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Town of Danville
Board of Selectmen
Minutes
November 25, 2013
7:00pm

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

Others Present: Patricia Shogren-Selectmen's Administrator, Janet Denison, Sarah Garon-Weston, Kate LeBlanc, Paul Sullivan, Barbara Hughes, Tom Billbrough, Jr., Dottie Billbrough, Barbara Chalmers

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 - None

II. Budget

4550.10 Library \$224,417: Sarah Weston presented the Library budget and recapped the grants and awards received including the Gold Circle School Award and the Kid's Books and Arts Grant to offset the cost for entertainment for the Summer Reading Program kick-off. Sarah stated the Koha open source, web-based software system budgeted for last year was up and running and she returned to the Selectmen \$872.67 from the budgeted software funds for money not needed when the final cost of the Koha software was received.

The Colby Memorial Library applied for and received Certification status as an Education Center for the Online Marketplace/Affordable Care Act, one of the first certified centers in New Hampshire and Tom Billbrough, Jr. received certification as a training counselor for this program. A \$1500.00 grant was received from Unifit for an upgrade of the older library building for energy efficient fixtures and bulbs and this project was completed.

Sarah began discussion for the lib-110 Salaries line item and Vice-chair Giordano stated that a position was created for an Assistant Director without any released job description, posting for the position, or notification that the new position was available. This position was then filled by the Library Director's son. He stated this would be like the Board of Selectmen creating a position in Town and filling it with one of their children; the perception given to the public was not positive. Selectman Inman stated that two people had approached her about the position and that the way the position was filled gave the impression of using the back door.

Chairman O'Neil stated the new position would cost the residents \$48,000 with the inclusion of benefits and FICA and should be put before the voters in a Warrant Article. Sarah explained that the duties were already being performed by Tom, Jr. and the job title and rate was changed to match those duties and responsibilities; a position was not created then given to him.

Tom asked the Board for suggestions on how to rectify the situation. Vice-chair Giordano suggested that the budget be level-funded and the job be posted, advertised, and interviews be held. Chairman O'Neil stated that a Warrant Article should go before the voters to approve the added position of an Assistant Director. Sarah stated that the Trustees were elected to oversee the operation of the library and per RSA 202-A:1, only the Trustees make line allocations in their budget, including salary. Selectman Inman stated she was disappointed in the way the trustees handled this but that there was nothing that could be done now but asked that this be fixed, moving forward. Selectman Horns stated a procedure should be in place to fill a position.

Vice-chair Giordano made the motion, seconded by Selectman Inman, to approve \$215,728.00 for the 4550.10 Library budget to include the 2013 budget of \$214,574 plus \$1,154.00 for Worker's Compensation and Unemployment insurance. Chairman O'Neil agreed but stated the voters needed to get involved and asked if they want to support this position and cost. Selectman Inman stated that per RSA the Trustees had the authority to put this position in place and any warrant article would be advisory only. The motion passed.

III. Signature file/Minutes

Selectmen signed the vendor and payroll warrants and mutually agreed to have Barry Hantman purchase the necessary UPS back up equipment for the cable/camera operation.

Selectmen reviewed the November 18, 2013 minutes and Patty was asked to include the 91-A request read at that meeting as an attachment to these minutes. *Vice-chair Giordano made the motion, seconded by Selectman Horns, to approve the November 18, 2013 Minutes as amended; motion passed and Vice-chair Giordano abstained.*

IV. Old/New Business

Chairman O'Neil and Patty discussed the revised job description with the Board for the duties performed by Janet Denison as Assessing Clerk, Planning Board Clerk, Zoning Board of Adjustment Clerk, and Selectmen's Clerk. Janet currently works 35 hours a week to encompass all functions and tracks each of the jobs separately. The bulk of the tasks fall under the umbrella of Land Use and Assessing so the job descriptions for the above tasks were combined under the title of Assessing/Land Use Clerk and the monies budgeted by Planning Board and ZBA will be moved to the Selectmen's budget and combined with the funds budgeted for Assessing/Selectmen's Clerk. Patty stated MRI had reviewed the job description and stated it was "spot on." The Board stated they were good with the update of this position.

Chairman O'Neil stated he would discuss the old Ambulance modifications and potential uses with BudCom before the Board decided whether a Warrant Article for refitting is necessary.

Vice-chair Giordano stated that Planning Board, in their effort to correct a misdirection given to David LePlume, made the decision to waive impact fees only to discover this was not within their purview to do. The Board was asked to return to Mr. LePlume's legal advertising fees, notice of abutter's fee, and site plan application fee, a total of \$142.00. Patty stated she would have Janet take care of this and include a letter to Mr. LePlume from the Board to be signed next Monday.

Chairman O'Neil read the announcements.

Vice-chair Giordano made the motion, seconded by Selectman Horns, to go into non-public session under RSA 91-A: 3 II(a). Roll call vote: O'Neil-yes, Cooper-yes, Inman-yes, Horns-yes, Giordano-yes; motion passed.

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

Vice-chair Giordano made the motion, seconded by Selectman Inman, to seal the minutes for reasons outlined under RSA 91-A: 3 II(a). Roll call vote: O'Neil-yes, Cooper-yes, Inman-yes, Horns-yes, Giordano-yes; motion passed.

At 10:00pm Selectman Cooper made the motion, seconded by Selectman Inman, to adjourn; motion passed

Respectfully submitted,

Patricia Shogren
Selectmen's Administrator

