

# TOWN OF DANBURY - Board of Selectmen

## Regular Meeting Minutes

Wednesday, February 17, 2016

**Members Present:** Lyn England, Chair  
Jessica Hatch  
James Phelps, arriving late

**Others Present:** Administrative Assistant, Karen Padgett

### Appointments:

**6pm** Barbara Turner - Danbury Woods

**6:30pm** Auditors, Andy and Dennis Phelps

**7:00 pm** Chief Suckling, Aaron Leighton Meeting was called to order at 6:00 pm.

**Barbara Turner** was in to discuss a building that has been constructed and placed on Danbury Woods Rd . 408-067 owned by Castlegate Holdings, LLC. It is a small building on wheels that was brought in about 3 weeks ago. The land was purchased in May of last year. No building permit was applied for or issued. The board would like the AA to write a letter to the owners letting them know that a building permit and driveway permit are needed. Also a copy of the covenants will be included in the letter.

Another issued discussed was the plowing of snow into the roadway by one of the residents on Danbury Woods Road. A letter will be written to the homeowners advising them of the town ordinance regarding this issue. Finally, it was noted that the lower portion of Walker Brook Rd has not been plowed very well for the last 3 snowstorms.

### Andy Phelps and Dennis Phelps, Auditors

The audit for 2014 is complete and will be sent to the state. He inquired about whether or not a deputy treasurer has been appointed yet. He also asked if the updated financial policies and procedures had been completed.

The auditors would like to meet with the treasurer, tax collector and the administrative assistant to see what procedures they follow to balance with one another.

A special book will be kept for special warrant articles, indicating everything that is spent for that warrant article.

Invoices, bill payments, and a QuickBooks printout of expenses will be included so that everything is in one place for the auditors.

Every bill should have an account code on it. Any changes in the manifest should be signed by the Selectboard.

### Checks/Applications/Signatures

- **Manifests** were reviewed and signed
- Minutes for 2/3 were reviewed. Lyn England made a motion to accept the minutes of 2/3 as written, seconded by Jessica Hatch. Motion carried.
- **January Bank Reconciliations and December**(some 12/31/31 payments had not been included in previous reconciliation) were reviewed and signed.
- Application for **Veteran's Tax credit/Exemption** resubmitted for 408-068 with residency information completed. Jessica Hatch made a motion to approve the tax credit and exemption for Godfrey 408-068, seconded by Jim Phelps. Motion carried.

### Old Business:

- A letter was received from United Church of Danbury allowing library patrons to use the church parking lot for parking.
- More **DOT Red list bridge information** - Full inspection report of Walker Brook Rd bridge(Tupper Bridge) over Frazier brook and updated Red List Bridges - Municipally owned and State owned.

### New Business:

- **2015 MS-61** completed
- The Selectboard received a letter from Ann Bowes asking about Library parking, zoning, littering laws and chemicals used in snowmaking. Karen will respond to her inquiries with a letter.
- 2012 taxes billed to Fish and Game still on books, needs to be abated as the NH Fish and Game is tax exempt. Karen will coordinate with the tax collector.

### AA:

- **Inventory Forms** have been printed. Need to be sorted and mailed.
- Town Report proof received and finalized.
- Water samples taken to Concord 2/12

## **TOWN OF DANBURY - Board of Selectmen**

James Phelps made a motion to hire Aaron Leighton as a part time patrol officer with a pay rate of \$15.29, seconded by Lyn England . Motion carried.

Lyn England swore in Officer Leighton with the full Police Department present along with Aaron Leighton's family.

The Board discussed once again mailing a voter's guide to town residents. Jim will work on this and they will go over it next week.

There is a scholarship available to any graduating senior in town from the Road Agent's Association. Karen will send the information to the guidance people at Newfound Regional High School.

Motion made to adjourn at 8:00 by Lyn, seconded by Jim. Motion carried. Meeting was adjourned.  
Respectfully submitted Karen Padgett, Administrative Assistant