determine the present value of the net lease payments, the Town must use the lower of its incremental borrowing rate (the rate, that at the inception of the lease, the Town would have incurred to borrow, over a similar term, the funds necessary to purchase the leased property) or the implicit rate computed by the lessor, if available.

C. Transfers

- 1) From time to time, the responsibility for a fixed asset will be transferred from one department or division to another. The **Transferring** department will fully identify the asset, will indicate the receiving department and will forward the information to the Business Office. The **Transferring** department may want to follow through to verify that the asset no longer appears on its inventory.
- 2) When a vehicle or motorized piece of equipment is to be transferred, the **Transferring** department will deliver the vehicle to the department receiving the transfer. The receiving department will verify the transaction and adjust its records. The **Transferring** department may want to follow through to verify that the asset no longer appears on its inventory.

D. Removals

Fixed Assets will be removed from a town/department fixed asset inventory as follows:

- 1) **SURPLUS ITEMS:** Items that have been replaced, are not worth repairing, or are obsolete and identified as having no further use are surplus and will be disposed of as directed by the Selectmen's office, or the Selectmen's designee. The responsibility for surplus items other than those following will remain with the department until they are sold or otherwise disposition is completed. The Business Office will make the necessary adjustments to the fixed asset inventory upon disposition of the item.
- 2) **EXCESS ITEMS:** Although excess to one operation, some items may be considered fit for re-use and may be transferred to another operation for further service. Other than those items listed below, this may be done directly by using the procedure in (B) above. Periodically, a list of usable excess items may be circulated to

schools/departments directors for consideration. The responsibility for these items will be the same as with surplus items until transferred or otherwise disposed of. The Selectmen's Office will make the necessary adjustments to the fixed asset inventories.

- 3) **LOST OR STOLEN ITEMS:** When theft of an item is suspected, the incident must be reported to the Police Department as soon as possible. The town/department will complete the report form, attach a copy of the police report or other documentation and forward it to the Business Office for action.
- 4) **TRADE-INS:** The Selectmen's office or the Selectmen's designee will be responsible for handling any trade-in arrangements that result from the purchase of new equipment/vehicles. The new asset will be added and the old asset will be removed according to governmental accounting procedures.

E. Inventorying

The existence, location, and condition of all fixed assets should be verified by taking an annual inventory. Each department has the responsibility to complete an annual year-end physical inventory of its assigned fixed assets. A Fixed Asset Listing by cost center reporting the current status of the town's/department's inventory will be distributed to appropriate departmental personnel in the fourth quarter of the calendar year.

This inventory should be coordinated with the Selectmen's Office and performed prior to calendar year end (December 31). All discrepancies should be reported to the Selectmen as soon as possible.

All inventories will be subject to unannounced audits by the Selectmen's Office. Periodically the Selectmen's Office will actively participate in each department's physical inventory on a random basis.

F. Reports

Year-end reports will be processed and maintained. Town/departmental inventory reports will be made available upon request. The Selectmen's Office should be notified of any discrepancies found in these reports without delay.

G. Standard Life of Assets/Depreciation

Proprietary assets will be depreciated on a straight-line basis using the approved schedule of standard new life. The straight-line basis is the simplest and most commonly used for calculating depreciation. It can be used for any depreciable property. Under the straight-line depreciation method, the basis of the asset is written off evenly over the useful life of the asset. The same amount of depreciation is taken each year. In general, the amount of annual depreciation is determined by dividing an asset's depreciable cost by its estimated life. The asset in-service date is also depreciation date. Certain assets may be

depreciated differently, based on current governmental accounting practices and procedures.

The total amount depreciated can never exceed the asset's historic cost less residual value, oftentimes called salvage value. At the end of the asset's estimated life, the residual value will remain. The residual value represents the value that remains after the Town of Danville is done utilizing the asset for its intended purpose. For example, if the Town owned a school building which is no longer suitable for any Town purpose, the value that the Town can obtain through auction would represent the residual value.

H. Items Not Considered to be Fixed Assets

In order to clarify the question of asset classification, the following list of specific examples is provided.

- 1) **COMPUTER SOFTWARE:** Computer software, regardless of cost, is not regarded as a fixed asset because it is not a tangible item. Most of the purchase price of software consists of a one-time license fee to use the product only. The media and documentation cost are incidental.
- 2) **MAINTENANCE AND REPAIR REPLACEMENTS:** The replacement costs of component part(s) of a fixed asset, not the entire asset itself, during a maintenance and repair operation which also enhances the performance or life of the asset are not generally considered to be capital asset additions or modifications. For example, replacing an original disk drive with a higher capacity disk drive in a microcomputer or a more powerful engine in a leaf vacuum machine is considered to be maintenance and repair expense.
- 3) **CARPET:** The original purchase of carpet is considered an addition to the total asset value of the building. Replacement of either of these items is classified as maintenance to the building.
- 4) **SUPPLIES:** Any supply, regardless of cost, that is not permanent and will be consumed within a year is not considered a fixed asset.
- 5) **AGGREGATE PURCHASES:** A purchase of items in quantity with an extended cost equal to, or more than the fixed asset limit of \$5,000.00. For example, 100 chairs at \$50.00 each were purchased on a single purchase order for a total of \$5,000.00. Even though the total is at the policy limit, the chairs are not considered as fixed assets since the individual cost does not qualify.

I. Recommended Life Cycle of Fixed Assets

The following are recommended life cycles of named fixed assets stated in years. Where necessary other criteria are listed as additional criteria to determine the life cycle of certain fixed assets.

Vehicles-Have titles & license tags

Vehicles are those items classified as requiring licensing to use the roads; Titling does not necessarily classify an item as a vehicle. Only licensed vehicles should appear in these categories.

Description	Useful Life	Other Criteria* In Years
Trailers	10	
Auto (Sedans-Administrative-Other than Police)	7	
Trucks – Pick Ups	7	or Miles
Trucks – Utility	7	or Miles
Trucks – Dump	10	or Miles
Trucks – Fire Engines	20	or Miles
Trucks – Special Equipment, includes sewer-jets, street sweepers, tractor-trailer	15	or Miles
Vans	10	or Miles
All Other Vehicles	7	or Miles

Heavy Equipment

Mobile motorized equipment that may travel the public streets that is either rider operated, self-propelled, and not licensed as a motor vehicle; or is trailer mounted; generally described as contractor's equipment.

Description	Useful Life	Other Criteria* In Years
Backhoes/Front Loaders	15	Or Hours
Excavators	15	Or Hours
Loaders/Fork Lifts/Bobcat	15	Or Hours
Tractors/Bush Hogs/Tillers	10	Or Hours
Riding Mowers/Tractors w/mowers-tillers	5	Or Hours
Other Rider Operated, Self-Propelled Equip	5	Or Hours
Generators	10	Or Hours
Compressors	10	Or Hours
Pumps	5	Or Hours
Welders	5	Or Hours
Leaf/Vacuum	5	Or Hours
Other Trailer Mounted Motorized Equip	5	Or Hours
Other Equipment	various	Or Hours

Operating & Maintenance Equipment

Description	Useful Life	Other Criteria* In Years
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Air Conditioners HVAC	20	Or Hours
Generators	10	Or Hours
Compressors	10	Or Hours
Pumps	5	
Snow Plows	5	

Communications Equipment

Description	Useful Life	Other Criteria* In Years
P. A. System Equipment	5	
Fixed Radio Transmitters/Consoles	10	
Remote Control Units	10	
Radio Towers	15	

Protective Equipment

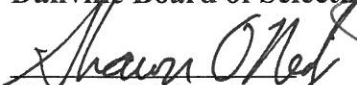
Description	Useful Life	Other Criteria* In Years
Pistols	10	
Rifles	10	
Other Weapons (Include riot guns, shotguns, etc)	10	
Breathing Apparatus	5	
Protective Clothing (Chem. suits, body armor, riot shields)	5	
Other Protective Equipment (Gas detectors, etc.)	5	

Other

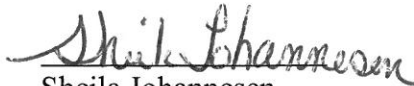
Description	Useful Life	Other Criteria* In Years
Land	Unlimited	
Buildings	50	
Improvements - Structure (Paving, fencing, running track, bleachers)	20	
Improvements – Grounds (Ball field, landscaping)	30	
Water Distribution System	25	
Sewer Collection System	25	
Sewer Capital Project	25	
Water Capital Project	25	

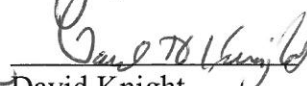
*Other Criteria to be determined at a later date in order to accumulate historical information to provide accurate figures.

Danville Board of Selectmen:


Shawn O'Neil – Chairman


Judi Cogswell – Vice Chairman


Sheila Johannesen


David Knight


Scott Borucki

Date: 7-5-2017



Town of Danville
New Hampshire 03819

POLICY #3-5 Personal Expense Report

Purpose:

To provide a consistent and auditable record of personal expenses incurred by Town of Danville personnel when on authorized town business. It is not intended to be used for reimbursement for the purchase of office supplies, postage, etc. Those expenses shall continue to be reimbursed using the town's vendor warrant procedure.

Procedure:

Mileage and other out of pocket expenses incurred by town personnel while on town approved business shall be itemized on the Town of Danville Personal Expense Sheet shown on page 2 of this document and available from the Selectmen's office. The form shall be filled out and signed by the applicant and approved and signed by the Department Head or Committee Chairperson. The form shall be submitted to the Selectmen's office accompanied by receipts where appropriate. A reimbursement check shall be issued to the applicant the next pay period following receipt of the approved Expense Sheet.

