

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

Town of Danville  
Board of Selectmen  
Minutes  
November 4, 2013  
7:00pm

Selectmen Present: Shawn O'Neil, Chris Giordano, Annemarie Inman, Michelle Cooper, Joshua Horns

Others Present: Patricia Shogren-Selectmen's Administrator, Janet Denison, Betsy Sanders, Chip Current, Leon Buzzell, Beth Caillouette, Connie Metcalf, Bruce Caillouette

Attendees observed a moment of silence for our troops who put themselves in harm's way. All stood for the Pledge of Allegiance.

I. Delegate Session

Chip Current, DYL member, presented the Board with a letter donating the Snack Shack next to the Community Center to the Town. The Board stated they would need to pass the donation along to Planning Board and the Conservation Commission for review, per RSA 41:14-a, and hold two public hearings to accept the donation of a building. The Public Hearings were scheduled for November 28, 2013 and December 2, 2013.

Betsy Sanders provided a suggested process for the one-check system that the Town Clerk would like to adopt. She stated that ClerkWorks/Interware provided excellent documentation and the transfer would be done each morning with the Administrator and the Treasurer receiving copies of the deposits and transfer. Chairman O'Neil stated he was concerned that only one set of eyes reviewed the deposit/transfer. Following discussion, it was the Board consensus to move forward with the one-check process and use Betsy's suggestion for fax transfer.

Betsy also reiterated the discussion she had with Planning Board regarding the collection of Impact Fees and Vice-chair Giordano stated that Planning Board has already made the changes in process to be in accordance with the RSAs but the change of the Zoning Ordinance will need to be done with a Warrant Article and Town vote.

II. Budget

**4195 Cemeteries \$34,650:** Beth Caillouette, Leon Buzzell, and Connie Metcalf presented the level-funded budget for Cemeteries. They updated the Board on the blasting needed to address the ledge in Center Cemetery and said the mapping is nearly complete. *Vice-chair Giordano made the motion, seconded by Selectman Cooper, to approve the 2014 proposed 4195 Cemeteries budget for \$34,650.00. Motion passed.* Chairman O'Neil mentioned the Board would be looking at the option of acquiring our own grounds equipment in 2014 and performing the tasks currently done by contracting out our grounds maintenance. He asked that the cemetery committee look at this option, as well.

**4323.20 Household Hazardous Waste \$17,000:** Beth Caillouette stated that Danville will be hosting the 2014 fall HHW event. All invoices to Viola, the environmental company that works the collection station, will need to be paid so funds need to be appropriated for the event. It was decided that \$13,500.00 will be budgeted for revenue. *Vice-chair Giordano made the motion, seconded by Selectman Cooper, to approve the 4323.30 budget for \$40,000.00; motion passed.* Funds for the line items in this budget were also reallocated to concur with current expenses.

Prior to meeting with the Road Agent for the Highway budget, Patty informed the Board of the donation of a marble park bench to be placed at Goldthwaite Field in the memory of Jacob Carver my his family. It was decided the family should connect with Bruce/Road Agent to make the arrangements. Vice-chair Giordano made the motion, seconded by Selectman Inman, to accept the marble bench valued at \$90.00. Motion passed.

**4312.20 Highway \$387,193:** Bruce discussed his budget with the Board and confirmed that the highway department would utilize the old ambulance and Bruce stated he slated \$15,000 in his budget to refurbish the vehicle for highway use including a plow and dumping flatbed. *Vice-chair Giordano made the motion, seconded by Selectman Inman, to approve the 4312.20 Highway budget for \$387,193.00. Motion passed*

**4312.30 Stormwater \$12,500:** *Vice-chair Giordano made the motion, seconded by Selectman Inman, to approve the 4312.30 Stormwater budget for \$387,193.00. Motion passed.* This budget is level-funded.

Selectmen discussed the option of a contingency fund for emergencies. Bruce mentioned that other towns budgeted monies into the EM budget to be used and reimbursed by FEMA events.

4312.50 Winter \$141,500: *Vice-chair Giordano made the motion, seconded by Selectman Horns, to approve the 4312.50 Winter budget for \$141,500. Motion passed.* This budget is level-funded.

