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Town of Danville
Board of Selectmen
February 3, 2015
7:00 pm

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

Others present: Bruce Caillouette, Beth Caillouette, Mary Ann DiStefano, Sheila Johannesen, Carsten Springer, Steve Woitkun, Laurie Poshpeck, Tom Billbrough, Jeff Steenson

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

Carsten Springer updated the Board on the Rockingham Planning Commission's (RPC) metro district travel plan that had 2.75 million dollars budgeted for sidewalks in Danville. Carsten stated this project kept getting highlighted and carried over each year and he wondered how the town could get this removed. Vice-chair Giordano stated that the town did not want to remove this item because Planning Board would like to see it move forward for the business district of town to have sidewalks put on one side of the road. Carsten stated the cost, even if federally funded, came from the people by the way of the gas tax and this money should really be used for roads and bridges. Selectman Cooper stated that the money would be used as designated and some community would receive the funds and Danville should take advantage of this along with the other communities that have applied for federal funding; we need to have a plan for the future.

Vice-chair Giordano asked that the discussion related to the deficiencies in the budget committee be postponed until Tom Billbrough arrived; his attendance is expected.

II. CEI – Renewal Contract

Selectman Farah said she reviewed the contract with Beth Caillouette and stated CEI oversaw many things that were required for the town to submit and that the consultant kept Danville up-to-date on EPA changes as well as preparing the required Annual Report each year for submission to the State along with supporting Beth with information and materials for the required outreach and education necessary for residents. Selectman Farah stated she would like to continue to work with Beth on the stormwater projects and she voiced support for signing the contract for 2015. Selectman Farah made the motion, seconded by Vice-chair Giordano, to accept the scope of work outlined in the 2015 CEI contract and to authorize the chair to sign the contract; motion passed and the chair signed the contract.

III. Deficiencies of the Budget Committee

Vice-chair Giordano addressed the failure of the Budget Committee to follow procedures, including posting the budget hearing, holding the budget hearing, and the missed date to submit the budget to the Selectmen. He also stated that when the signed budget was given to the Selectmen on Monday, January 26, 2015, there were only two signatures on the budget. DRA stated that the failure to meet the required timeline had to be addressed at the next Selectmen's meeting with the items stated (a copy of the notarized Selectmen's posting with the warrant is attached). A copy of these minutes must be sent to DRA. Due to the missed deadlines, the Selectmen are governed by RSA to submit the Selectmen's budget on the Warrant.

Following a lengthy discussion, corrective measures included the necessity of communication between committees and the town offices and the office personal will support committees but that they needed to be made aware of, or asked, if support is needed. It was strongly suggested that the Budget Committee utilize the services of a Recording

Secretary or a Committee Clerk to ensure that postings were done and to take the burden of the minute recording off of the Chairman. Vice-chair Giordano also stated that the office emailed out the SB-2 Calendar of Important Dates to each department head and committee and that it was the responsibility of the department head/committee to review this document for due dates and changes and to share this document with their Vice-chair/committee members.

IV. Fire Department Billable Incidents

Chief Steve Woitkun addressed the Board on billable incidents. He stated that in discussions with Patty and with forms he has received from the treasurer, he would be documenting any monies collected and showing the allocation of the deduction of town expenses. Selectman Farah and Cooper agreed this needed to be done and stated that expenses incurred for any billable incident needs to go into the General Fund and the remainder goes to the Rescue Vehicle and Equipment Fund.

V. Old / New Business

Chairman O'Neil stated that the Town needed to have a written policy on how to handle snow days – days declared by a State of Emergency. It was decided that these would be paid time but any additional time taken by employees due such as an inability to drive to work or a delayed opening, would be paid by vacation, sick, or personal time of the employee. The Chairman and/or Vice-Chairman will make the decision to close the town offices.

VI. Signature file / Minutes

Selectman signed Assessing Abatements. Selectmen signed vendor and payroll warrant 2015-3 and the 2015-3 addendum.

Vice-chair Giordano made the motion, seconded by Selectman Inman, to accept the January 20, 2015 minutes as amended; motion passed.

Vice-chair Giordano made the motion, seconded by Selectman Farah, to accept the January 20, 2015 non-public minutes as written; motion passed.

Vice-chair Giordano made the motion, seconded by Selectman Farah, to accept the January 26, 2015 minutes as written; motion passed.

Selectman Farah made the motion, seconded by Vice-chair Giordano, to accept the January 26, 2015 non-public minutes as written; motion passed.

Selectman Farah stated that the school did not have a breakdown capital and non-capital expenditures in their Annual Report. Chairman O'Neil stated that Selectman Farah should talk with George Stokinger, Timberlane Business Manager, to get these questions answered. Selectman Farah stated she would like to have a line item breakdown capital to ensure all of the monies are being allocated appropriately.

Selectman Farah stated that the 1% increase in the school budget for 2015 resulted in a 4-5% increase to Danville.

At 9:27pm Selectman Farah made the motion, seconded by Vice-chair Giordano, to adjourn; motion passed.

Respectfully submitted,

Patricia Shogren
Selectman's Administrator