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Town of Danville
Board of Selectmen
Minutes
September 10, 2013
7:00pm

Selectmen Present: Shawn O'Neil, Chris Giordano, Annemarie Inman, Michelle Cooper

Others Present: Patricia Shogren-Selectmen's Administrator, Fred Smith-Assessor, Jim Daley-Building Inspector

Attendees observed a moment of silence for our troops who put themselves in harm's way. All stood for the Pledge of Allegiance.

I. Delegate Session

None

II. Fred Smith - Assessor

Fred updated the Board on the work he and Janet had been doing to track non-permitted accessory living and apartments. Their research began with the "in-law" spaces and he stated there were about seven or eight known units. Fred stated he was changing the tax cards with permitted accessory living units to state "extended family accessory living unit" as it is defined in our zoning. He and Vice-chair Giordano noted that Article IV A4 of our Zoning Ordinance stated that these units must be permitted and recorded at the Rockingham County of Deeds and these units do not transfer with the sale of the property. A new owner would need to apply for the permit and have the new deed reflect the extended family member(s) living in the accessory unit.

Fred noted the process was in place but that it had not been enforced. He suggested that once these units are identified and confirmed, the office will send out audit letters as they do for Elderly Exemptions and Veteran Credits. He also suggested that a letter be sent out now and include the zoning ordinance and remind current owners of this to avoid perpetuating the issue in the future.

The Board discussed with Jim Daley and Fred how previous assessors would change a card without BOS knowledge and/or approval. Jim stated that these changes on a tax card make it difficult to enforce non-conforming uses and non-permitted changes. Fred stated that assessors reflect on a tax card what exists but he is working with the Board and the new processes in place to eliminate this confusion. He stated he and Janet were continually working on this and it was stated that Janet would provide Jim with the spreadsheet they have developed.

The Board discussed creating a policy to outline a process to be performed for extended family accessory living units.

III. Signature file/Minutes

Vice-chair Giordano made the motion, seconded by Selectman Inman, to authorize Chairman O'Neil to sign the notice from LGC-PLT giving PLT Power of Attorney for our liability insurance; motion passed.

Chairman O'Neil summarized a letter of resignation received from Christopher O'Toole, part-time police officer, who has accepted a position with the State Police. Vice-chair Giordano stated that the Town was sorry to lose officer O'Toole but wished him well in his new endeavor.

The Board reviewed a request from Chief Parsons to purchase a storage shed from police funds. A Board consensus supported the purchase; Patty was asked to review the purchase policy and if warranted, ask Chief Parsons to get three quotes for the size shed he felt would best fit the needs of the Police Department and to forward those quotes to the office.

Vice-chair Giordano made the motion, seconded by Selectman Inman, to approve the August 19, 2013 Minutes as amended; motion passed. Selectman Cooper abstained.

Vice-chair Giordano made the motion, seconded by Selectman Inman, to approve the August 26, 2013 Minutes as amended; motion passed.

Vice-chair Giordano made the motion, seconded by Selectman Inman, to approve the August 26, 2013 non-public as written; motion passed.

Chairman O'Neil shared an email received from Patty Shogren commending Chief Woitkun and the day crew of fire fighters for their help and continued support with the offices and the facilities.

IV. Old Business

Selectmen discussed the invitation to represent the Town at the Eagle Scout Ceremony to recognize Michael Blaché and Noam Hantman to be held on Sunday, October 20, and Selectman Inman volunteered to attend for the Board.

V. New Business

Selectmen discussed the five letters of interest received from:
Haeyoon Jacobus, Joseph Luna, Jr., George Manos, Joshua Horns, Peter Bearse

Patty stated all candidates were registered voters in Danville except Peter Bearse. She stated that per the Town Clerk, Mr. Bearse had no vehicles registered in Danville and was registered to vote in North Hampton, NH. Patty was asked to contact Mr. Bearse and request an affidavit of proof of residency for Danville and if provided, he would be interviewed. Interviews are to be scheduled on Monday, September 16, 2013 beginning at 6:30pm and be held in 15 minute increments. The Board of Selectmen's meeting will begin at 7:30pm, following the interviews.

Chairman O'Neil asked Board members to refer to the Bureau of Labor Statistics for the Consumer Price Index for the Northeast Region included in their packets. He stated the rolling twelve month NE price index was used to determine the cost of living increase and stated it should be 1.6% for the fiscal year 2014. Vice-chair Giordano made the motion, seconded by Selectman Inman, to accept 1.6% as the COLA for 2014. Motion passed. Selectman Cooper abstained. Patty was asked to update the Salary Matrix to reflect this increase.

Chairman O'Neil updated the Board on Patty's work with the 2011 LGC disbursement as well as the newly received 2010 disbursement.

Patty updated the Board on the Emergency Management Performance Grant (EMPG) for work performed in 2012 – 2013 at the Community Center. The Department of Safety will match funds already spent, approximately \$60,000, to continue improvements at the Community Center.

At 9:15pm Vice-chair Giordano made the motion, seconded by Selectman Inman, to adjourn. The motion passed unanimously.

Respectfully submitted,

Patricia Shogren
Selectmen's Administrator