Mileage Reimbursement Rate:

The mileage reimbursement rate will be set to match the Federal rate. This will be verified at the beginning of each year and then reviewed periodically during the year. The Selectman will be notified of the change.

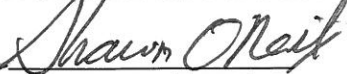

Other Costs:


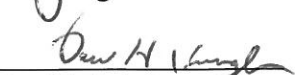

This column is for other approved costs such as meals or tuition that might be incurred while participating in an approved event.

Record Keeping:

The Selectmen's Administrator shall keep the Expense Sheet on file until completion and final approval/acceptance of the town audit for the year the expense was incurred/paid.

Danville Board of Selectmen:

 
Shawn O'Neil – Chairman Judi Cogswell – Vice Chairman

  
Sheila Johansen David Knight Scott Borucki

Date: 6-19-2017



Town of Danville
New Hampshire 03819

POLICY #3-6 Purchase/Bid

Purpose:

Clarify process to be used to purchase goods & services for the Town of Danville.

Scope:

Used by all departments when purchasing any item/service with the exception of the Town's legal services with a cumulative cost over \$5,000 per year.

Authority:

These policies are adopted by the Board of Selectmen in accordance with RSA 41:9 as it relates to their authority over expenditures.

Exception:

The Board of Selectmen may decide it is not in the best interest of the town to follow this policy. At that time, the Selectmen may change any and all aspects of the policy in a public meeting by majority vote.

Conflict of Interest:

In accordance with RSA 95:1, no person holding a public office in the Town of Danville, either appointed or elected, shall, by contract or otherwise, except by open competitive bidding, buy real estate, sell or buy goods or services, commodities, or other personal property of a value exceeding \$200 at any one sale to or from the Town of Danville.

The above section shall also apply to all employees of the Town of Danville.

Responsibility:

1. The Department head is held responsible for the budget line(s) and is held responsible to follow this policy.
2. The Board of Selectmen is responsible for enforcement of this policy as well as making required changes to it.
3. Accounts Payable (Selectmen's Administrative Assistant) is to notify the Board of Selectman if this policy is not utilized.
4. Exceptions to one (1) must be approved at a public meeting by the Board of Selectmen.
5. All bids are to be in writing on business letterhead.

Policy Changes:

Changes can be made to this policy by the Board of Selectmen at any legal meeting. Changes shall become effective seven (7) days after the vote to change.

Purchase levels:

1. PURCHASES BETWEEN \$5,001 AND \$9,999: For purchases between \$5,001 and \$9,999, the Department Head shall make every effort to contact as many vendors as necessary in order to obtain at least three (3) documented quotations. The Department Head shall present these quotations to the Board of

Selectmen, along with a recommendation, for their approval. In the event less than three (3) quotations are available; evidence of the attempt to obtain them should be provided.

2. PURCHASES ABOVE \$10,000: Purchases having an estimated cost in excess of \$10,000 shall be put to the competitive bid process pursuant to the competitive procurement guidelines established in these policies under Competitive bid process.

NOTE: The above thresholds do not include shipping/freight costs.

Bulk Purchasing:

For purchases such as, but not limited to, telephone, heat, vehicle fuel, bottled water and office supplies, which cross several Departments, every effort should be made to use one vendor and purchase in bulk, in order to take advantage of discounts that may be offered.

Types of Competitive Bid / RFP Procurement:

REQUEST FOR PROPOSALS: Certain professional services, such as architectural and engineering, auditing, and legal services are more appropriately solicited through a Request for Proposals (RFP). This is due to the need to consider factors other than price, such as professional qualifications, previous experience in related projects, and review of support staff's backgrounds.

When soliciting for RFP's the specifications must contain the following information: scope of services to be performed; timing; evaluation criteria; minimum qualifications of professional experience; and price. The Town shall make every effort to solicit proposals from at least three (3) vendors providing the professional service. Selection should be made by utilizing the following criteria: proposal review; interview of individual; and reference checks, including site visits if applicable.

The Competitive Bid Process:

1. The Selectmen's office will maintain a contractors / vendors file, in digital format, according to type of good or service provided, which will be used to send detailed specifications to particular vendors.
2. All documents and bids shall be kept in accordance with RSA 33-A:3-a. Disposition and Retention Schedule.
3. Each department shall maintain contract files in accordance with the State of NH's record retention rules. Each file shall contain the following, minimum information for the retention period, as appropriate:
 - a) Bid specifications, public notice of bid solicitation and other relevant pre-solicitation
 - b) Documents;
 - i. Records of recommendations, justifications, and approvals;
 - ii. Lists of those vendors/individuals sent the bid specifications;
 - iii. Copy of each offer or quotations and any records or documentation. Any unsuccessful offers will be maintained in the contract file;
 - iv. Record of any required approvals;
 - v. Notice of bid award;
 - vi. The original of the signed contract or bid award, all contract modifications, and other change orders or amendments;
 - vii. Bid, performance, or other bond documents or a reference thereto.
4. BID SPECIFICATIONS: The Department Head shall prepare specifications for bid items and shall submit the final specifications to the Board of Selectmen for approval prior to solicitation of bids. As a part of the specifications, the Department Head should always include the following minimum items or requirements:
 - a) Bidders must clearly identify the product or service on which they are bidding on all envelopes.
 - b) Bidders shall provide samples with the bid when applicable. All samples will be returned to the vendors after the bid completion.
 - c) The terms of the contract, including effective dates, extension terms, termination clauses, and other applicable terminology.
 - d) The party responsible for the freight and insurance charges, as well as how damaged goods will be returned and the extent of guarantees.

- e) Where applicable, performance bonds will be required and shall always be required, as specified by RSA 447:16, for construction projects with a value greater than \$35,000.
- f) A statement, which reserves the Town's right to reject any and all bids, negotiate any contracts and waive any informalities in the bid process.
- g) A statement, which reserves the Town's right to consider substitution of equivalent items and under what conditions. The specifications shall include a statement, which requires the bidder to submit documentation for all substitutions and exceptions.
- h) Where applicable, the Town will hold a bidder's conference to acquaint the bidders with the process, and to address any special concerns, questions or request for exceptions that may arise.
- i) Minimum quantity and quality requirements. These requirements should be specific enough to ensure the desired level of quality, but also must be flexible enough to elicit multiple bids.
- j) The following non-collusion clause shall be part of every bid specification package. A bidder must sign this statement in order for the bid to be valid.

"The undersigned certifies under penalties of perjury that this bid is in all respects bona-fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity."

(Name of person signing bid) (Date)

(Company)

- k) PUBLIC NOTICE: The Board of Selectmen shall, at their discretion, invite all bids by advertisement in at least one Newspaper of general circulation in the Town of Danville, such publication to be at least fourteen (14) days before the time of the bid opening. All bid notices must remain posted in at least two public places, one of which must be at the Town Hall, for a period of not less than two weeks (14 days).

5. The Invitation to Bid shall include the following information:

- a) Time and date of receipt of bids
- b) Address to which the bid is to be delivered
- c) Date by which the Town may accept the bid and contract with the vendor
- d) A general description of the good or service being purchased
- e) Any and all contractual terms and conditions applicable to the purchase
- f) Indicate where and when an Invitation to Bid may be obtained
- g) Indicate where and by what date bids must be submitted
- h) Indicate where and when bids will be opened, and by whom
- i) Provide a description of the good or service requested
- j) Reserve the Town's right to reject any and all bids.

6. AVAILABILITY OF SPECIFICATIONS: The Board of Selectmen shall mail copies of the specifications to those firms/vendors as listed in the contract files as well as additional firms who may request a copy. The Town reserves the right to charge for copies according to size and complexity (i.e. construction drawings, etc.)

7. ACCEPTANCE OF BIDS: Board of Selectmen shall accept all bids up to the time specified for receipt of bids in the Public Notice. All bids will be dated and time stamped by the Selectmen's Office. Any late bids will be rejected. A bidder may correct, modify, or withdraw a bid by written notice received in the Selectmen's office before the time and date set for the bid opening.

- a) Bids must be submitted in accordance with the bid solicitation. If a bidder chooses to use its own bid form or a letter to submit a bid, the bid will be considered only if the bidder explicitly, in written form, accepts all the terms and conditions of the invitation and further that the award of the bid would result in a binding contract under the terms and conditions of the solicitations and other terms and conditions contained in the submitted bid which do not conflict with those in the solicitation.

8. **BID OPENING:** The Board of Selectmen will open all bids at the time and date specified in the Public Notice. The names and quotes for all bidders shall be listed in the recorded minutes of the Selectmen's meeting and made available for public inspection. The Board of Selectmen may authorize a designee to open the bids. The Board of Selectmen shall notify all bidders of any changes in the opening time and/or date.
9. **BID CORRECTIONS:** After the bid opening, the bidder may not amend, correct, modify, or change in any fashion a bid, which would be contradictory to the interests of the Town of Danville or fair competition. The Town Administrator may waive minor informalities, or allow the bidder to make corrections, as long as the intent of the bid is not disturbed.
10. **BID AWARD:** The Department head, shall review bids meeting the specifications. A recommendation shall be made to the Board of Selectmen for approval. The Department head shall award the contract to the successful bidder, in accordance with the vote of the Selectmen, and be responsible for preparing Notice of Bid Awards and submitting it to the successful bidder as well as all other bidders.
11. **Contract Length:** Contracts shall not exceed three (3) years in length, with a maximum possible two (2) year extension to be extended at the discretion of the Board of Selectmen.

