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Town of Danville  
Board of Selectmen  
Minutes  
September 30, 2013  
7:00pm

Selectmen Present: Chris Giordano, Annemarie Inman, Michelle Cooper, Joshua Horns  
Excused absence: Shawn O'Neil

Others Present: Patricia Shogren-Selectmen's Administrator, Christine Tracy, Mary Stephano, Paul Stephano, Steve Woitkun, John Hughes, Jason Holder, Carsten Springer, David Laplume, Brian Lockard

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

Jason Holder, representing Long Pond Preservation Association (LPPA), stated that the final invoice for 2013 milfoil treatment would be coming shortly. He noted the January 7, 2013 minutes where it was discussed that the State would pay 40% of the invoice, LPPA 30%, and the Town agreed to pay the remaining 30%, approximately \$2,310.00. He stated that by staying on top of the milfoil issue, it looked as though next year may require pulling only, a cost absorbed by the State since the State did the pulling.

Carsten Springer stated that he wanted the Selectmen to consider having the Town Clerk issue boat registrations in Danville. He stated a small percentage of the fee collected for these registrations remains in the Town. Chris Tracy, Town Clerk, stated she has already applied to the State to do this since the State had recently opened this task up to all municipal agents. She will be going to Concord for training and to be certified as a boat agent. Chris responded to Vice-chair Giordano that she would investigate if a percentage of the monies collected for the Town can be earmarked for specific items such as the milfoil treatment.

II. One check/Credit Card Procedure – Chris Tracy

Chris stated she had received State approval from the State to participate in the one check/credit card program and she would be issued a free machine and a second machine for \$80.00 to enable Danville to be able to accept credit cards and also begin the one check process, eliminating the need for residents to write two checks: one to Danville and one to the State MV. Chris stated she is working toward a November 1, 2013 state date. She stated all costs incurred for using a credit card were the responsibility of the card holder, not the Town, and \$1.50 courtesy fee and any percentage cost for the transaction would be available up-front to the payee, prior to using a card, so if any felt the cost was too much they could opt to write a check or pay cash, instead. She stated it was very similar to the tax kiosk that the Town had in place for the payment of taxes.

Chris stated she will need to set up access with TD Bank ETreasury with Patty and would need to receive a token for transferring the State fund from our account each morning to the State. She stated both she and the Deputy would work from the token. Selectman Inman made the motion, seconded by Selectman Cooper, to authorize TD Bank ETreasury to set up access for the Town Clerk and Deputy Town Clerk and to issue a token for the task of transferring funds to the State. The motion passed unanimously. Patty stated that Chris would balance with her each morning after transferring funds.

III. State Fire Marshall response to Danville re HB 278 – Fire Chief Steve Woitkun

Chief Woitkun stated that he kept hearing from people that HB 278 made our Town Fire Protection Ordinance no longer applicable. Because of this, Chief contacted the Fire Marshall's office to get clarification. Vice-chair Giordano read the Fire Marshall's letter (attached to these minutes). It was clarified that HB 109 and HB 278 nullifies the sprinkler requirement but not alternative fire suppression requirements and Chief noted that people keep referring to our Fire Protection Ordinance as a sprinkler ordinance and do not realize that if sprinklers are not installed, they are required to have a 30,000 gallon cistern or a Fire Ward approved hybrid system installed. Sprinklers are a more cost effective alternative to a cistern or hybrid system. Patty was asked to forward the Marshall's letter to Peter Loughlin.

#### IV. Budget

**4411.10 Health Officer \$757.00:** *Selectman Cooper made the motion, seconded by Selectman Inman, to approve the 4411.10 Health Officer budget for \$757.00; motion passed unanimously. Rate includes the 1.6% COLA.*

**4411.20 Health Laboratory \$120.00:** *Selectman Inman made the motion, seconded by Selectman Cooper, to approve the 4411.20 Health Laboratory budget for \$120.00; motion passed unanimously.*

**4411.30 Health Mosquito Control \$26,650.00:** *Selectman Inman made the motion, seconded by Selectman Cooper, to approve the 4411.30 Health Mosquito Control budget for \$26,650.00; motion passed unanimously.*

Selectmen reviewed the Melanson Heath & Company contract for 2014. *Selectman Inman made the motion, seconded by Selectman Cooper, to authorize Vice-chair Giordano to sign the Melanson Heath contract; motion passed.* The cost was level-funded.

Selectman reviewed the Automation Plus contract for 2014 noting that the estimated cost was reduced due to the reduction of monthly hours needed to review and balance the Town accounts. *Selectman Inman made the motion, seconded by Selectman Horns, to authorize Vice-chair Giordano to sign the Automation Plus contract for \$4560.00; motion passed.*

**4150.20 Auditing Contract \$20,475.00:** *Selectman Inman made the motion, seconded by Selectman Cooper, to approve the Auditing Contract budget for \$20,475.00; motion passed unanimously.*

**4153.1 Legal Department \$50,700.00:** Patty noted that invoices for legal have not been received for August and September and the budget recommendation was to level-fund the legal budget. Selectman Inman asked to postpone this budget until the billing was received and we had a better picture of potential legal costs for 2014.

There is no Bonded Debt or Bonded Debt Interest for 2014.

**4723 TAN Interest \$1500.00:** *Selectman Inman made the motion, seconded by Selectman Horns, to approve the 4723 TAN Interest budget for \$1500.00; motion passed unanimously.*

**4319.4 Dam Dues & Memberships \$134.00:** *Selectman Inman made the motion, seconded by Selectman Cooper, to approve the 4319.4 Dam Dues budget for \$134.00; motion passed unanimously.*

#### V. Signature file/Minutes

Selectmen reviewed the B&H Oil Co contract and wanted clarification as to what 'cost' was when the contract referred to price of fuel being "cost plus \$0.20." Selectman Inman stated she had those explanations and would get back to the Board with this documentation.

Selectman signed Payroll and Vendor Warrants #21 totaling \$898,449.19. Included is the school payment for October of \$814,000.00.

*Selectman Inman made the motion, seconded by Selectman Cooper to appoint Aaron Auslander to the Recreation Committee; motion passed unanimously.*

Selectmen accepted Planning Board's appointment of Haeyoon Jacobus and signed the appointment slip to Planning Board.

Selectmen signed the appointment of George Manos to RPC to replace Phil Emilio. His appointment was voted on two weeks ago.

*Selectman Cooper made the motion, seconded by Selectman Horns, to accept the September 16, 2013 minutes as amended; motion passed unanimously.*

VI. Old/New Business

Selectmen reviewed the RFQ for Assessing Services distributed by Selectman Cooper and pointed out some items that Danville did not currently have performed. Vice-chair Giordano stated the RFQ should mirror the existing services. Patty made a copy of the existing scope of services and gave that to Selectman Cooper to compare with the RFQ she was working on.

Selectmen reviewed and edited the Haverhill Bank letter of credit for the Hoyt reclamation project. Patty stated the dates and any permit extensions will be tracked using the Bond spreadsheet that was distributed to the BOS and Treasurer when any changes are made to it.

At 8:57pm Selectman Inman made the motion, seconded by Selectman Horns, to adjourn. The motion passed unanimously.

Respectfully submitted,

Patricia Shogren  
Selectmen's Administrator