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Town of Danville  
Board of Selectmen  
October 13, 2014  
7:00 pm

Selectmen Present: Shawn O'Neil-Chairman, Vice-Chair Chris Giordano, Annemarie Inman, Michelle Cooper, Kimberly Farah

Others present: Maryann DiStephano, Frances Skinner, Rob Collins, Bruce Caillouette, Beth Caillouette, David Caillouette, Christiann Caillouette, Carol Baird, Kimberly Burnham, Betsy Sanders, Carsten Springer, Allan Hess, Steve Woitkun, Chip Current, Jason Holder

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

Rob Collins, Danville School Board representative, addressed the Board with concerns he had regarding comments made at a previous Selectmen's meeting regarding the Timberlane's Capital Improvement Plan (CIP). He stated the last plan was completed in 2009 and that a copy of the plan was given to the Danville Board of Selectmen and should be in the office. He gave the Board another copy of the plan and stated that the school was working to update this plan and hoped to have it completed by June 2015. He gave the Board a letter from the Timberlane Regional School Board dated October 2, 2014, which invites Danville participation in the committee being formed to work on the CIP. Selectman Cooper apologized for any false statements and/or accusations the Board may have made regarding the prior CIP and it was clarified that a school CIP was generally updated by the timeline for projects set forth in the CIP expired; minimum of every six years.

II. Budget

Christiann Caillouette presented the Forestry budget as level-funded. Christiann brought the Board up to date on the activity taking place in construction of the permanent crossings in the Town Forest.

**4619.10 Forestry - \$5050.00:** *Vice-chair Giordano made the motion, seconded by Selectman Inman, to approve the Forestry budget for \$5050.00.*

**4199.10 Heritage - \$2000.00:** *Vice-chair Giordano made the motion, seconded by Selectman Inman, to approve the 4199.10 Heritage budget for \$2000.00; motion passed.* The budget reflected a COLA increase for the recording secretary and a small increase for project expenses.

**4150.4 Tax Collector - \$49,085.00 (level-funded):** *Selectman Cooper made the motion, seconded by Selectman Farah, to approve the 4150.4 Tax Collector budget for \$49,085.00; motion passed.* Kim reviewed her budget with the Board stating that only 10 hours a week were needed for scheduling the deputy and an increase for the pay rate for the tax collector was reflected. Vice-chair Giordano stated that an increase for the tax collector had to be done on its own merit and not supported by a cut in the budget elsewhere. He stated that Kim has done an excellent job as tax collector and bringing all accounts up to date and he would support an increase. He stated that he has watched the work that is done and that Kim is organized and on top of things. Chairman O'Neil asked if the deputy could step in for Kim during a prolonged absence and Kim stated there were resources such as the tax collector's association and Avitar that were available to answer any questions the deputy may have. Chairman O'Neil stated that Patty (Selectmen's office) had created a workbook of the tasks performed in that office that would allow a selectman to sit down with the manual and do payroll. Kim stated the deputy could do everything that was required.

**4316.1 Street Lighting - \$8500.00:** Vice-chair Giordano stated that he believed a 13% increase was expected in Until rates and asked if that increase was included in the budget; it was not. The increase in the budget reflected the

addition of the Snack Shack and Day Field to the Town's costs. Chairman O'Neil suggested that an inventory of all the lights in town needed to be done and a review of type of lighting to ensure energy efficiency and the Board agreed. The Board discussed changing the servicing as was earlier discussed and Chairman O'Neil stated that the rate the Board received from ENH Power was good but that with an update was higher than originally quoted. Selectman Inman stated that she had changed servicing and that her rate was always 4-6 cents less than Unitol. It was decided to postpone this budget while further research was done.

### III. Old / New Business

MS4 – Illicit Discharge: Carsten Springer, Conservation Chair, distributed the draft of the Illicit Discharge worked on by the Conservation Commission. Selectman Farah asked if Beth Caillouette – Stormwater representative – had been contacted. Carsten responded that the draft had been emailed to everyone involved. Vice-chair brought up the issue of enforcement and Bruce questioned the notification process for the reporting of a spill. Carsten noted the original document had too many people listed to notify and he suggested one point of contact, Fire Chief Steve Woitkun, who would determine whether the discharge was illicit or hazardous and notify the appropriate departments/people. Bruce asked that he be notified for any and all spills. After a few minor revisions, Patty was instructed to make the corrections and forward the document to Town Counsel. Allan Hess suggested that Carsten work directly with Town Counsel for any discussion that may be needed and the Board agreed.

Chairman O'Neil read the announcements.

*Minutes:* Vice-chair Giordano made the motion, seconded by Selectman Farah, to approve the October 6, 2014 as amended; motion passed.