Disposal of Surplus Property:

Any property which is considered to be surplus and valued at over \$100 must be presented to the Board of Selectmen by the Department Head with a recommended method of disposition for approval. Various possible disposition means are the sealed bid or auction process, State surplus auction, trade in usage, retained for usage as parts, or transfer to another Town Department. Any surplus items with a value of less than \$100 may be disposed of by the Department Head as they deem appropriate.

Enforcement:

Department Heads and elected officials not following the procedure are subject to discipline by the Board of Selectmen to the extent allowed by appropriate RSA's.


Exceptions to Competitive Bid Policy:

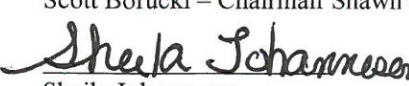
There are a few circumstances and items excluded - in all or part from the competitive bid policy. Failing to anticipate needs resulting from poor planning is not an exception to this policy. A Department manager may experience certain situations that justify purchases without following the competitive bid procedures. Examples include, but are not limited to the following:

1. Items purchased from current state, federal, or other cooperative contract or pricing agreement.
2. Emergency purchases when:
 - a. Human life, health or town property is in jeopardy.
 - b. Repairs of equipment involve hidden dangers.
 - c. Repairs are immediately needed for equipment where delay would lead to higher expense.
3. Items procured solely from a government agency.
4. Library acquisitions (books, periodicals and films).
5. Items which are proprietary (software, etc.).
6. OEM (Original Equipment Manufacturer) requirements for equipment under lease, rental, warranty or maintenance.
7. Agency specified vendor.
8. Design compatibility with existing equipment.

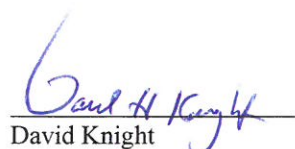
The cognizant department manager should submit a written, clear, but concise statement that justifies waiving the competitive bidding process. Final responsibility in determining whether an item may be purchased from a sole source rests with the Board of Selectmen in consultation with the Department head.

Danville Board of Selectmen:


Scott Borucki – Chairman  Shawn O'Neil – Vice Chairman


Sheila Johannesen


Judi Cogswell


David Knight

Date: 10-22-2018

State Statutes regarding Purchase/Bid Policy (not comprehensive)

41:9 Financial Duties.

95:1 Public Officials Barred from Certain Private Dealings

33-A:3-a Disposition and Retention Schedule



Town of Danville
New Hampshire 03819

POLICY #3-7 Credit Card Policy

Policy:

The primary advantages of establishing a Credit Card Program are the various ways that the Town and the Departments utilizing the program can establish limits and restrictions on individual purchases. These features allow the Town to tailor the program to fit its needs and to extend Credit responsibility to more individuals while maintaining or increasing accountability. Prompt payment to vendors enhances the Town's relationships with suppliers. In addition, the increased ability to track small purchase activity with vendors can allow the Town to negotiate discounts.

The success of the Town of Danville Credit Card Program relies on the cooperation and professionalism of all personnel associated with this initiative. The Department Head is the most important participant and is the key element in making this program successful.

Purpose:

To establish those procedures under which departments will control the use of Credit Cards assigned to and utilized by Department Heads/Town employees for Credit non-stock materials and services. These procedures are intended to accomplish the following:

1. To ensure that the procurement with Credit Cards is accomplished in accordance with the policy and procedures established by the Selectmen's Office.
2. To enhance productivity, significantly reduce paperwork, improve controls, and reduce the overall cost associated with small purchases.
3. To ensure appropriate internal controls are established within each department procuring with Credit Cards so that they are used only for authorized purposes.
4. To ensure that the Town bears no legal liability from inappropriate use of Credit Cards.

Scope:

The Town of Danville Selectmen will make all decisions regarding the issuing of individual cards and the establishment of any and all additional controls for their use.

Applicability:

This procedure applies to all departments of the Town of Danville.

Use of Credit Card:

THE CREDIT CARD IS TO BE USED FOR TOWN PURCHASES ONLY. CASH ADVANCES THROUGH BANK TELLERS OR AUTOMATED TELLER MACHINES ARE PROHIBITED:

The Credit Card will not be used for personal purchases of any kind. Use of the Credit Card for personal purchases or expenses with the intention of reimbursing the Town is prohibited.

Each Credit Card is embossed with the Town of Danville and the Department name that it is issued to. Department Heads are responsible for the security of the Credit Card. All precautions shall be used to maintain confidentiality of the Departments' account number and expiration date of the Credit Card.

A single purchase may comprise multiple items. Each Department Credit Card has a \$5000.00 limit. Unless previously approved, the total amount of any single purchase may not exceed the limit of \$5000.00 in a billing cycle or a lesser amount as established by the Selectmen. Payments for purchases are not to be split in order to stay within the single purchase limit.

When using the Credit Card, the Department Head should:

1. Ensure that the goods or services to be purchased are budgeted and allowable.
2. Determine if the intended purchase is within the Department's Credit Card limits.
3. Tell the supplier/merchant that the purchase will be made using the Credit Card issued by Credit Card Issuer through the Town of Danville.
4. **Inform the merchant that the purchase is tax exempt.** The tax exempt number is 02-0318390. Review the receipt before leaving the store and request a credit if taxes were charged in error.
5. The Department Head is responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise. The Department Head should contact the vendor to obtain instructions for return and review the next card statement to ensure that the return was properly credited.

Documentation, Reconciliation, and Payment Procedures:

It is important to the success of the Credit Card Program that Department Head adhere to the following procedures. Failure to keep adequate receipts or frequent abuse of these provisions will result in cancellation of the Department's Credit Card.

1. Documentation - Any time a purchase is made using the Credit Card, the Department Head is to obtain a customer copy of the charge slip, which will become the accountable document. All carbons, if any, should be destroyed. Computer printout of an order is acceptable.
2. Missing Documentation - If the Department Head does not have a receipt or documentation to submit with the statement, a reconciliation statement that includes a description of the item, date of purchase, merchant's name, and an explanation for the missing support documents must be submitted with the Department's statement. Frequent instances of missing documentation will cause a Department's Credit Card use privilege to be revoked.
3. Payment & Invoice Procedures - Purchases made by employees will be paid by the Selectmen's Office/Town Administrator once the Department certification and approving official verification has been completed and account numbers assigned for each transaction.
4. Payments will be made by Invoice, each time the credit card is used an invoice or purchasing record must be submitted with a warrant to the Selectmen's Office/Town Administrator. All Credit Card Statements will be received by the Selectmen's Office/Town Administrator for reconciliation; any department may request a copy of the

statement for their own records. Any missing invoice or purchasing record will need to follow instructions on line 2 above (Missing Documentation). It is the card users' responsibility to submit the check request in a timely manner, if the warrant and payment request is not submitted in a timely manner; the department who is using the card will be responsible for interest or late charges added for that item purchased from their department's expense lines.

Approval:

It is the designated Department Heads' responsibility to review each transaction on the statement. At a minimum, the items, vendor and account number will be reviewed to determine if the purchase was made for Official Use and in accordance with policies and procedures.

If for any reason the Department Head questions the purchases, it is their responsibility to resolve the issue with the card user. If it cannot be determined that the purchase was necessary, for Official Use, and in accordance with policies and procedures, the card user must provide a Credit Voucher proving the items have been returned for credit. Resolution for improper use of the Credit Card will be the responsibility of the approving official and the Selectmen. Disciplinary action for misuse will also be the Department Head's responsibility. Flagrant abuse of the Credit Card Program could result in termination. Should it be evident that an unauthorized purchase was knowingly made; the Selectmen will determine what action will be taken.

If items purchased with the Credit Card are found defective or the repair or services faulty, the Department Head has the responsibility to return the items to the merchant for replacement or credit. CASH REFUNDS WILL NOT BE PERMITTED. If the merchant refuses to replace or correct the faulty item, the purchase of this item will be considered to be in dispute.

The Department Head should notate the item(s) disputed on the statement. It is the responsibility of Department Head to resolve these disputes.

It is essential that the time frames and documentation requirements established by Credit Card Issuer be followed to protect the Department's rights in dispute. Dispute policies and procedures issued by Credit Card Issuer will be provided at the time the Credit Cards are issued to Departments.

Request for Initial, Additional, or Changes to Credit Card:

All requests for new Departments or changes to current Departments will be done by submitting a request to the Selectmen's Office.

All requests for Credit Cards must be approved by the Selectmen. The designated representative's name must be provided to the Selectmen's Office and kept current.

When the Selectmen's Office receives the Credit Card from the Credit Card Issuer, the Department Head will be required to personally sign for their Credit Card.

Lost or Stolen Credit Cards:

It is the responsibility of the Department Head to immediately notify the Selectmen's Office of a lost or stolen Credit Card.

Failure to promptly notify the issuing bank of the theft or loss of the Credit Card could make the Town responsible for any fraudulent use of the card and result in loss of privileges for the Department.

Termination or Transfer:

Upon termination of employment for any reason, a Department Head must relinquish their Credit Card at the time of separation from the Town. The Selectmen's Office will notify the Credit Card Issuer of a change in a department. A Department Head who fraudulently uses the Credit Card after separation from the Town will be subject to legal action.

