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**Town of Danville
Board of Selectmen
Public Minutes
January 14, 2013
7:00 PM**

Selectmen Present: Shawn O'Neil, Chris Giordano, Annemarie Inman

Not in attendance: Unexcused absence – Russell Harding; excused absence – Michelle Cooper

Others present: Patricia Shogren – Selectmen's Administrator, Beth Caillouette, Bruce Caillouette, Sheila Johanssen, Charles Cote, Steve Woitkun, John Hughes, Robert Sharpe

I. Delegate: Beth Caillouette

Beth presented the Board with the 2013 Commitment Letter for Household Hazardous Waste to be held in Atkinson. Vice-chair Giordano made the motion, seconded by Selectman Inman, to authorize Chairman O'Neil to sign the commitment letter. Motion passed and Chairman O'Neil signed the letter.

II. AKC Match – Colby Field: Sheila Johanssen

Sheila stated she had come before the Board in September and presented the Merrimack Valley Kennel Club Dog Show to the Selectmen and it was stated she needed to look into the Tulip policy for insurance for the event with LGC. Sheila stated she spoke with Darlene Simmons at LGC and was told she could insure the event with the Club's insurance but did need to change the insured from the field to the Town of Danville. She did not believe she had to come back before the Board. Vice-chair Giordano stated that there was much more that needed to be done including a contract with the Town and the Town's review that all requirements for a private event on Town Property have been met. Sheila stated that she would be getting the insurance from the Club fixed. Sheila stated she had confirmed with Judy/Recreation that the field was available on the 4th and stated there would be no vendors, just crafters. She also stated Casella would be handling the trash service and Dave's the porta-potties.

Selectman Inman stated the Board needed the Insurance Coverage Binder and would need to review the insurance rider and any vendors would need to have their own coverage in addition to the AKC insurance. She stated the Club insurance would protect their own occurrences but we needed to protect the Town. It was confirmed this event was not officially approved and a lot more needed to be done and reviewed until that could happen.

III. Farm/Aggie plates: Charles Cote

Chairman O'Neil stated that the Board had dealt with this issue previously and read an excerpt of the minutes of June 22, 2009 "... *Selectman Luna confirmed that as long as Mr. Cote was not being hired to move the horse manure from location to location it was okay to register his tractor for farm tractor rates and number plates. A signed application that they are a farm and what is being produced needs to be submitted. Once the affidavit is received and the liability then falls on the resident there will be no problem in registering his vehicle.*"

Mr. Cote stated he was not a commercial endeavor and Vice-chair Giordano asked him what qualified him if he is not a business. Mr. Cote stated he raises horses and leases horses, raises goats, and the law is clear. He stated if you cultivate the yard, you are a farm. He stated he was not registered with the State and did not have to be. He suggested the Board run this by Counsel. He wanted a vehicle registered with Aggie plates to get/haul hay. It was the Board's conclusion that Mr. Cote needed to be a business. Mr. Cote asked the board to do further research and he would, as well.

I. Warrant Article Review

Fire Wards John Hughes and Robert Sharpe spoke to Warrant Article 2013-30, confirming that \$139,000 would be withdrawn from the Fire Dept. Capital Reserve Fund for Future Fire Dept. Vehicle Purchases with the balance of \$36,000 to be withdrawn from the unreserved fund balance. This would incur no tax impact and Vice-chair Giordano stated that vehicle purchases were the reason for the Capital Reserve account. It was confirmed that BudCum had also suggested the use of the CRF and Chairman O'Neil stated that this would come before BudCom for approval tomorrow at 7:00 PM. It was confirmed that 80% of the department's emergency calls were rescue. The Fire Wards agreed to the purchasing the ambulance using the CRF. Vice-chair Giordano made the motion, seconded by Selectman Inman, to move forward with **Warrant Article 2013-30 Purchase of a New Ambulance ... To see if the Town will vote to raise and appropriate the sum of One Hundred Seventy-Five Thousand Dollars (\$175,000) to purchase and equip an Ambulance Rescue vehicle and to authorize the withdrawal of \$139,000 from the Fire Dept. Capital Reserve Fund for Future Fire Dept. Vehicle Purchases and to authorize the withdrawal of \$36,000 from the unreserved fund balance.** Motion passed.

Vice-chair Giordano made the motion, seconded by Selectman Inman, to support Warrant Article 2013-30 Purchase of a New Ambulance. Motion passed to approve 3-0.

Patty presented the updated printing costs for the Warrant Article mailer. Vice-chair Giordano made the motion, seconded by Selectman Inman, to amend the 4130.30 Town Meeting budget to reflect the cost increase to \$3,345.00. Motion passed.

II. Old Business

Chairman O'Neil updated the Board on the copier stating that he was expecting a revised quote to reflect the 48-month leasing of equipment/maintenance to cost \$135.00 a month, the decrease of color copies to .07 cents a page and black and copies to \$.011 cents a page. He stated that Porter Office Machines will move the existing copier next door, and work with RMON to network both printers. He shared with the Board the Town Reports that were generated on the copier and said two attachments were needed – a stapler/finisher and a saddle kit, both adding \$23.00 and \$21.00 respectively to the monthly cost. He will forward the agreement to Selectman Inman when he receives it and asked if the Board supported the upgrade. The consensus was yes.

III. Minutes/Signature file

Selectman signed warrants for payroll and vendors and the final 2012 vendor warrant. Chairman O'Neil stated that Town Counsel Peter Loughlin stated the Town could hold the bond funds for the Heron and Caleb Drive road acceptance for two years. Patty was asked to have Janet get the deed prepared and to have space allocated for the hearing date, acceptance, and BOS signatures. The deed will then be registered and Bruce notified to add the roads to the road inventory with the State.

Vice-chair Giordano made the motion, seconded by Selectman Inman, to approve the non-public January 7, 2013 Minutes as written. Motion passed.

Vice-chair Giordano made the motion, seconded by Selectman Inman, to approve the January 7, 2013 Minutes as written. Motion passed.

Chairman O'Neil signed the letter to Terry Trudel regarding the retention of the road bond for two years and Danville's conditional acceptance of the Heron Drive and Caleb Drive.

Patty stated she would confirm the Road public hearing date with Janet for posting for February 4, 2013 at 7:00 PM.

Patty confirmed that Amy at the state had been notified and the milfoil grant verbiage was changed to the Long Pond Association and the Town of Danville was removed. She stated Carsten was on top of this and doing a great job of following up and keeping the Selectmen's office in the loop and informed. Selectman Inman commented that there needed to be more communication between boards and their members.

IV. New Business

Vice-chair Giordano brought up the engineering review of the Hoyt gravel pit done by Dennis Quintal of Civil Construction Management, Inc. and the professionalism and detail contained in the report. He also stated there was a number of projects in Danville that presented a conflict of interest with Terry Trudel. Vice-chair Giordano confirmed with Town Counsel that we were under no obligation to retain the existing Town Engineer nor was there any agreement or contract with Terry and can hire anyone at any time; different engineering services required different expertise. Chairman O'Neil stated he had talked with Planning Board Chair Barry Hantman and Barry had stated he was very impressed with the report received and the skill level of the review. Vice-chair Giordano made the motion, seconded by Selectman Inman, to add Dennis Quintal of Civil Construction Management, Inc. to the Town's engineering services and to make him the Town's primary engineer. Motion passed.

Chairman O'Neil read the announcements.

At 8:05 PM Selectman Inman made a motion, seconded by Vice-chair Giordano, to adjourn. Motion passed.

Respectfully submitted,

Patricia Shogren
Selectmen's Administrator