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Town of Danville
Board of Selectmen
Minutes
December 5, 2011
7:00 PM

Selectmen Present: Chris Giordano-Vice Chairman, Annemarie Inman, Russ Harding, Judi Cogswell

Others Present: Patricia Shogren – Selectmen’s Administrator, Thomas Roy – Spaulding Hill Networks, Leon Buzzell - Facilities

Vice-chair Giordano 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. Information Technologies RFP

Vice-chair Giordano announced that the bids would be opened but no decision would be made tonight. He stated that an analysis needed to be done to compare services and costs.

Adel-XT Computer:

Option 1 - \$792.00/mo

Option 2 - \$917.00/mo

Option 3 – cost to be negotiated

RMON Networks:

Fixed monthly cost \$1310.00

Spaulding Hill Networks:

2012 \$15,000: \$1250.00/mo

2013 \$16050: \$1337.50/mo

2014 \$17,175: \$1431.25/mo

- III. Budget

Facilities: Leon Buzzell, Facilities Manager

Leon updated the Board on a class he attended for LED lighting and stated he was planning on having Unutil perform a review of the Town buildings after the first of the year.

In discussing optional tasks to be performed, Leon had \$5,700 budgeted to replace the first floor windows in the Town Hall. Patty stated that an energy audit had been done and should be reviewed and tasks prioritized before it was decided to replace windows. The Board agreed. Leon stated he would go through the audit and get back with the Board.

Leon budgeted for a replacement front door at the Safety complex. The Board asked him to discuss the door material with PD and FD before purchasing.

4194.10 Town Building Maintenance: \$60,513 Selectman Inman made the motion, seconded by Selectman Harding, to approve the 4194.10 Town Building Maintenance budget for \$60,513. Motion passed.

Required annual items approved included Air-vac filters (FD), Pressure washing Safety Complex and Town Hall, Fire Extinguisher Inspection, basement test pumps, snow blower maintenance, furnace cleaning and inspection, drain tanks pumped - \$7068.00. Optional items approved included PD cooling unit, Safety Complex

entrance door, painting interior of second floor windows at Town Hall – Total \$4427.00. Contingency funds were raised to \$6000.00.

4316.10 Street Lighting: \$5,000 Selectman Harding made the motion, seconded by Selectman Cogswell, to approve the 4316.10 Street Lighting budget for \$5,000. Motion passed.

4520.60 Maintenance of Recreational Facilities: \$5,000 Selectman Harding made the motion, seconded by Selectman Inman, to approve the 4520.60 Maintenance of Recreational Facilities budget for \$5,000. Motion passed.

4520.20 Parks Maintenance: \$23,659 Selectman Harding made the motion, seconded by Selectman Cogswell, to approve the 4520.60 Park Maintenance budget for \$23,659. Motion passed.

4241.20 Building Inspector: Selectman Harding made the motion, seconded by Selectman Inman, to approve the addition of an Assistant Building Inspector position and increase the building inspector budget to \$6,200. Motion passed. Patty stated she would create line item bi-391 in the 2012 budget. Patty stated she had contacted Karen Snow regarding a revolving fund and that she had forwarded the answers to the Board and it was left that Chairman O'Neil and Karen would discuss.

4140.20 Elections: \$18,461 Selectman Harding made the motion, seconded by Selectman Inman, to approve the 4140.20 Elections budget for \$18,461. Motion passed. Janitor salary was corrected to include five election events in place of the original four events budgeted and the moderator salary was finalized at \$200 per election event.

IV. Old Business

Selectmen reviewed the DOT letter for the Route 111 ROW. Selectman Harding made the motion, seconded by Selectman Inman, to authorize Vice-chair Giordano to sign the letter on the Board's behalf. Motion passed.

V. Minutes/Signature File

Fire Department yearly wage warrant was signed. Selectman Inman made the motion, seconded by Selectman Cogswell, to authorize Vice-chair Giordano to sign the NHLGC 2012 insurance rates on the Board's behalf. Motion passed.

Selectman Harding made the motion, seconded by Selectman Inman, to approve the November 21, 2011 Minutes as amended. Motion passed.

Selectman Harding made the motion, seconded by Selectman Inman, to approve the November 28, 2011 Minutes as amended. Motion passed.

VI. New Business – none

Selectman Inman read the announcements.

At 8:40 PM Selectman Harding made the motion, seconded by Selectman Inman, to adjourn. Motion passed.

Respectfully submitted,

Patricia Shogren
Selectmen's Admin