Audits:

Random audits may be conducted for both card activity and receipt retention as well as statement review by the Selectmen's Office.

I have read and understand the Credit Card Policy for the Town of Danville.

Print employee name

Employee Signature

Date

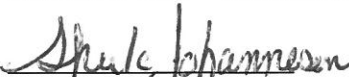
Witness Signature

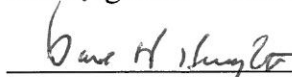
Date

Danville Board of Selectmen:


Shawn O'Neil – Chairman


Judi Cogswell – Vice Chairman


Sheila Johannesen


David Knight


Scott Borucki

Date: 7-5-2017



Town of Danville
New Hampshire 03819

POLICY # 3-8 Departmental Receipt Policy

Policy:

To establish those procedures under which departments will control the collection of monies collected by Department Heads/Town employees for purchases and services.

These procedures are intended to accomplish the following:

1. To ensure that the collection of monies is accomplished in accordance with the policy and procedures established by the Selectmen's Office.
2. To ensure appropriate internal controls are established within each department that collect monies.
3. To ensure that the Town bears no legal liability from the inappropriate collection of monies

Purpose:

To establish guidelines for the financial accountability of monies collected by individual departments.

Scope:

The Town of Danville Selectmen will make all decisions regarding the collection of monies and the establishment of all additional controls deemed necessary.

Applicability:

This procedure applies to all departments of the Town of Danville.

Town Clerk and Tax Collector shall collect, and deposit monies as outlined by the RSAs pertinent to the position.

All monies collected that are not specific to the functions of the Town Clerk and Tax Collector shall adhere to the following guidelines to ensure accountability and uniformity.

General Requirements:

This procedure applies to, but not limited to, all monies collected for photo copies, assessing information, checklists, pistol permits, police reports, holiday donations, fines, etc. Excluded are funds billed and collected for taxes, vehicle and boat permits, certified copies, and dog licensing.

RECEIPTS – Cash & Checks:

1. All currency collected must be noted in a receipt book and a receipt copy given to finance along with the funds. The receipts will be from a pre-numbered and bound two-part (minimum) receipt book and will be signed by the individual that received the money.
2. The date, customer name, amount, and general ledger revenue account number must be recorded on each receipt.
3. The receipt must identify whether the receipt was in the form of a check or cash. If a check, the check number must be written on the receipt. The duplicate receipt must be retained in the bound receipt book.
4. Departmental receipts should never be commingled with any department employee's own personal money. Employees must not make change for customers with their own money.
5. Departmental receipts must never be used to cash checks for Town employees or the public.
6. Disbursements from any departmental receipts are strictly prohibited. All receipts must be remitted to Finance in Selectmen's office intact. All disbursements must be paid through the Town warrant.
7. All incoming checks received must be immediately stamped "for deposit only - Town of Danville" by Finance in Selectmen's office.

PHYSICAL SECURITY

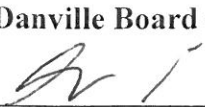
1. All departmental receipts that are not remitted to Finance in Selectmen's office immediately, must be kept in a secure location, with no access to other non-departmental employees or the public.
2. Receipts held overnight must be kept in a locked safe or cabinet, with no access by other non-departmental employees or the public.

DEPOSITING OF MONIES

1. At a minimum, all departments will give any collected funds and receipt copy to the Selectmen's office finance official, currently the Town Administer.
2. The Town Administrator will note each deposit in the town's accounting software and attach all applicable receipts to the office's copy of the deposit slip.

3. All deposits will go to the Town Treasurer to deposit.

Danville Board of Selectmen:

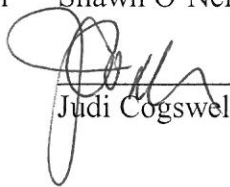


Scott Borucki – Chairman



Shawn O'Neil – Vice Chairman

Sheila Johannesen



Judi Cogswell



David Knight

Date: 4-9-2018



Town of Danville
New Hampshire 03819

POLICY #5-1 Hiring Policy

Purpose:

To establish a consistent method for verifying an applicant's information, and other documentation as required by federal and state law.

Procedure:

It shall be the policy of the Town of Danville to adhere to all federal and state laws and regulations regarding all hiring procedures. The Town of Danville reserves the right to establish qualifications required for all job classifications for the Town.

- A. All applicants for any paid position for the Town of Danville, excluding the Fire Department and Police Department, will submit a resume and complete a job application. The job application can be obtained in the Selectmen's office or with the department that is hiring/interviewing.
- B. Before a potential employee starts his/her first day they will complete the following forms:
 - 1) W-4 Form (to be given to the Town Admin for payroll)
 - 2) I-9 Form (to be given to the Town Admin for INS compliance)
 - 3) Acknowledgement receipt for the Employee Manual (to be given to the Town Admin)
 - 4) Emergency Contact Information
 - 5) Parental Consent Form (for minors) – done with the Town Admin
 - 6) Criminal History Records Information Form (if working with children or if, in the performance of his/her job, the employee has access to Town financial and/or personnel records. This would include, but not necessarily be limited to, Deputy Town Clerk, Deputy Tax Collector and Deputy Treasurer.).
- C. All volunteers will fill out the following documents:
 - 1) Contact Information
 - 2) Criminal History Records Information (if working with children)

A volunteer is classified as someone who regularly performs a function for the Town of Danville at no cost, (i.e. a parent who volunteers with the summer recreation program).

- D. Town of Danville employees and people who occupy a paid position will have a personnel file at the town hall which contains the forms in B. Other than the forms in B, the Police Department and Fire Department will keep their department personnel files.
- E. All full-time employees hired by the departments will be recommended in writing to the Board of Selectmen for approval.

F. Library personnel are not town employees.

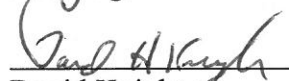
Note: Those elected or appointed to an elected position are exempt from this policy; recording secretaries however are not exempt if hired as an employee and not as a contractor. A criminal background check is done on all elected persons who deal directly with money including but not limited to the Town Clerk and Tax Collector.

Danville Board of Selectmen:


Shawn O'Neil – Chairman


Judi Cogswell – Vice Chairman


Sheila Johannesen


David Knight


Scott Borucki

Amended Date: 7-5-2017



Town of Danville

210 MAIN STREET
NEW HAMPSHIRE 03819

Emergency Contact Information

Town Committee/Board: _____ Term Expiration: _____

Name: _____

Address: _____

Phone Number: _____ Alternate Phone Number: _____

Email address: _____

A list of all volunteers and elected officials is kept in the Selectmen's office. Your number will not be given out to the public without your permission.

Do you want your phone number to be available to the public? ☐ Yes ☐ No

Do you want your email address given to the public? ☐ Yes ☐ No

For those who will be working with children, a Criminal Record Release Authorization Form must also be completed.

Will you need to fill out a Criminal Record Release Authorization Form? ☐ Yes ☐ No

Signature

Date



Town of Danville
New Hampshire 03819

POLICY #5-2 Code of Conduct

Application:

For elected Town Officials, paid or volunteer.

Purpose:

This “Code of Conduct” (Code) provides guidance regarding potential ethical issues. Accordingly, the Town of Danville has adopted this code to describe the standards of behavior to which its leaders should aspire; to provide an ongoing source of guidance to elected officials and volunteers in their day-to-day service to the Town and to promote and maintain a culture of ethical conduct. Furthermore, the goal of this code is to promote and foster:

- **Respectful Attitude:** maintain an open, courteous and respectful attitude in dealings with the public.
- **Conduct and Propriety:** conduct duties and activities in a manner that will reflect credit upon oneself and upon the Town. Avoid the appearance of impropriety.
- **Openness and Responsiveness:** make available all public records in their custody for public review, unless access to such records is specifically limited or prohibited by law, or the information has been obtained on a confidential basis and thus permits such information to be treated confidentially. Make every effort to inform the public about their rights and responsibilities under the law.
- **Responsibility of Officials:** subscribe to this Code of Conduct as they may be amended from time to time.

In addition to this code, officials are subject to specific current state laws which are outlined in Appendix A.

Definitions:

As used in this Code, the following terms shall have the meanings indicated:

1. **Board:** Any board, committee or commission, permanent or special, established by the Selectmen under New Hampshire law.
2. **Conflict of Interest:** A situation or circumstance which has the potential to cause a direct personal or financial interest in the outcome. The interest must be “immediate, definite and capable of demonstration; not remote, uncertain, contingent or speculative”

3. **Family:** Any person who is related to an Official or Board Member in one of the following ways: spouse, parent, grandparent, child, grandchild, sibling, or similar relation to the individual's spouse. This includes all persons who are members of the same household as the Official or Board Member in question, regardless of whether they are related by blood or marriage.
4. **Interest:** Any legal or equitable right, share, or claim, whether or not subject to an encumbrance or a condition, which is owned or held, in whole or in part, jointly or severally, including but without limitation, a right, share or claim to land. This is to include interests held in LLCs or trusts.
5. **Official:** Any elected or appointed Officer or Board, Committee or Commission member of the Town of Danville.
6. **Principal:** A person who is the subject of the action or application which is before a board.
7. **Public Servant:** A person who serves the Town of Danville in an official capacity, whether elected or appointed, paid or unpaid; a Town Official or Board Member.
8. **Recuse:** Officials or Board Members who have been recused from a matter shall remove themselves completely from all further participation in the matter in question. The recused persons shall not participate in further discussions, unless they clearly state for the record that they are doing so only as general members of the public. Recused persons shall not deliberate or vote on the matter in question.
9. **Resident:** A resident of the Town of Danville.
10. **Town:** The Town of Danville including all of its departments, boards, commissions and committees.

