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Town of Danville
Board of Selectmen
October 23, 2017
7:00pm

Video-Recorded

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

Others present: Stacie O'Connor, Kathy Beattie, Katie Husson, John Russo, Nola Whitman – Recreation Committee, MJ Conlon, Mike Conlon, John Hughes – Fire Ward, Fire Chief Steve Woitkun, Elaine Litcofsky, Linda Goodell, Maureen Francis

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 - none

II. Budget

Stacie O'Connor presented the Recreation budget which included an additional bus trip for seniors, Music Night at the Goldthwaite Bandstand to name a few, and eliminated the Senior Spring Luncheon. Johannesen questioned the \$5000 budget for Old Home Days because of the \$3000 donated to OHD by Casella. It was explained to Johannesen a few times that the \$5000 needed to be reflected in the town's appropriations for the budget and the \$3000 offset this cost in the revenue at the time the budget is done (appropriations less revenue). Ultimately, only the \$2000 is raised in taxes through the budget. Cogswell made the motion, seconded by Borucki, to approve the **4589.1 Recreation budget for \$14,950**; motion passed.

Fire Ward John Hughes and Fire Chief Steve Woitkun presented the Fire Department budget. The Fire Department had few changes, level-funding most of the budget to reflect only a 1.4% increase that included the approved COLA increase for employees. Cogswell made the motion, seconded by Johannesen, to approve the **4220.1 Fire Department budget for \$330,045**; motion passed.

I. Signature File / Minutes

Selectmen signed the 2017-21 Vendor and payroll warrants, the 2017-21 Library Payroll warrant, two veteran credits, and three abatements. Cogswell made the motion; seconded by Johannesen, to authorize the Chair to sign the 2018 Billing rates for HealthTrust for Health, Dental, Life, and Short-term/Long-term disability; motion passed.

Cogswell made the motion, seconded by Johannesen, to approve the October 16, 2017 minutes as amended; motion passed.

Cogswell made the motion, seconded by Johannesen, to approve the October 9, 2017 non-public minutes as written; motion passed.

II. Old / New Business

Patty presented the three price proposals to replace the roof on the Safety Complex. O'Neil noted that although it would last longer, a metal roof was not recommended due to snow that could jeopardize the vehicles in the parking lot and the number of people who walk along the buildings. Johannesen asked if the work had gone out to bid and read an excerpt from the bid policy stating that:

Purchases having an estimated cost in excess of \$10,000 shall be put to the competitive bid process pursuant to the competitive procurement guidelines established in these policies under Competitive bid process., noting the selectmen signed the bid policy.

Patty stated the prices were gathered last year for budget, the roof replacement was budgeted, and these prices reflected any cost increases to perform the work now. Patty asked Sheila to read the exceptions listed in the bid policy that allowed the selectmen to fore go that step and assign the work without going out to bid. Exception noted by Patty was:

Emergency purchases when:

- a. Human life, health or town property is in jeopardy.
- b. Repairs of equipment involve hidden dangers.
- c. Repairs are immediately needed for equipment where delay would lead to higher expense.

Patty noted that it was a 30-year old roof, and this needed to be done prior to the winter. Borucki agreed stating that work should be done prior to winter before damage is done and the costs increase to the tax payer.

Selectmen reviewed the remaining two prices along with Chief Woitkun's recommendation and selected Lane Roofing. Borucki noted Lane did good work, had done his roof, and he would personally recommend Lane. O'Neil made the motion, seconded by Borucki, to select Lane Roofing to replace the Safety Complex roof for \$21,000; motion passed 3-1. Johannesen voted no giving the reason that the work did not go out to bid.

At 7:52pm Cogswell made the motion, seconded by Johannesen to adjourn; motion passed.

Respectfully submitted,

Patricia Shogren, Town Administrator