

**Town of Danbury**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Wednesday, October 18, 2023, 6:00 PM**

**Members present:** Jessica Hatch, Chair, Tracy Shepard, Ruby Hill,

Also present, Karen Padgett, Administrative Assistant

Maggi Fellows, AA trainee

Appointments 6:00 Road Agent Cornell

7:00 Christopher Kelby

Chairperson Hatch opened the meeting at 6:03pm

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Road Agent Cornell made a request to change the winter hours to 6am-2:30 PM 5 days a week starting 10/23/2023. Discussion followed. Jessica made a motion to change the Highway department hours to 6a-2:30p Monday through Friday on a trial basis for the upcoming winter season starting 10/23/2023, Tracy Second the motion, motion passed unanimously.

Road Agent Cornell gave updates to various ongoing projects. He requested the Boards support with an increase in the Part-Time Help Budget Line. He informed Board that the uniform contract is under review. There are several guard rail projects; Eastern District Rd, Frazier Bridge, and North Rd with an estimated cost of \$5000. There is a tree that needs to be removed on Bohannon Rd. Aerial Tree Service quoted \$3000 for the job.

Many street signs have been stolen throughout town .

Beck & Bellucci is working up a quote to do a concrete bridge on Walker Brook Rd.

Finally, Jessica asked that the crew replace the Town Hall mailbox post.

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Jessica made a motion to approve the minutes of 10/4, seconded by Tracy. Motion passed 2-0 with Ruby abstaining as she was absent.

**Consent/Signature Agenda**

- Payroll and accounts payable
- September bank reconciliations
- 2<sup>nd</sup> courtesies notice – Hutchins, 40 Barry Highlands

Jessica motioned to approve the consent agenda, seconded by Ruby. Motion passed 3-0.

**Building /Driveway Permit Applications**

- 44-2023B Gardner 172 Ragged Mt Rd 411-089/24 x30 addition to existing garage/3 bedroom 1& ½ baths/Jessica motioned to approve, seconded by Ruby. Motion passed unanimously.
- 45-2023B Demello 26 Searle Hill Rd 411-067-001/13 x 40 car port for RV Jessica motioned to approve, seconded by Ruby. Motion passed unanimously.
- 46-2023B Green 44 Courtland Dr 201-105/28 module solar array/ Jessica motioned to approve, seconded by Ruby. Motion passed unanimously.
- 47-2023B Swart III 60 Wiggin Rd 411-082-005/live in RV while building home(32-2023B) Jessica motioned to approve, seconded by Ruby. Motion passed unanimously.
- 48-2023B Lambrecht Littlefield Rd 411-071/20X60 2 story garage with frost wall and metal roof/ Jessica motioned to approve, seconded by Tracy. Motion passed unanimously.
- 49-2023B Baris 65 Spa Rd 201-076/23 x 13 screened patio attached to house on slab w/metal roof/also finish garage that was started in 2014 with slab poured(07-2010B)/ Jessica motioned to approve, seconded by Tracy. Motion passed unanimously.
- **Driveway permit application Lambrecht Littlefield Rd – 411-071/ Jessica motioned to approve, seconded by Ruby. Motion passed unanimously.**

### **Old Business**

- The Board is requesting \$4000 from the General Government Building Capital reserve Fund to cover repairs made to the George Gamble Library roof. Ruby motioned to request \$4000 from the General Government Building Capital Reserve Fund, seconded by Tracy. Motion passed unanimously.

### **New Business**

- There is an increase in property & liability, workers compensation & health insurance. The current plan increase is 15.6%. The Board discussed looking at other options. Motion made by Jessica to keep the same health insurance coverage, seconded by Ruby. Motion passed unanimously.

### **Selectmen**

The Board continued the review and revision of the current personnel policy.

Tracy noted that the oil drums at the highway garage should be under cover. He will get a quote for some sort of covering or building cost to do this.

The current Highway Department purchase order requirement was discussed. Currently any purchase over \$500 requires a purchase order signed by a Selectman. Jessica made a motion to increase the amount to \$1000, seconded by Tracy. Motion passed unanimously.

The final version of the financial policy was reviewed, Jessica made a motion to accept the policy as amended, seconded by Ruby. Motion passed unanimously.

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At 7:00 Jessica made a motion to go into nonpublic session per RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

Motion seconded by Ruby and passed unanimously.

At 7:37pm Ruby motioned to return to public session, seconded by Tracy. Motion passed unanimously. Tracy made a motion to make a conditional offer of employment to Christopher Kelby for the Police Chief position. Motion seconded by Jessica and passed 3-0.

### **FYI –**

- Memo sent to Planning Board re amendments needed to the flood plain ordinance to comply with the National Flood Insurance Program regulations.
- Septic operation approval 411-082-005, 406-023
- DRA monitoring report
- Highway dept vacation request

At 9:04pm Jessica motioned to adjourn, seconded by Tracy. Motion carried. Meeting adjourned.

*Respectfully submitted, Maggi Fellows, Administrative Assistant*