Code Distribution:

1. Upon adoption, every Official shall be given a copy of this Code of Conduct policy.
2. All elected officials shall at the time of their swearing in receive a copy of the Code of Conduct policy.
3. All individuals appointed to a board shall at the time of their swearing in receive a copy of the Code of Conduct.
4. Copies of the Code of Conduct shall be made available to the public on the town web site, or by request through the Selectmen's Office.

Code Provisions:

A. Conflicts of Interest

As a town Official, you shall not participate in any matter in which you have, or a member of your family has, a personal interest which may directly or indirectly affect or influence the performance of your duties. In such instances, you shall recuse yourself from discussion and decision-making.

B. A Duty to Disclose

As an Official, prior to entering into discussion or deliberation of any matter, you are encouraged to publicly state any: dealings, interests, relationships, friendships and possible conflicts which may exist between you and your family, and the principals or the issue under consideration.

C. Individuals Do Not Speak on Behalf of a Boards Unless Authorized

No member of a board shall speak on behalf of their respective board unless authorized to do so by that respective board. This is not to suggest that individual members cannot speak publicly, but rather to emphasize that they should clearly state they are speaking only on their own behalf and not represent her/himself as speaking for the board.

D. Use of Town Letterhead

No Official shall use town letterhead or stationary for any purpose other than official town business. Members of boards may only use town letterhead for purposes approved by their respective board, committee, or commission.

E. A Duty to Recuse; Required Disclosure by Officials; Recusal

An Official with a conflict of interest shall recuse her/himself from further participation in the matter. Recusal means to immediately remove her/himself from discussion and voting. Recusal shall also mean the Official is required to physically vacate her/his seat. During a nonpublic session, the Official shall remove her/himself from the meeting room. In the case of a nonpublic session, the statement shall be read aloud at the next public meeting, or resumption of the same public meeting.

F. Unfair Personal Use of Town Property

No Official shall use town property, services, or labor personally, or make the same available to others unless such use is universally known to be available to other residents upon request on equal terms.

G. Misuse of Confidential Information

No Official shall intentionally disclose or misuse for personal gain confidential or privileged information or other information learned by virtue of official position as defined

in RSA 42:1-a, or information obtained in sessions pursuant to RSA 91-A:2.(I)(b or c) [Non-Meetings] and RSA 91-A:3(II) [Non-Public Sessions], concerning the property, government or affairs of the Town.

H. Improper Gifts

No Official shall accept any gift of \$50 or more at one time, or \$100 in a calendar year from a single source, whether in the form of service, loan, thing or promise or any other form from any person, firm or corporation interested, directly or indirectly, in any manner whatsoever in business dealings with the Town. Campaign contributions received during the official election period shall not be considered gifts. Prizes resulting from raffles and games of chance at conferences are not considered gifts.

I. Undue Influence

No Official shall engage in any business or transaction or have a financial or personal interest, directly or indirectly on behalf of a family member, abutter, employer, client, or on behalf of any other person for whom the Official could not maintain a "juror standard," which is in conflict with or incompatible with the proper discharge of her/his official duties or would tend to influence or impair her/his judgment and action in the performance of her/his official duties.

It is a violation of this Code for any Official to:

1. Coerce or attempt to coerce, by rewards, intimidation, threats or otherwise, any public servant to engage in political activities.
2. Require any subordinate public servant to participate in a political campaign. For purpose of this subparagraph, participation in a political campaign shall include managing or aiding in the management of a campaign, soliciting votes or canvassing voters for a particular candidate or performing any similar acts which are unrelated to the official's duties or responsibilities.

Nothing contained herein shall prohibit a subordinate Official from volunteering to speak on behalf of a candidate or provide information or perform other similar acts, if such acts are related to matters within the Official's duties or responsibilities, nor is anything contained herein intended to prevent any public servant from exercising her/his right(s) to participate in the political process as s/he chooses.

J. A Duty to Report

All Officials should report any action or event by an Official that may reflect a violation of this Code of Conduct to the appropriate Board chair, or to the chair of the Board of Selectmen, or, in the case of the chair of the Board of Selectmen, the other members of the Board of Selectmen.

K. Fair and Equal Treatment

Acting in their official capacity, all Officials of Town government shall give each and every person fair and equal treatment. No Official shall in the course of her/his official duties give or deny any person special consideration, advantage, or treatment as a result of the person's public status, position, sex, race, religion, creed, sexual orientation, or national origin.

L. Investments in Conflict with Official Duties

No Official shall invest or hold any investment, directly or indirectly in any financial, business, commercial, or other private transaction which creates a conflict with her/his official duties.

M. Employment

1. Incompatible employment

No Official shall engage in or accept private employment or render or sell services or goods from private interests when such employment or service is incompatible with the proper discharge of their official duties.

2. Future employment

No Official shall use his office to leverage employment with a firm, person or corporation engaged in business with the Town of Danville.

Exclusions:

The provisions of this Code of Conduct shall not be interpreted so as to bar:

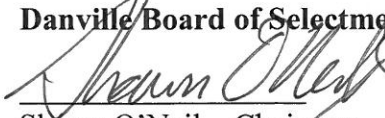
- A. Any Official who is a resident of the Town of Danville from fully participating in any public meeting as a Private Citizen;
- B. Acceptance of donations for the expressed purpose of financing a political campaign, provided such contributions are reported in accordance with all local, state and federal laws which pertain to such donations;
- C. Participation in a matter which relates to a person or business from which an Official has merely purchased goods or services, if the individual in question has no other conflict of interest relating to that person or business;

Code of Conduct and Amendments:

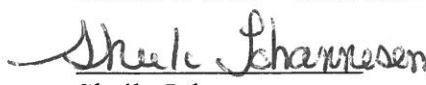
Individuals are bound by the Code of Conduct in place at the time of the alleged action or event.

Amendments: This document may, from time to time, be amended by a majority vote of the Board of Selectmen, at a regularly scheduled Selectmen's meeting.

Danville Board of Selectmen:


Shawn O'Neil – Chairman


Judi Cogswell – Vice Chairman


Sheila Johannesen


David Knight


Scott Borucki

Date: 7-31-2017

APPENDIX A

STATE STATUTES REGARDING CODE OF CONDUCT ISSUES (not comprehensive)

31:39-a Conflict of Interest Ordinances. – The legislative body of a town or city may adopt an ordinance defining and regulating conflicts of interest for local officers and employees, whether elected or appointed. Any such ordinance may include provisions requiring disclosure of financial interests for specified officers and employees, establishing incompatibility of office requirements stricter than those specified by state law or establishing conditions under which prohibited conflicts of interest shall require removal from office. Any such ordinance shall include provisions to exempt affected officers and employees who are in office or employed at the time the ordinance is adopted for a period not to exceed one year from the date of adoption. The superior court shall have jurisdiction over any removal proceedings instituted under an ordinance adopted under this section.

Source. 1981, 221:1, eff. Aug. 10, 1981.

42:1-a Manner of Dismissal; Breach of Confidentiality. –

I. The manner of dismissing a town officer who violates the oath as set forth in RSA 42:1 shall be by petition to the superior court for the county in which the town is located.

II. Without limiting other causes for such a dismissal, it shall be considered a violation of a town officer's oath for the officer to divulge to the public any information which that officer learned by virtue of his official position, or in the course of his official duties, if:

(a) A public body properly voted to withhold that information from the public by a vote of 2/3, as required by RSA 91-A:3, III, and if divulgence of such information would constitute an invasion of privacy, or would adversely affect the reputation of some person other than a member of the public body or would render proposed municipal action ineffective; or

(b) The officer knew or reasonably should have known that the information was exempt from disclosure pursuant to RSA 91-A:5, and that its divulgence would constitute an invasion of privacy, or would adversely affect the reputation of some person other than a member of the public body or agency, or would render proposed municipal action ineffective.

III. No town officer who is required by an order of a court to divulge information outlined in paragraph II in a legal proceeding under oath shall be guilty of a violation under this section.

Source. 1994, 249:1. 2008, 303:7, eff. July 1, 2008.

91-A:3 Nonpublic Sessions. –

I. (a) Public bodies shall not meet in nonpublic session, except for one of the purposes set out in paragraph II. No session at which evidence, information, or testimony in any form is received shall be closed to the public, except as provided in paragraph II. No public body may enter nonpublic session, except pursuant to a motion properly made and seconded.

(b) Any motion to enter nonpublic session shall state on its face the specific exemption under paragraph II which is relied upon as foundation for the nonpublic session. The vote on any

such motion shall be by roll call, and shall require the affirmative vote of the majority of members present.

(c) All discussions held and decisions made during nonpublic session shall be confined to the matters set out in the motion.

II. Only the following matters shall be considered or acted upon in nonpublic session:

(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

(b) The hiring of any person as a public employee.

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

(d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

(f) Consideration of applications by the adult parole board under RSA 651-A.

(g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.

(h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.

(i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

(j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

(k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the

public at which, or after which, the public has had an opportunity to participate.

(1) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

[Paragraph III effective until January 1, 2017; see also paragraph III set out below.]

III. Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

[Paragraph III effective January 1, 2017; see also paragraph III set out above.]

III. Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes of such sessions shall record all actions in such a manner that the vote of each member is ascertained and recorded. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Source. 1967, 251:1. 1969, 482:2. 1971, 327:3. 1977, 540:4. 1983, 184:1. 1986, 83:4. 1991, 217:3. 1992, 34:1, 2. 1993, 46:1; 335:16. 2002, 222:2, 3. 2004, 42:1. 2008, 303:4. 2010, 206:1, eff. June 22, 2010. 2015, 19:1; 49:1; 105:1, eff. Jan. 1, 2016; 270:2, eff. Sept. 1, 2015. 2016, 30:1, eff. Jan. 1, 2017; 280:1, eff. June 21, 2016.

95:1-a Public Officials Barred From Insurance Dealings. – With respect to any public works or construction contracts of any type that are paid for by public funds of the state or by any of its

political subdivisions, or of any public authority, it is unlawful for any officer or employee of the state, or of any of its political subdivisions, or of any public authority, either directly or indirectly to require the builder or the bidder to make application to or to get any surety bond or contract of insurance specified in the building or construction contract from a particular surety or insurance company, agent, or broker. It is unlawful for any officer or employee of the state, of any of its political subdivisions, or of any public authority, or for any person who purports to act for such an officer or employee to negotiate, make application for, or to get any such a surety bond or contract of insurance which can be obtained by the builder, bidder, contractor, or subcontractor on the building or construction contract. This section does not prevent any such an officer or employee of the state from exercising the state's right to approve the form, sufficiency, or manner of execution of the surety bonds or contracts of insurance furnished by the surety or insurance company selected by the bidder to underwrite surety bonds or insurance contracts.
Source. 1967, 297:1, eff. Aug. 29, 1967.

95:2 Penalty. – Anyone violating the provisions of this chapter shall be guilty of a misdemeanor, and upon conviction there shall automatically be a vacancy in the office held by the person convicted which shall be filled as otherwise provided by law.

Source. 1941, 85:2. RL 43:2. RSA 95:2. 1967, 297:2. 1973, 529:15, eff. Oct. 31, 1973 at 11:59 p.m.

673:13 Removal of Members. –

I. After public hearing, appointed members and alternate members of an appointed local land use board may be removed by the appointing authority upon written findings of inefficiency, neglect of duty, or malfeasance in office.

II. The board of selectmen may, for any cause enumerated in paragraph I, remove an elected member or alternate member after a public hearing.

III. The appointing authority or the planning board shall file with the city or town clerk, the village district clerk, or the clerk for the county commissioners, whichever is appropriate, a written statement of reasons for removal under this section.

IV. The council, selectmen, county commissioners with the approval of the county delegation, or district commissioners may for any cause enumerated in this section remove the members selected by them.

Source. 1983, 447:1. 1989, 266:11, eff. July 1, 1989.

673:14 Disqualification of Member. –

I. No member of a zoning board of adjustment, building code board of appeals, planning board, heritage commission, historic district commission, agricultural commission, or housing commission shall participate in deciding or shall sit upon the hearing of any question which the board is to decide in a judicial capacity if that member has a direct personal or pecuniary interest in the outcome which differs from the interest of other citizens, or if that member would be disqualified for any cause to act as a juror upon the trial of the same matter in any action at law.

Reasons for disqualification do not include exemption from service as a juror or knowledge of the facts involved gained in the performance of the member's official duties.

II. When uncertainty arises as to the application of paragraph I to a board member in particular circumstances, the board shall, upon the request of that member or another member of the board, vote on the question of whether that member should be disqualified. Any such request and vote shall be made prior to or at the commencement of any required public hearing. Such a vote shall be advisory and non-binding, and may not be requested by persons other than board members, except as provided by local ordinance or by a procedural rule adopted under RSA 676:1.

III. If a member is disqualified or unable to act in any particular case pending before the board, the chairperson shall designate an alternate to act in the member's place, as provided in RSA 673:11.

Source. 1983, 447:1. 1988, 26:1. 1992, 64:9. 1996, 42:11. 2007, 266:6, eff. Aug. 28, 2007. 2008, 391:6, eff. Sept. 15, 2008.



Town of Danville
New Hampshire 03819

POLICY #7-1 General Assistance

General Information

It is the responsibility of all New Hampshire towns to give general assistance to any person eligible to receive aid regardless of race, age, sex, religious or political affiliation. This aid is in the form of temporary emergency aid (food, shelter, heat, utilities & emergency medication) in cases where health and safety are in jeopardy. For all cases, the applicant must meet the eligibility requirements of the Town of Danville and remain eligible according to those requirements. However, the Welfare Administrator/Board of Selectmen may decide to deviate from the guidelines with a simple majority vote of the Board.

A General Assistance Application must be completed and returned to the town office. If this application is found to be incomplete, it will be returned for completion prior to the determination of assistance. The Welfare Administrator may seek statements and/or financial affidavits from the applicant's legally liable relatives regarding their ability to help support the applicant (RSA 165:19).

All forms and information shall be considered and remain confidential. The Application is attached as Addendum A.

A review of the completed application will be made and the applicant will receive in writing a Notice of Decision. A hearing may be requested in writing should an applicant wish to appeal the decision. The written request must be received within five working days of receipt of the notice of decision.

Applying for Assistance

You must apply for, and utilize, any benefits or resources that will reduce, limit, or eliminate the need for general assistance from the Town of Danville. Generally applicants will apply for state assistance first (see *Applying for State Assistance*).

Should additional assistance be required, the applicant must apply for assistance to the organizations that the Town contributes finances to prior to applying to the Town for assistance. See the attached list of organizations, shown as Addendum B to this Policy.

Applying for State Assistance

Applicants are required to contact the following to determine eligibility for State assistance:

- Health & Human Services – Southern District Office, Nashua, NH, 883-7726, 1-800-852-0632 or apply online at: www.nheasy.gov Apply online at www.nheasy.nh.gov – Food Stamp program, Medical Assistance, Cash Assistance, Child Care Assistance, Medicare Savings Program, Temporary Aid to Needy Families (TANF)
- Rockingham County Fuel Assistance – www.rcaction.org
 - Salem – 898-8435
 - Raymond - 895-2303

Town of Danville Assistance Information

Please be aware that any and all assistance is to be repaid to the town as soon as possible. If the applicant is a property owner, **a lien will be placed against their property for the amount of the assistance given.** As reimbursement payments are made to the town, lien releases will be given in the amount of the payments. No money will be paid directly to the applicant. Approved payments will only be made to the provider.

Rent/Mortgage:

A maximum of \$900 per month will be considered for rent. Applicants must be facing eviction and have, in hand, Notice of Eviction and Proof of Residency from owner of record of the property.

Housing Rental Security Deposit:

A maximum of \$900 per month will be considered for housing rental security deposit or first month's rent. It is the responsibility of the applicant to locate housing at a reasonable cost if the current housing is too expensive or does not meet the requirements of RSA 48-A:14 for adequate housing.

Food:

Applicants may visit one of the local area food pantries (see attached listing: Addendum B) for fresh items. Gift cards to local grocery stores will only be given in emergency situations. Gift cards cannot be used for tobacco or alcohol. Applicants will be required to apply to the State for Food Stamps.

Utilities:

Utilities will be considered only after a disconnect notice has been received. A copy of the notice must be submitted to the welfare officer? as soon as it is received. Applicants will be encouraged to set up payment plans with the utility companies prior to seeking assistance from the town.

Heat:

Emergency oil/gas assistance can be given as need dictates. An amount of \$200 per month for oil or gas will be considered for any month when assistance is requested. Applicants will be directed to the applicable State agencies for long-term assistance. (See attached listing in Addendum B) Fuel assistance interviews are conducted by the Rockingham Community Action and begin September 1.

Doctor Prescription Medicine: Emergency Basis Only

Applicants must provide written prescriptions from medical providers. Generic medications will be used when possible.

Excluded Items

The following items will not be considered for assistance payments:

Personal installment loans	Loans owed to Relatives and/or friends
Medical bills	Phone payments
Cable TV payments	Vehicle payments
Insurance payments	Credit card payments
Auto repairs	

Town of Danville Repayment

The applicant should be aware of the procedures that the town may follow to recover assistance payments.

From the recipient - The town may seek to recover assistance funds given for up to six (6) years after the time that the aid is given (RSA 165:25). Occasional reminders may be sent to assisted persons.

Liens on recipient's real estate - If the applicant owns real estate and assistance is given a lien will be placed on the property. Liens will be reduced as repayment is made to the town.

Liens on civil judgments - RSA 165:28-a grants the town a lien on any civil judgment for personal injuries, property settlement or any property passing under a will or by intestate succession (i.e. passing by inheritance without a will).

Legally liable relatives - RSA 165:19 provides for recovery of assistance funds from father, mother, stepfather, adult son/daughter, husband or wife of the applicant.

Verification Needed for Assistance

In order to apply for general assistance the following information must be submitted with completed application. Failure to submit the required verification will delay processing of the application.

