

# Town of Danbury

## BOARD OF SELECTMEN MEETING MINUTES

Wednesday March 29, 2023, 6:00 PM

**Members present:** Jessica Hatch, Chair, Tracy Shepard, Ruby Hill  
Also, Karen Padgett, Administrative Assistant

At 6:00pm Jessica Hatch opened the meeting.

Ruby motioned to approve the meeting minutes of 3/15/23 as written, seconded by Jessica. Motion passed 3-0.

### Consent/Signature Agenda

- Payroll and accounts payable
- Gravel tax bill -Clarke 22-111-06-E \$254.54
- Gravel tax bill – Phelps/Phelps and Lane \$1,375.32
- Timber tax bill – Lewis 22-111-05-T 77 Hoyt Brook Rd \$334.95
- Intent to Excavate
  - Phelps 411-080, 416-020, 418-029
  - Phelps & Lane 407-006, 418-015
  - Clarke 418-020
- Veterans' tax credit 412-051
- MS-232 Report of Appropriations Voted
- MS-535 Financial Report of the Budget
- MS-60A Auditor Option and Schedule – Jessica to sign
- Purchase order for Highway Dept previously signed \$1186.80 for tires.

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

### New Business

- Jessica made a motion to request \$55,000 from Highway Equipment Capital Reserve Fund as voted in warrant article 3 for the purchase of a new loader. Motion seconded by Ruby and passed unanimously.
- The Board granted permission to Asplundh to prune trees on town property on High Street.

### Old Business

- The library heating issues have been resolved.
- While the acceptance of Phelps Lane as a town road was on the agenda, the Board has not yet received the road deed from the property owner. This agenda item will be moved to a future date.
- Karen informed the Board about responses received regarding courtesy notices sent to property owners for possible land use violations.
- Jessica made a motion to allow the Fire Department to sell the Department command vehicle at auction with Tyler Richardson. Motion seconded by Ruby and passed 3-0.
- Ruby apprised the Board of the most recent happenings regarding Newfound Area School District issues and more specifically the efforts being made by individual citizens to keep the Danbury Elementary School fifth graders in Town. Private funds have been committed in the amount of \$277,000 to pay for a modular classroom. The cost includes delivery, engineering, and the foundation. It will need to be tied into the existing septic. They are looking to the School District to use existing COVID funds to pay for the electrical and plumbing work.

### Road Agent Cornell

The Road Agent brought up several issues which included a request for dental coverage for full time employees, the need for a town credit card, and a reinstatement of the \$65,000 Road Agent salary that was submitted with his budget. The Board took no action on these items.

### **Treasurer Twila Cook**

Twila met with the Board to talk about the tax anticipation note that is in progress. Once the loan is approved, no money is issued until requested by the Board, similar to a line of credit. There are no application fees.

She suggested sending out a notice to department heads to limit spending to only those items necessary. Also, all present agreed that the current financial policies need to be updated. The last update to the policy was in 2007.

At 7:31, Jessica made a motion to go into nonpublic session per

*RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, inwhich case the request shall be granted.*

Motion was seconded by Ruby. All in favor.

The Board returned to public session at 9pm. During the nonpublic session, employees evaluations were reviewed and new wages set.

At 9:00 Jessica motioned to adjourn, seconded by Ruby. Motion carried. Meeting adjourned.

The next meeting of the Board of Selectmen will be held on Wednesday, April 5, 2023, at 6pm.

*Respectfully submitted, Karen Padgett, Administrative Assistant*