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Town of Danville
Board of Selectmen
December 20, 2010
6:45 pm

Selectmen Present: Russ Pouliot-Vice Chairman, Chris Giordano, Annemarie Inman, Mark Ethridge

Tax Collector Kimberly Burnham officiated a conference call with Patty from Avitar for a computer demonstration of the Tax Kiosk system available to residents to pay taxes online with a credit card. Patty stated Avitar uses a third-party to handle the credit card transactions. Avitar will waive the \$650.00 set up charge; the cost to the Town would be \$.10 per printed bill. Danville mails approximately 1969 tax bills, twice a year, totaling \$393.80 per year cost. The Selectmen thanked Patty and Kim for their presentation.

Others present: Patricia Shogren-Selectmen's Assistant, Tim Fountain-Cartographics, Steve Cummings-CCRC representative, Russell Harding, Kimberly Burnham-Tax Collector

Vice-chairman Pouliot opened the meeting with a moment of silence for the troops who put themselves in harms way. All stood for the Pledge of Allegiance.

I. Delegate Session - none

Shawn O'Neil-Chairman joined the Board.

Patty presented the Board with the request from Carol Baird to encumber the Webster Stagestop project funds. Patty had verified her figures with Carol's. Selectman Giordano asked why these funds had to be encumbered each year and why could they not be set up in their own account that was revolving. Vice-chair Pouliot stated that it was not a revolving fund and was set up properly so they would have to do this each year. Selectman Giordano made the motion, seconded by Selectman Inman to approve the encumbering of funds for the Webster Stagestop project totaling \$11,844.07. Motion passed.

II. Tim Fountain – Cartographic Associates

Tim prepared a presentation to the Board outlining the capabilities and costs of bringing GIS to Danville which works with Avitar to offer availability of these services to residents and realtors. Tim stated that the product combines map data and Avitar's attribute data, bringing both together. Granite and RPC who currently GIS digitize maps as well as 911 mapping would all be available, if digitized files are provided. Any files, if digitized, will be added to our data as overlays with no extra costs. Additional costs occur if asking Cartographics to generate files from paper. Tim provided the website address, www.caigisonline.com, for the Selectmen's convenience to access municipalities already using the service. Tim stated that the software was compatible with Windows for both PCs and MAC, and when accessing the site, the user would be asked to allow the plug in for MS Silverlight. In response to Selectmen Giordano's query about access, Tim stated that the system could be set up with log in access only or open to the public. He stated that the Town could choose what to offer online and that no data can be edited on line; all editing is done from the Town Administrator's office. The data is updated manually; Tim stated customers preferred this over automatically updating. Selectman Giordano asked what the fees were for updating and Tim replied that all maps were currently done by Cartographic yearly and they would automatically be updating the Town's GIS system at no additional cost each year.

The set-up and cost to build the site for Danville would be a one-time charge of \$2500 with a yearly maintenance cost of \$1,800. After discussion with the Board, Tim stated he could waive the \$2,500 set-up cost in return for a three-year contract and if done by 12/31/10. This maintenance cost is in addition to the current map updating performed for \$1500 a year. Discussion followed regarding the server used (Amazon) megabyte usage, and memory costs followed by a computer demonstration of the GIS service using municipality

customers. The Board asked Tim to provide a formal quote for services for both full cost and the waived costs and thanked Tim for the presentation.

III. Steve Cummings – CCRC representative

Steve brought the Board a request for the approval of a conditional permit for both Crown Plaza and Royal Crest. With the building site redrawn to minimize impact on wetlands, there are still some areas that fall within the 75' wetland buffer and two areas where the road will cross the wetlands. Following lengthy discussion, Vice-chair Pouliot made the motion, seconded by Selectman Giordano, to approve a conditional permit for the encroaching on wetlands as shown on maps provided, subject to the Planning Board's approval, for Crown Plaza located on Map 4-242. Motion passed.

Vice-chair Pouliot made the motion, seconded by Selectman Inman, to approve a conditional permit for the encroaching on wetlands as shown on maps provided, subject to the Planning Board's approval, for Royal Crest located on Map 4-207 and referenced in Steve's request as items numbers two and three. Motion passed. Selectman Giordano abstained.

IV. Action/Signature File

The Board of Selectmen reviewed a letter from Chief Parsons regarding the purchasing of van for the ACO and requesting approval of this purchase. Selectman Giordano stated he thought we were going to move the ACO duties to a part-time police officer along with Code Enforcement. He stated we could outfit the PD pick-up and provide shots and necessary training to the officers. Vice-chair Pouliot stated he was not sure we could purchase a replacement vehicle for a previously donated vehicle. Both Chairman O'Neil and Vice-chair Pouliot stated the Police Department did not want to take over the duties of the ACO and Selectman Giordano stated that if the Selectmen decided the PD was to take this over then the PD would take it over. Patty was asked to contact DRA for procedures on doing this and if this was allowed through the normal budgetary process.

Vice-chair Pouliot made the motion, seconded by Selectman Giordano, to authorize Chairman O'Neil to sign the Unemployment Insurance Power of Attorney. Motion passed. Vice-chair Pouliot noted that for the future, the Board could have the Selectmen's Assistant signature authorized to complete these documents.

Selectman Giordano made the motion, seconded by Selectman Inman, to authorize Chairman O'Neil to sign the 2011 Mosquito permit for Dragon Mosquito. Motion passed.

V. Minutes

The minutes of December 13, 2010 were reviewed. **Selectman Ethridge made the motion, seconded by Selectman Inman, to approve the Minutes of December 13, 2010,** as written. Motion passes.

VI. Other Business

Chairman O'Neil offered the suggestion of using Waste Management totes for recycling. He asked for a Board consensus on writing a Warrant Article asking the residents if they would support the use of totes for recycling. Board concurred.

Chairman O'Neil asked the Board to consider paying a two hour time minimum for the camera operator for filming meetings. He stated that oftentimes the camera operator would show up and due to lack of a quorum, the meeting would be cancelled and she would not receive any compensation. Discussion followed and Vice-chair Pouliot stated he would support a one hour minimum. He said the fire department was paid a one hour minimum when showing up for calls. **The Board compromised on paying the camera operator a 1.5 hour minimum. Chairman O'Neil made the motion, seconded by Selectman Giordano, to pay the camera operator a 1.5 hour minimum for each meeting that was taped.** Motion passes. Vice-chair Pouliot voted no.

VII. Budget

- Recreation

Following discussion on the current Senior dinner expenses and a continued Danville Days / Olde Home Days yearly celebration, **Selectman Giordano made the motion, seconded by Selectman Ethridge, to approve the recreation budget in the amount of \$12,400.** Motion passes. \$2,400 will go into the Senior Activities budget, \$10,000 into rec-840.

Vice-chair Pouliot suggested the Selectmen put \$10,000 into the operating budget for the yearly celebration. He said it would not be part of the default budget. **Selectman Giordano made the motion, seconded by Selectman Inman, to approve the Selectmen's final budget in the amount of \$2,571,849.** Motion passed. This is a 4.2% increase over the 2010; 1.2% if the \$75,000 cost for paving Sandown Road is removed.

VIII. Announcements

Committee/Commission Positions open:

- Heritage Commission: 1 two-year opening; 2 three-year openings
- Recreation: 2 openings
- Planning Board: 1 opening, 2 alternates
- Budget Committee: 1 opening
- Website: 1 opening

At 10:08 pm Selectman Ethridge moved, seconded by Selectman Inman, **a motion to adjourn.** The motion passed.

Respectfully submitted,

Patricia Shogren
Selectmen's Administrative Assistant