*Impact fee distribution for school:* Patty distributed the Impact Fee spreadsheet for determination on the amount of funds to be applied to the school to offset the Town's tax rate. It was determined that all funds collection through 2013 and some of 2014 collected fees be applied to the tax rate. The total applied is \$54,702.71. Patty was instructed to write the warrant to the treasurer for the funds and have ready for the signature file next week.

Town Treasurer, Betsy Sanders, spoke to the necessity of having different accounts for future impact fee collection if the town were to adopt impact fees for public safety. She stated that if the monies were not used in the six-year period, they would have to be returned with the interest earned to each individual. She also stated there would need to be another layer of accounting.

*The Board discussed the Cy Pres* petition and stated that determination of the interest amount and principal amount needed to be determined to determine what stipulations would need to be made in order to create a contingency plan in the case of an emergency that needed to tap into the principal. Selectman Farah asked if other trust accounts had contingency plans and it was unknown. The draft is still with Town Counsel and will be forwarded to Terry Knowles for input.

*91-A request – Betsy Sanders:* Chairman O'Neil read the 91-A request dated October 7, 2014 requesting information regarding an approved COLA by the Selectman on August 2, 2014 (copy of request attached). The Board determined there was no meeting on August 2, 2014 of the Board so it was determined they were unable to fulfill the request. Patty was instructed to contact Betsy with this information.

### IV. Signature File

The Board signed the payroll and vendor Warrant 2014-21 for a total of \$71,168.86. Selectman signed a request for a pro-rated assessment per Assessor Fred Smith's recommendation. Fred also recommended Assessing Board selections in the upcoming elections and Vice-chair Giordano made the motion, seconded by Selectman Farah, to support the candidates suggested by Fred and asked Patty to get these to Fred.

Selectman postponed the discussion and signing of the Mayberry contract until all had a chance to read the contract. Selectman signed the voting day and time posting for the Town Clerk: November 4, 2014 from 8:00AM – 8:00PM.

Selectmen discussed an Intent to Cut from PSNH with a start date of the next day, October 14, 2014. The Board confirmed the bond had not been received for this work and noted that the two job numbers had changed so they could not determine which area this intent covered. Selectman did not sign the Intent to Cut.

Selectmen reviewed a request from Police Chief Wade Parsons to move forward with East Coast Security for the installation and maintenance of the CCTV system approved in the 2014 budget. Vice-chair Giordano made the motion, seconded by Selectman Inman, to authorize Chairman O'Neil to sign the contract. Patty was asked to have the signature page updated to reflect the Board of Selectmen signature instead of the Chief of Police signature and let Chairman O'Neil know when it was ready for him to sign.

Vice-chair Giordano stated that Barry Hantman, Moderator, has requested a Saturday, February 7, 2015 Deliberative Session date. Patty stated this was the last day Deliberative could be held and asked how the town would handle a snow date, if needed. Vice-chair Giordano stated he would speak with Barry to determine why this date was selected and Patty was asked to put this on the Agenda for next week.

Selectman Farah stated she contacted the Municipal Association about the target shooting in the Town Forest and was told that signs could be posted to deter shooting, other than hunting. Vice-chair asked what the signs would say. A warrant article was discussed and Vice-chair Giordano asked how, if passed, this would be enforced. Chairman O'Neil stated it was an enforcement issue and that a police presence was needed. Patty stated she would send out the Warrant Article draft and Peter's comments from two to three years ago when this was last discussed.

Chairman O'Neil asked Selectman Farah if she was interested in representing Danville on the CIP committee and she responded she did not feel she had enough experience to work on the CIP and Vice-chair Giordano stated he had a lot on his plate this winter and would be unable to participate. Patty was asked to send the School Board letter to Barry Hantman, Planning Board Chair, and ask if anyone from Planning Board was interested in servicing on the committee.

Vice-chair Giordano stated that James from BlueSky Towers met with the Planning Board and it was determined that a very simple change to the existing zoning was all that was needed since the proposed cell tower would located in a strategic location to provide better service in the overlap. Zoning would need to be changed to be more flexible due to cell tower placement (currently only allowed in light industrial/commercial zoned areas). He stated Planning Board would address the zoning changes needed and stated James had given the Board some draft language for longer lease period agreements.

Vice-chair Giordano stated that he had contacted some of the references noted in the Banking RFP and stated he spoke with the Hampstead Treasurer who has been in the position for 30 years. The Treasurer stated he uses both TDBank and People's Bank for Hampstead's banking. He noted both banks keep their pencils sharp and all the fees are negotiable. He also noted that TDBank's fees are much lower in the proposal than they currently are charging the Town. He noted our own treasurer should be following the Hampstead Treasurer's example.

At 9:50pm Selectman Inman made the motion, seconded by Selectman Cooper, to adjourn; motion passed.

Respectfully submitted,

Patricia Shogren  
Selectmen's Administrator