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Town of Danville  
Board of Selectmen  
July 5, 2017  
7:00pm

Selectmen Present: Chairman Shawn O'Neil, Vice-Chair Judi Cogswell, Sheila Johannesen, David Knight, Scott Borucki

Others present: Janet Denison – Land Use/Assessing Admin, Walter and Donna Shackley, Maureen Francis

Video-Recorded

Chairman O'Neil 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**

Stacie O'Connor spoke to the BOS regarding more graffiti that was found in the Snack Shack, this time on the window sill(s). The graffiti to be done by the baseball league's scorekeepers and it was suggested that Recreation meet with that group and get this issue resolved. Stacie said she would take care of sanding and painting the sill(s) and Borucki suggested painting the sills black.

Richard Moussa stated he would like to file a formal complaint with the town for issues dating back to December. He stated his retainer held by the Planning Board had not been returned, he paid for new trash toters for a new property (his neighbor did not), and he believed prospective buyers, realtors, and buyers' brokers were mislead about the property when calling the town hall for information on the status of the build. A brief discussion followed and Mr. Moussa was asked to put this complaint in writing because it dealt with an employee(s) and needed to be addressed by the Board. Mr. Moussa stated he would send this to the BOS within a week.

**II. Signature file / Minutes**

Selectmen signed payroll and vendor Warrant 2017-14, the 2017-Library #14 Warrant, 2017- FD #7 Warrant, the yearly state forest docs, and a veteran credit. Chairman O'Neil stated he had discussed the Trinity Ambulance contract with the Fire Chief and the updated contract was initiated by the area Fire Chiefs. Knight made the motion, seconded by Johannesen, for the Chair to sign the Trinity Ambulance contract; motion passed.

Chairman O'Neil noted that the July school payment was \$1,600,000.00.

**III. Old / New Business**

Cogswell brought the Police Chief's request for a new speaker system to the Board and the request for the purchase to be paid from the Cable Fund. Cogswell made the motion, seconded by Knight, for Chief Parsons to purchase the speakers for approximately \$600.00 and for the monies to be refunded by the Cable fund to the general fund following the purchase; motion passed.

Knight made the motion, seconded by Johannesen, to accept the policy 3-7 Credit Card as written; motion passed.

Knight made the motion, seconded by Johannesen, to accept the policy 5-1 Hiring as written; motion passed.

Knight made the motion, seconded by Johannesen, to accept the policy 3-6 Purchase-Bid as written; motion passed.

Knight made the motion, seconded by Johannesen, to accept the policy 3-4 Fixed Assets as written; motion passed.

It was noted that the Code of Conduct policy was still under review by Patty.

As a follow up to the Master Plan updating and the inclusion of making the existing town hall ADA compliant, Borucki stated that Janet had forwarded him the studies that had been done in 1985 and 2003 and even in those studies, the cost for updating in 2003 was up to \$560,000, the equivalent of \$255 a square foot (2200 square feet). It was the consensus that there is no intention of using the second floor of the town hall. Knight made the motion, seconded by Johannesen, to authorize Janet to amend the master plan for the BOS and submit this to the Planning Board.

Knight noted he had attended the first BudCom meeting and wanted to confirm what information the BOS provided to BudCom as guidelines. O'Neil stated that we provide the COLA to the departments and BudCom and that all departments bring their budgets to the Selectmen, all starting with a zero-based budget that is 'built' to support the coming year's needs.

Borucki stated he had concerns regarding the communication between the town admins and the BOS. He noted that he disagreed with Johannesen's comment that informational email to the BOS from the office was considered to be a quorum. O'Neil noted that because of this and the request to add emails to the minutes, the Admins were now hesitant to email anything out to the BOS and were limiting their communication to just the chair and vice-chair, relying on them to forward as needed.

Knight suggested that all BOS members be blind-cc'd on each email and Borucki stated that the BOS members can refrain from selecting "reply to all" if they have a comment or reply to an admin.

Knight made the motion, seconded by Johannesen, to approve the June 19, 2017 minutes as presented; motion passed. In regard to a previous meeting's Non-public session, Janet stated that there had been no response to the offer made and that she will inform the Tax Collector.

Knight made the motion, seconded by Johannesen, to adjourn at 8:07pm; **motion passed.**

Respectfully submitted,

Patricia Shogren, Town Administrator