

TOWN OF DANBURY - Board of Selectmen

Meeting Minutes Wednesday , August 30, 2017 6:00 pm

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

Checks/Applications/Signatures

- **Payroll and accounts payable** were signed
- Lyn made the motion to approve the minutes of 8/16/2017 as written, seconded by Jim. Motion carried, 2-0 with Jessica abstaining.
- **Building Permit 26-2017B Byron** 408-073 for a 3 sided cow barn. Jim made a motion to approve the building permit 26-2017B, seconded by Jessica. Motion carried 3-0.
- **Building Permit 27-2017B Padgett** 411-072 for rock overlay on chimney and foundation. Jim made a motion to approve the building permit 27-2017B, seconded by Jessica. Motion carried 3-0.
- **Building Permit 28-2017B Charlotte Realty Trust, Mark Zaccaria** 407-001 for replacement of central house and 2 sheds to bring up to code. Jessica made a motion to approve the building permit 28-2017B , seconded by Lyn. Motion carried 2-0, with Jim Phelps abstaining.
- Two **Declarations of Right to Inter for Eastern Cemetery** were presented, The first for **Eddie Luke and/or Christie Phelps** and the second for **Noel Phelps**. Jessica made a motion to approve both declarations of right to inter, seconded by Jim. Motion carried 3-0.
- **Intent to Cut** for Tom Curren/Kathy Neustadt 415-075. Jessica made a motion to approve this intent to cut, seconded by Jim. Motion carried 3-0.
- At the request of the library trustees, Lyn signed a W-9 (taxpayer id) for the new bank account of the George Gamble Library.
- Ragged Mountain Resort requested a letter of support to the NH State Liquor Commission to extend their liquor license beyond the brick patio for a one day event on October 21, 2017. Jessica made the motion to approve and sign the letter of support, seconded by Jim. Motion carried 3-0.
- **Timber Tax** for Irene and Michael **Reagan** for operation 17-111-01-T **in the amount of \$2,286.81**. Lyn made a motion to approve the timber tax bill, seconded by Jim. Motion passed 3-0.

Highway Department

In discussing the Ragged Mt Rd paving project, Lyn stated that she just wants to be sure everyone, including the Road Agent, is aware that the project will overdraft the highway department paving/construction budget by approximately \$16,000. Jim said he felt that money would be made up in other areas(employee wages- having been a man short for several months, health insurance, etc.).

Jessica made a motion to amend the previously approved paving of Ragged Mountain Rd from Littlefield Rd to Davis Rd, to a width of 22 ft wide, seconded by Jim. Motion carried 3-0. In addition, Jessica motioned to approve the new paving project from Davis Rd. to New Canada Rd, 22 feet wide, seconded by Lyn. Motion carried 3-0. The funds to do this section of road work will come from the SB38 funds from the state that cannot be used to complete work that was already budgeted for.

Old Business

No decision was made on whether to participate in the US Census LUCA (local update of census addresses). Karen reported that participation looked very technical and time consuming. Jessica will look over the information packet and report back to the board.

Revised estimated revenues were completed by the board members and Karen will upload the information into the Department of Revenue Administration municipal tax rate setting portal.

A letter was received from accountant Paul Brown, giving the board alternative options for the payment of his late invoice. The invoice was received in June of 2017 for services provided in 2015. Originally the Board had voted not to pay the invoice. Jim expressed his reluctance, citing very poor service from Mr. Brown. After discussion, Lyn made a motion to pay the Paul Brown invoice in the amount of \$905.25, seconded by Jessica. Motion carried 3-0.

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The Board decided on a date of September 20 at 7pm to hold a forum to gather input on services and programs in the town. What is already in place and what additional services are needed. This is in advance of the lease expiration in April 2018 between the Town of Danbury and the Danbury Workshop, or DCC.

Selectmen

On August 21, Jim and Jessica attended an informational meeting held in Andover by NH DOT representative David Scott. In 2018, NHDOT will be refurbishing the bridge on US Route 4 over the rail trail just west of Juniper Meadow Road. The work will take 6-8 weeks each side for a total of 3 plus months. There will be alternating lanes of traffic with the lane only 11 feet wide. Oversize loads will have to seek an alternate route.

Selectman Phelps and Fire Chief Tom Austin went to look at the four dry hydrant sites. The hydrant site on Waukeena Lake Road might only be available seasonally due to water levels, but it was decided to proceed with its construction. The materials have been ordered and total \$2350. Ferguson will deliver the materials. \$5000 was voted this year to be placed in the dry hydrant capital reserve fund. At the end of last year the account balance was \$1887.19.

Robin Overlook will be giving the Boston Post cane to Jim who will bring it to the Town Hall. It is unclear if the recipient will be available to receive it on Grange Fair day.

George Heaton will be attending the September 6 Selectmen's meeting to discuss ATV use of the rail trail.

Jessica feels the town should follow through with the clean up of 88 High Street, otherwise why take the owner to court over the clean up of the property. Jim stated that money could be appropriated next year to cover the cost of the clean up. Another option is wait until December to see what is left in the operating budget. Lyn is concerned that a lot of expenses hit the budget in December, plus we already know that portions of the highway department budget will be over drafted.

No other bids have been received on the re-siding of the fire station. \$10,000 was budgeted for the project and the only quote received was for well over that amount. The DCC will need a new roof and gutters installed to handle to water issue.

George Hill and company have completed the town hall painting and the Selectboard is very happy with the results.

The Selectmen made plans to participate in the Grange Fair parade.

Jessica and Lyn feel the building permit process needs to be revised and would like Cindy Perkins of CNP to attend a Selectboard meeting to explain what property changes affect a properties value and are worthy of a building permit. A date of 10/4 was decided upon.

Road Agent Huntoon will need to complete an employee evaluation for the 90 probationary period of the new highway employee.

New Business

Home Occupation and Cottage Industry application was received from **Scott Dumont** for the manufacture of hard cider. Lyn made a motion to approve the application as a home occupation business, seconded by Jim. Motion passed 3-0.

AA

- **MS -1** Extension granted to 10/2/2017
- credit exemptions questions
- The town hall water test submitted to the state water lab on 8/18 and results are negative for any bacteria in the water.

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- A change was made to the Purchase order policy on December of 2012, but this newly adopted policy was never placed in the policies and procedures manual. The policy raised the limit requiring a purchase order for the Highway Department to \$1000.
- Jim made a motion to adopt a purchase order policy that requires a purchase order for all purchases over \$500. The exceptions to this rule will be for the Highway Department, requiring a purchase order for expenditures in excess of \$1000, and the Fire Department with blanket purchase orders for medical supplies. Motion was seconded by Jessica. Motion carried 3-0. Karen will update the policy and distribute to department heads.

FYI

- Library notice of outside cabinet installation(sent 8/7/17)
- Franklin Savings Bank term sheet for truck loan
- State Driveway Application - Johnson 410-060 NH Route 104
- Letter of Deficiency from NHDES to Douglas Colby
- Town Hall water test results
- 2018 Important Dates Town Meeting
- Holden Engineering re: bridge design
- Invitation to NH DOT Meetings to review 10 year plan
- Foreclosure notice Walton - 43 Brookside Lane
- LSRVNA newsletter

At 7:50 Jim made a motion to adjourn, seconded by Lyn. Motion carried and meeting adjourned.

Respectfully submitted Karen Padgett, Administrative Assistant