

TOWN OF DANBURY - Board of Selectmen

Regular Meeting Minutes

Wednesday May 18, 2016

Members Present: Jessica Hatch, Chair
Lyn England
James Phelps
Administrative Assist Karen Padgett

Appointments: **Jim and Jay St. Jean Auctioneers** 6:00pm
Diane Frechette, DRA and Cindy Perkins 6:30pm
(Mandatory Meeting)

Checks/Applications/Signatures

- **Payroll and Accounts Payable Manifests** were reviewed and signed
- **April bank reconciliations** were reviewed and signed
- Minutes of 5/4 were reviewed. Jim Phelps made a motion to approve the minutes as written, seconded by Jessica Hatch. Motion carried.
- **Forest Fire pay sheet** for signatures. The fire was in Groton on Sunday 4/24/2016. James Phelps made a motion to approve the forest fire pay sheet, seconded by Lyn England. Motion carried.
- **Timber Warrants**
15-111-04-T O'Connor \$24.00
15-111-11-T Huntoon \$250.21 Jim Phelps made a motion to sign both timber warrants, seconded by Jessica Hatch. Motion passed unanimously.
- **Building Permits**
15-2016B Norton 409-051 Travel Trailer 8'X31' Jim Phelps made a motion to sign the building permit for Norton, seconded by Jessica Hatch. Motion passed unanimously
- **Driveway Permit**
406-190-001 MCCABE Forbes Mountain Rd. The Road Agent has spoken with Mr. McCabe and signed off on the driveway permit onto Forbes Mountain Rd. Jim Phelps made a motion to sign the driveway permit for Mr. McCabe, seconded by Jessica Hatch. Motion passed unanimously.

Old Business:

- **\$9135.00** was received this week for the 1st payment for the logging operation on 408-060. This income will be recorded in a subaccount of 350110 Sale of Town owned property - 350120 2016 Timber Sale
- **Highway Bids** and pricing have been received from Bomor, Green Oak, Cameron Huntoon and Phelps Construction for sand, gravel, loam, etc. The Road Agent has not yet provided a list of the work that needs to be done on the red listed bridges. Karen will ask again for this information.
- The Board will vote at the end of the year before the books close to expend money from the bridge fund.

New Business:

- **Auditor's Report MS 60** for 2015 has been completed and submitted for Selectboard review. Auditor's would like to know who will go over their recommendations(if accepted) with the tax collector, treasurer and administrative assistant. The board will ask the auditors, Andy Phelps and Dennis Phelps to meet with the board to clarify their recommendations.
- Highway Quotes received
Marceau & Sons for paving Frazier bridge edge \$3250.00
Michie for rebuild of Bohonnon Rd Bridge \$97071.00
- **Loan for Fire Truck -**
FSB 3% Fixed/monthly payments/No prepayment penalty/No origination fee/\$350 recording fee/ Approval within 2 weeks
TD Bank will not loan as we are no longer a customer
Lake Sunapee - no information has been received.
- **Merrimack County Conservation District** is looking for a letter of support and interest. They are working on culvert assessment grant with a goal of creating a rated priority list of culverts in need of replacement/ repair that will help get access to funds. Andover is on board. At this time, the Danbury Selectboard is not interested.

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- **George Heaton** has requested a letter of support for the **Friends of the Northern Rail trail** grant application for funding. He provided a letter already written with a stamped addressed envelope. Jim Phelps made a motion to sign the letter of support, seconded by Jessica Hatch. The letter was signed by the board and will be mailed on the next business day.

Visitors/Meetings

Jim and Jay St. Jean from James R St. Jean Auctioneers

The auctioneers presented a proposal, recommendations and references for the auction sale of town owned property. From their experience, absolute auctions offer the best results - where no minimums or reserves are set. A 10 % buyer's premium is paid by the buyer and no fees or expenses are charged to the town. They will take care of all advertising, marketing, showing property, marking boundary lines and signing all non-landlocked property prior to the sale, and direct mail of the auction brochure to abutters of properties. All marketing comes to the town for approval before it goes out.

The sale would take place on a Saturday from a central location with a power point presentation. The Town Hall would work well as the place of sale.

Advertising takes place 3 weeks prior to the sale. 4-5 weeks prior to the sale they need a hard list of properties to be sold and a list of abutters. Potential date is the 3rd Saturday in September - 9/17 at 10 a.m.

None of the properties can be financed. These are cash sales only. Banks are reluctant to finance tax deeded properties.

Diane Frechette, DRA and Cindy Perkins of CNP Appraisal 6:30pm (Mandatory Meeting)

This was a meeting to go over the assessing contract with CNP. The goal of the statistical update is to bring all properties to market value. CNP anticipates starting the update this summer and the results will be turned over to the town by October 15. The town is required to have public notice of the update. Posting it on the website and putting notice around town should be sufficient.

Information on the abatement process is included on our tax bills.

Cindy suggested adding wording on our building permit application allowing the assessors access to the property. Also, Cindy has processed the abatement application from Ragged Mountain Resort. Because the golf course is no longer operating, the abatement is about \$740,000 which equates to about \$17000. They have agreed to take a credit on this year's taxes so the town does not have to refund them money.

FYI

- **Comcast Cable Franchise Fee** received \$813.43
- Letters sent to loggers/owners of Report not received
- Personnel Policy from Bristol
- Robert Giuda - candidate for Forrester State Senate seat
- Thank you note - Brian Gallagher

Jim Phelps made a motion to recess until a work session on May 25, 2016, seconded by Lyn England. Motion passed. Meeting was recessed.

On May 25, 2016 the board met at 6pm to work on revisions to the personnel policy. Items discussed were time clock policy, vacation, sick leave, cell phone use, drug testing policy and the highway department 4 day work week. This is an ongoing project and no decisions were finalized.

The town elected auditors met with the board to go over their 2015 audit recommendations. It was decided the Selectboard will review the recommendations with the tax collector, treasurer and administrative assistant.

James Phelps made a motion to adjourn the 5/25 work session at 8:15, seconded by Lyn England. Motion carried. Meeting adjourned.