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Town of Danville
Board of Selectmen
Minutes
November 14, 2011
7:00 PM

Selectmen Present: Shawn O'Neil – Chairman, Chris Giordano-Vice Chairman, Annemarie Inman, Russ Harding, Judi Cogswell

Others Present: Patricia Shogren – Selectmen's Administrator, Kimberly Burnham – Tax Collector

Chairman O'Neil opened the meeting with a moment of silence for the troops who put themselves in harm's way. All stood for the Pledge of Allegiance.

I. Delegate Session - None

II. Budget

Tax Collector: Kimberly Burnham presented the Tax Collector budget.

The Selectmen discussed with Kim the current hours covered and her expectations of the new deputy clerk; Kim has budgeted 15 hours per week for the deputy. Kim discussed the Tax Collector stipend/salary using figures received from MRI in the Preliminary Report for the position that gave a low of \$20.00 to a high of \$26.57 per hour. The final report stated that the surveyed and respondent communities were a combined tax collector and town clerk position so could not be used for a wage rate comparison. No stipend was given in the report for the Tax Collector position. Most elected officials were not outlined in the Salary Matrix for 2012. Selectman Harding discussed the coverage and the slow and busy times of the year with Kim and Kim outlined the billing, lien process, and redemption process and gave an overview of how her time and the deputy time was spent. She asked for an increase equivalent to the median range between the figures noted in the Preliminary Report, \$23.25 per hour, instead of the 2.25% COLA which was equal to \$20.78 per hour. The Selectmen stated that there was no final figure given for the position since there were no comparables in the towns surveyed and the preliminary report figures reflected some combined positions, no figures reflecting stand-alone tax collectors. Vice-chair Giordano stated he would support an increase in the stipend with backup documentation. Kim stated she had the information she presented last year from LGC and the Board asked her to get it.

4583.10 Patriotic Purposes \$3518.00: Vice-chair Giordano made the motion, seconded by Selectman Harding, to approve the 4583.10 Patriotic Purposes budget for \$3518.00. Motion passed.

Kim returned to the meeting and the Board reviewed the information from 2010 and felt it did not support Kim's argument. Patty stated she had received the updated 2011 Wage and Salary info from LGC and she would forward it to the Board and Kim. The Selectmen used the 2011 Tax Collector salary and increased it by the 2.25% COLA for the budget.

4150.4 Tax Collector \$44,099: Vice-chair Giordano made the motion, seconded by Selectman Harding, to approve the 4150.4 Tax Collector budget for \$44,099. Motion passed.

III. Minutes/Signature File

Vice-chair Giordano made the motion, seconded by Selectman Harding, to approve the November 2, 2011 Non-public Minutes as written. Motion passed. Selectman Cogswell abstained.

Vice-chair Giordano made the motion, seconded by Selectman Harding, to approve the November 7, 2011 Non-public Minutes as amended. Motion passed.

Selectman Harding made the motion, seconded by Selectman Cogswell, to approve the November 5, 2011 Joint Site Walk Minutes as written. Motion passed. Selectman Inman and Vice-chair Giordano abstained.

Patty was asked to look into the DOT letter received for signature, confirming the Bridge work was completed. The Selectmen reviewed the Plow Contract and Patty was asked to have it detailed when the contractor went on the clock – phone call or yard arrival, confirm the 1 million / 3 million dollar insurance coverage, obtain the vehicle registration of the equipment used, and add verbiage to require all drivers be licensed for the applicable vehicle.

Patty was asked to forward the Fire Arm ordinance to Town Counsel for review. Patty was asked to talk with LGC about the insurance coverage for the Town for IT events.

IV. Old Business – none

Selectmen reviewed the IT Bid proposal and confirmed the due date for the bid, December 5, 2011. Patty was instructed to move forward with the bid process.

V. New Business – none

At 8:55 PM Selectman Harding made the motion, seconded by Selectman Inman, to adjourn. Motion passed.

Respectfully submitted,

Patricia Shogren
Selectmen's Admin