1. **Proof of identification** (picture i.d., license)
2. **Proof of residence** (current rent/mortgage payment, copy of current tax bill)
3. **Proof of income** (copy of two most recent paycheck stubs of all employed persons living in the household.)
4. **Proof of personal property** (make/year of all vehicles owned by members of the family)
5. **Proof of cash resources** (checking, savings accounts and showing most current balances, stock/bonds, investments)
6. **Proof of ownership of property in other towns or States.**
7. **Doctor's statement if unable to work** for either physical or mental/emotional reasons (extent of disability and duration)

8. Copy of most recent mortgage statement
9. Last three months bank statements from date of application
10. Copy of most recent Tax Filings

Job Search Requirements

If the applicant is unemployed, said applicant must demonstrate to the Town that a reasonable work search is ongoing. This will be demonstrated with documented correspondence from potential employers and provided to the Town Welfare Administrator with the following information:

- Date of the application and name of company.
- If interviewed, date of the interview, name of person interviewer, name of company and phone number.

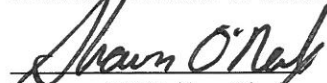
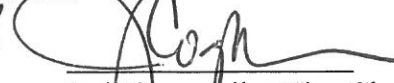
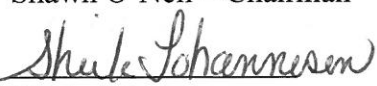
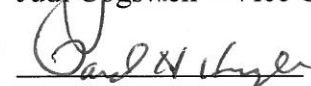

If the applicant does not accept an offered job or is reported by an interviewer to have acted in such a way that discourages a job offer, the Town assistance will discontinue.

The Town shall consider a person capable of working unless the State has certified that the applicant is unable to work. Such documentation shall be submitted to the Welfare Administrator.

Workfare Program

In accordance with RSA 165:31, any recipient of general assistance may be required to work for the municipality at any available job that is within the capacity of the recipient. As a condition of continuing eligibility for assistance, an applicant required to participate in the workfare program. Any failure to participate will result in suspension of assistance. Documentation of medical problems is required to be submitted to the Welfare Administrator along with any work restrictions set by a physician.

Danville Board of Selectmen:

 Shawn O'Neil – Chairman	 Judi Cogswell – Vice Chairman	
 Sheila Johannesen	 David Knight	 Scott Borucki

Date: 6-5-2017

Addendum A

DANVILLE APPLICATION FOR GENERAL ASSISTANCE

Date of Application: _____ Referred by: _____

1) General Information:

Name: _____ Date of Birth _____

Address: _____

Mailing Address: _____

Telephone: _____ Social Security Number: _____ U.S. Citizen? _____

Marital Status: _____ EMAIL Address: _____

Spouse/Co-Applicant Name: _____ S.S. # _____

Address (if not the same as applicant): _____

List below ALL persons living in your household:

Name	Relationship	Date of Birth	Social Security Number
------	--------------	---------------	------------------------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

If at your current address less than 12 months, please list prior address:

Street	Town/City	State	Date of Residence
--------	-----------	-------	-------------------

_____	_____	_____	_____
-------	-------	-------	-------

Assistance Requested: _____

Reason for Request: _____

Have you applied for local assistance before? _____ When? _____

Where? _____ Under what name? _____

2) Housing Information:

Do you own or rent? _____

Rent amount: _____ per month/week Due Date: _____ Date last paid: _____

Do you have a current: Demand for Rent _____ Notice to Quit _____ Landlord/Tenant Writ _____

Total rent owed: _____ Do you have housing subsidy? _____

Utilities included in rent: Heat _____ Electric _____ Gas _____ Water _____ Other _____

Landlord name: _____ Telephone: _____

Address: _____

If homeowner: Mortgage Amount _____ Date last paid _____ Owed _____

Bank/Mortgage Co: _____ Address: _____

3) Education:

Applicant: Highest Grade Attended _____ G.E.D., Diploma, or Degree _____

Co-applicant Highest Grade Attended _____ G.E.D., Diploma or Degree _____

4) Work History:**Applicant****Co-applicant**

Are you employed now: _____

Employer: _____

Position: _____

How long there: _____

Date/Amount of last check: _____

Are you unemployed now: _____

Reason: _____

Date last worked: _____

Employer: _____

Are you able to work now: _____

If not, why: _____

Current jobs of all household members aged 18 & older: Use other side if more space needed

Name	Employer	Pay	How long there	Reason for leaving
------	----------	-----	----------------	--------------------

5) Household Assets:**Provide information regarding accounts held by you and ALL household members:**

Name	Bank/Cr Union	Savings Acct #	Checking Balance Acct #	Balance
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Motor vehicles owned by you and all household members:

Make:	Model:	Year:	Value:	Payments:
-------	--------	-------	--------	-----------

Provide current value of any assets held by you and ALL household members: (Combined)

Cash on hand _____ Certificates of Deposit _____ Savings Bonds _____

Mutual funds _____ Annuities _____ Stocks _____ Trust Funds _____

Retirement Accts _____ Insurance policies cash value _____ 401K _____

Property other than primary residence _____

Motorcycles, boats, snowmobiles, atv's, rv's _____

Claims/settlements/income due to you or any other household member:

IRS Refund _____ Insurance claim _____ Retro disability Check _____

Retro Unemployment or Workers Comp _____ Inheritance _____

Other lump sum payments (explain) _____

Have you or any household member consulted a lawyer regarding a possible lawsuit: _____

Lawyer name/address _____

Reason for lawsuit _____

Do you or any household member have a lawsuit pending: _____

Please give details _____

6) Criminal Information:

Have you or any household member ever been convicted of a felony? _____

If yes, who _____ When _____

Town/City & State of Conviction _____

Details of conviction _____

Are you or any household member currently on probation: If yes, who _____

Name & number of probation officer: _____

7) Household Income: Indicate any benefits or income being received by you or any household member

	Name	Monthly Amount
ANB (Aid to the Needy Blind)	_____	_____
APTD	_____	_____
Child Support	_____	_____
Disability (Employer)	_____	_____
Food Stamps	_____	_____
Fuel Assistance	_____	_____
Gifts/Loans	_____	_____
Maternity Benefits	_____	_____
Medicaid	_____	_____
OOA (Old Age Assistance)	_____	_____
Retirement	_____	_____
Severance Pay	_____	_____
Social Security	_____	_____
SSDI (Supplemental Security)	_____	_____
TANF	_____	_____
Unemployment	_____	_____

Vacation Pay _____
 Veteran's Pension _____
 WIC (Women/Infants/Children) _____
 Worker's Compensation _____
 Other: Explain _____

Are you or any other household member working, volunteering, and /or receiving assistance from any other agency?

Name	Agency	Contact Person
_____	_____	_____
_____	_____	_____

8) Household Expenses: List actual or estimated monthly expenses. Not all expenses will be allowable to be included in your eligibility determination, but all should be listed to show your financial situation.

Bank fees _____ Bus/Cab _____ Cable/Internet _____ Child Support Paid _____ Car Gasoline _____
 Car Insurance _____ Car Payment _____ Condo Fee _____ Child Care _____ Credit Card _____
 Diapers _____ Electric _____ Food _____ Fuel Oil _____ Propane _____ Health Insurance _____
 Laundry _____ Loans _____ Lot Rent _____ Medical _____ Mortgage _____ Prescriptions _____
 Property Tax _____ Rent _____ Rent to own _____ School Loan _____ Telephone _____
 Other, explain _____
 Other, explain _____
 Other, explain _____

9) Liability for Support Information

Please Note: NH law provides for recovery of assistance money from relatives. If you are unable to repay the town, action can be taken against your relatives to recover any assistance.

Mother's Name _____	Address _____
Father's Name _____	Address _____
Co-applicant's Mother _____	Address _____
Co-applicant's Father _____	Address _____

10) Certification & Signatures

I understand that if I receive assistance from the Town of Danville, I may be required to participate in the welfare work (workfare) program. RSA 165:31

I understand that I may be required to repay any assistance provided, after deduction of the value of workfare hours I have completed, if I am returned to an income status which enables me to reimburse without financial hardship. RSA 165:20-b

I understand that if I am assisted, the Town of Danville may place a lien against any real property which I own. RSA 165:28

I hereby certify that if I have a lawsuit, workers comp claim, or aid from any other social service agency now

pending, I have listed these in this application. I further agree to notify the Welfare Official immediately upon receipt of any money from or upon the settlement of such claim. I understand that if I am assisted, the Town of Danville may place a lien against any property settlement or civil judgment for personal injuries which I receive within six years of receiving municipal assistance. RSA 165-28-A

I hereby certify that the information I have provided on this application is complete to the best of my knowledge and belief and provides a true summary of my income, assets and needs. I understand I may be required to provide documents and/or other forms of verification to prove the information requested on this application. I hereby certify that all information I will provide in response to questions asked by the welfare official is true and complete to the best of my knowledge and belief. I understand that if I knowingly give false information or withhold information related to my receipt of assistance, now or in the future, I may be prosecuted for the crime of Unsworn Falsification. RSA 641:3

I understand that if I obtain a job after I am assisted by the Town of Danville, and I later quit the job without good cause, I may be ineligible for local assistance from the Town of Danville and any other NH municipality for a period of up to ninety days. RSA 165:1-d

Applicant signature

Date

Co-applicant signature

Date

INFORMATION RELEASE AUTHORIZATIONS

I, _____ authorize any relatives, physician, lawyer, banker, employer, insurance company, mental health professional, school official or other person or organization having information concerning my circumstances to furnish such information to the Danville Welfare Administrator. I also authorize the IRS, Social Security Administration, any State or County Division of Health & Human Services, Division of Children Youth and Families, Division of Adult & Elderly, New Hampshire Legal Assistance, any Town welfare department, shelter, Department of Employment Security, Veteran's Administration and Fuel Assistance, or any non-profit agency to release information from their files to the Danville Welfare Administrator.