Beth stated the town was approved for the loan program through the state for highway related projects but stated every project, including a salt shed, required the services of engineer and this would add money to any project. It was decided to pass on the loan program.

Bruce mentioned that the State highway garage located at Newton Junction was closing and the department moving back to the Mill Road location. He stated that local municipalities will be able to purchase fuel at the state price and he would keep the Board informed.

Patty presented the following budgets:

**4520.20 Parks Maintenance \$24,280:** *Vice-chair Giordano made the motion, seconded by Selectman Inman, to approve the 4520.2 Parks Maintenance budget for \$24,280.00. The motion passed.* This budget is level-funded.

**4316.10 Street Lighting \$5,800:** *Vice-chair Giordano made the motion, seconded by Selectman Horns, to approve the 4316.10 Street Lighting budget for \$5,800. The motion passed.*

**4197.1 Advertising & Regional Assoc \$3,301:** *Vice-chair Giordano made the motion, seconded by Selectman Inman, to approve the 4197.1 Advertising & Regional budget for \$3,301.00. The motion passed.* This is the cost for the Town's membership in the New Hampshire Municipal Association.

**4196.10 Insurance other \$28,437:** *Vice-chair Giordano made the motion, seconded by Selectman Inman, to approve the 4196.10 Insurance other budget for \$28,437.00. The motion passed.* Patty stated this was a decrease in budget of 5%. This is the cost of property liability insurance for the Town.

### III. Signature file/Minutes

Vice-chair Giordano made the motion, seconded by Selectman Inman, to authorize Chairman O'Neil to sign the Auger Property Maintenance contract for 2014. The motion passed and Chairman O'Neil signed the document.

Vice-chair Giordano made the motion, seconded by Selectman Inman, to authorize Chairman O'Neil to sign the Property Liability Trust renewal for the Town's insurance coverage. The motion passed and Chairman O'Neil signed the document.

Chairman O'Neil read the announcements and mentioned the Red Cross blood drive would be held Friday December 6 at the Community Center from 1:00 to 6:00 PM.

Vice-chair Giordano made the motion, seconded by Selectman Inman, to approve the October 28, 2013 minutes as amended; motion passed.

Vice-chair Giordano made the motion, seconded by Selectman Inman, to approve the October 28, 2013 non-public minutes as written; motion passed. Selectman Cooper abstained.

#### IV. Old/New Business

Chairman O'Neil stated the GPS would take approximately four weeks to receive. Vice-chair Giordano suggested the Board borrow Barry Hantman's GPS for the perambulation with Fremont. He stated Barry has offered this to the Board before. Sunday, November 10, was the date selected. Janet will contact the Fremont Board of Selectmen to confirm the date and time.

Selectman Cooper mentioned the complaint received by a resident for the building, well, and wetland encroachment on Cote Drive. Vice-chair Giordano stated the Planning Board had reviewed all the relevant material for this building and the builder/owner met all setback requirements, septic design, etc.

Chairman O'Neil read the announcements.

At 9:45pm, Vice-chair Giordano made the motion, seconded by Selectman Inman, to go into non-public session under RSA 91-A 3 II (b). Roll call vote: O'Neil – yes, Inman – yes, Horns – yes, Giordano – yes. The motion passed. Selectman Cooper was not called upon vote and recused herself from the non-public meeting due to the potential of a conflict of interest. Chairman O'Neil stated that the Board would come out of non-public session to adjourn and this would conclude the broadcast of the meeting.

Vice-chair Giordano made the motion, seconded by Selectman Inman, to return to public session. Roll call vote: O'Neil – yes, Inman – yes, Horns – yes, Giordano – yes. The motion passed.

Vice-chair Giordano made the motion, seconded by Selectman Inman, to seal the minutes under discussion outlined in RSA 91-A 3 II (b). Roll call vote: O'Neil – yes, Inman – yes, Horns – yes, Giordano – yes. The motion passed.

Respectfully submitted,

Patricia Shogren  
Selectmen's Administrator