I understand that I have the option to provide any or all of the requested information myself.

I understand that the local welfare administrator may not release information provided under this authorization to any other person without my written permission.

Applicant Signature

Date

Co-applicant Signature

Date

Addendum B

Town of Danville, NH Other Available Resources for Assistance

Prior to contacting the agencies below, applicants should first contact:

Health & Human Services, Division of Family Assistance –

3 Pine St. Ext. Nashua 1-800-852-0632

Apply online at www.nheasy.nh.gov – Food Stamp program, Medical Assistance, Cash Assistance, Child Care Assistance, Medicare Savings Program, Temporary Aid to Needy Families (TANF)

- The following organizations are funded in part by Danville:

A Safe Place - 24 hr Domestic Abuse Hotline 1-800-854-3552

Community Caregivers – Rides, shopping, light housework, etc. for elderly or disabled
www.comcaregivers.org 432-0877

Lamprey Health Care – Raymond – www.lampreyhealth.org 895-3351

Rockingham Community Action – Fuel & Utility Assistance www.rcaction.org
Raymond – 895-2303
Salem – 898-8435

Seacoast Child Advocacy Center “The Safe Place for Kids” – 422-8240

Seacoast Hospice – www.seacoasthospice.org 1-800-840-0668

- The following organizations are NOT funded in part by Danville:

Dept of Employment Security – www.nh.gov/nhes Salem Office 29 So. Broadway, 893-9185

Food Pantries –

St. Anne's – 26 Emerson Ave, Hampstead 329-5886 Thursday's 10am-12 pm

St. Luke's – 8 Atkinson Depot Rd, Plaistow Wed & Fri 10 am – 12 pm, Thurs – 6:00 pm

Homeless Emergency Hotline – 1-800-852-3388

NH Healthy Kids – Health insurance for NH children – www.nhhealthykids.com 1-877-464-2447

NH Legal Assistance – Lawline – Free Law Advice

2nd Wednesday of each month

6 pm – 8 pm 1-800-868-1212

NH Medication Bridge Program – www.healthynh.com 1-800-852-3456

Rockingham Meals on Wheels – 382-5995

SeaCare Health Services – Low Cost Healthcare Exeter – www.seacarehealthservices.org 430-4910



Town of Danville
New Hampshire 03819

7-2

POLICY #7-1 General Assistance/Donation & Receipt Policy & Procedures

Policy:

To establish those procedures under which departments will control the collection of monies collected by the Welfare Administrator for donations.

These procedures are intended to accomplish the following:

1. To ensure that the collection of monies is accomplished in accordance with the policy and procedures established by the Selectmen's Office.
2. To ensure appropriate internal controls are established within each department that collects monies.
3. To ensure that the Town bears no legal liability from inappropriate collection of monies.

Scope:

To Town of Danville Selectmen will make all decisions regarding the collection of monies and the establishments of all additional controls deemed necessary.

Applicability:

This procedure applies to the Welfare Department of the Town of Danville.

Welfare Administrator shall collect, and forward monies to be deposited to Town Administrator as outlined by the RSA's pertinent to the position.

All monies collected that are not specific to the functions of the Welfare Administrator/Town Clerk shall adhere to the following guidelines to ensure accountability and uniformity.

General Requirements:

This procedure applies to, but not limited to, all monies collected as donations to the General Assistance/Welfare/Holiday Giving Program.

Receipts:

1. All currency collected must be noted in a receipt book and a receipt copy given to Town Administrator along with the funds. The receipts will be from a pre-numbered and bound two-part (minimum) receipt book and will be signed by the individual that received the money.
2. The date, amount, and general ledger revenue account number must be recorded on each receipt.

3. The receipt must identify whether the receipt was in the form of a check or cash. If a check, the check number must be written on the receipt. The duplicate receipt must be retained in the bound receipt book.
4. Departmental receipts should never be commingled with any department employee's own personal money. Employees must not make change for customers with their own money.
5. Departmental receipts must never be used to cash checks for Town employees or the public.
6. Disbursements from any departmental receipts are strictly prohibited. All receipts must be remitted to Finance in Selectmen's office intact. All disbursements must be paid through the Town warrant.
7. All incoming checks received must be immediately stamped "for deposit only-Town of Danville" by Finance in Selectmen's office.
8. All Welfare gift cards that are donated or purchased and disbursed will be tracked in the gift card logs maintained by the Welfare Administrator.
9. The Welfare Administrator's petty cash fund that is used to disburse cash to people in need and then reimbursed by donations through the manifest process.

Physical Security:

1. All General Assistance receipts that are not remitted to Finance in Selectmen's office immediately, must be kept in a secure location, with no access to other non-departmental employees or the public.
2. Receipts held overnight must be kept in a locked safe or cabinet, with no access by other non-departmental employees or the public.

Depositing of Monies:

1. The Welfare Administrator will give any collected funds and receipt copies to the Selectmen's office finance official, currently the Town Administrator.
2. The Town Administrator will note each deposit in the town's accounting software and attach all applicable receipts to the office's copy of the deposit slip.
3. All deposits will go to the Town Treasurer to deposit.

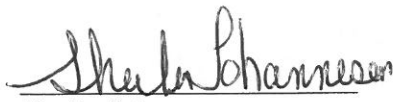
Danville Board of Selectmen



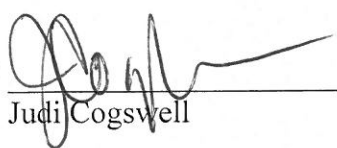
Scott Borucki – Chairman



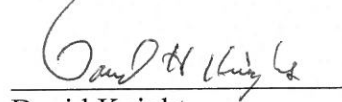
Shawn O'Neil – Vice Chairman



Sheila Johannesen



Judi Cogswell



David Knight

Date: 6-18-2018



Town of Danville
New Hampshire 03819

POLICY #13-1 RSA 91-A Request for Information

Procedure:

Each request submitted to the Board of Selectmen must be made through the Selectmen's office during regular business hours. A sample of the request form is attached to this policy. Each request directed to other Departments, Committees, Commissions or Boards must be made to the Selectmen's office.

Although requests may be made orally, the Town asks requestors to use the provided form below when making a request. Requests are acceptable via telephone, fax, email, United States Postal Service, or in person.

If the requested information is not readily available for immediate inspection, then the Town shall inform the requestor of when the information will be available for inspection. A requestor may leave their name and contact information and request the Town to inform them of when to return for inspection. Immediate inspections may not be possible for many reasons. In such cases, the requestor shall receive a response from the Town within five business days.

A requestor may not leave the Town Offices with original documents and may be closely monitored when inspecting original documents. Any documents copied on Town equipment will be expensed to the requestor. If it is found that information requested for review must be copied for purposes of redacting or separating the information from non-public information, such as a request to see information that may be part of reporting software housed on a computer, the per page cost of copying will be applied, even if the request is only to see the information.

Each request must be specific and contain a detailed description. This will include dates and/or a time frame, specific department or subject matters, and other information relative to the records or documents sought or requested. No blanket requests will be considered. One may not request all data on a specific subject. For example:

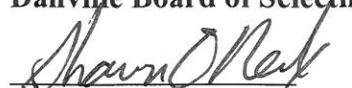
Not acceptable: "I would like all communications and documents on the Smith case."

Acceptable: "I would like all correspondence regarding the Smith case to/from the Planning Board/Board of Selectmen during/beginning June 2014 to September 2014."

All Departments, Committees, Commissions, and Boards shall address each request in accordance with the requirements of RSA 91-A:4, IV.

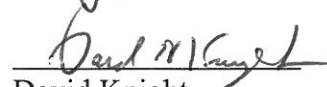
If/when the request is approved, the applicant will be notified and upon receipt of payment, the material will be copied and distributed.

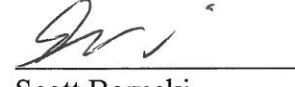
Danville Board of Selectmen:


Shawn O'Neil – Chairman


Judi Cogswell – Vice Chairman


Sheila Johannesen


David Knight


Scott Borucki

Date: 6-7-2017



Selectmen
Shawn O'Neil
Judi Cogswell
Sheila Johannesen
David Knight
Scott Borucki

Town of Danville



Town Clerk
Christine Tracy

Tax Collector
Kimberly T. Burnham

REQUEST FOR INFORMATION *Town of Danville Policy #13-1*

Each request submitted to the Board of Selectmen must be made through the Selectmen's office during regular business hours. Each request directed to other Departments, Committees, Commissions or Boards must be made to the Selectmen's office. Requests are acceptable via telephone, fax, email, United States Postal Service, or in person. Requests should include the name and contact information of the person making the request if the Town will need to contact you at a later date.

Each request must be specific. No blanket requests will be considered. Each request must be specific and include a detailed description with dates and/or a time frame, specific department or subject matters, and other information relative to the records or documents sought.

If/when the request is approved, the applicant will be notified and upon receipt of payment, the material will be copied and distributed. Any documents copied on Town equipment will be expensed to the requestor, including copies made for purposes of redacting or separating the information from non-public material. Please see Policy 13-1 for complete information.

Requested material:

Printed Name: _____

Address: _____

Phone Number: _____

Number of CDs: _____ X \$25 = \$ _____

Number of pages copied: _____ X \$.50 = \$ _____

Amount received \$ _____ ☐ Cash ☐ Check # _____

Clerk's Signature: _____ Date Received: _____