

TOWN OF DANBURY - Board of Selectmen

Meeting Minutes

Wednesday , March 20, 2019 6:00 pm

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

Appointment 6:30 Kyle Levesque and Jason Warn

Checks/Applications/Signatures

- Payroll and accounts payable were signed.
- February bank reconciliations were signed.
- Jessica made a motion to accept the minutes of 3/6, seconded by Jim. Motion passed 3-0.
- Lyn made a motion to accept and sign the following **Timber Tax bills** -
 - Haynes 18-111-10-T \$915.06
 - Padgett 18-111-17-T \$134.83
 - Cook 18-111-11-T \$1286.79
 - Forbes Mt Trust 18-111-18-T \$105.10The motion was seconded by Jim and passed unanimously.
- Jim made a motion to approve a **driveway permit application** for D. Scanlan on **Walker Brook Rd**, map **413 lot 021** pending the Road Agent's approval. Motion was seconded by Jessica and passed 3-0. However, after the vote, Jessica noted that Mr. Scanlan had not signed the application. It will be returned to him for a signature.
- Karen completed the **DRA form MS 232** - Appropriations as Voted and submitted it to the Selectmen for review and signatures. Jim noted that there was an error on the March 12 ballot. Warrant article 9 should have been for \$34,000 to go into the building repairs capital reserve fund as voted at the 1st deliberative session. However, on the ballot it was \$30,000. The \$30,000 must stand because that was what was voted at the 2nd session. The MS-232 was signed.
- The **DRA form MS-60-A** , Auditor option, was signed by the Board.
- Jessica made a motion to approve a **purchase order** for the Highway Department for backhoe tires in the amount of **\$1750**. The motion was seconded by Jim and passed unanimously.
- **Building permit - 02-2019B Tricia Taylor** for a Garden Shed - 8' X 16' and Storage Shed 9'X 16' and a previously place storage container. Jim made a motion to approve the building permit, seconded by Jessica. Motion passed 3-0.

Highway

- The town received a Primex check for \$53, 861.87 for 50% of submitted invoices for building repair.
- Some obsolete hardware has been returned to Tifco and they have issued a \$2,000 credit. This will be dispersed incrementally on every invoice until it is used up.
- All Brite, the cleaning and restoration company used for the garage fire sent the town 3 invoices totaling ~\$90,000. It is the Board's understanding that these invoices will be paid directly by Primex. More information is needed before any payment is made.

Old Business:

- Election results were discussed. Jim will let the Town Clerk know that for unfilled positions all persons receiving votes should be contacted to see if they are interested in holding the position. Open positions will be filled by drawing a name from those interested in serving.
- The Board discussed the pay for the 2017 audit that was completed by Brittani McDonough.
- Sgt. Marvin spoke with Ed Esty regarding burning treated wood for heating fuel. The Selectmen have received air quality complaints from a neighbor whose breathing is being affected by the burning of this wood. Mr. Esty agreed to discontinue the practice.

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New Business:

- The assessment ratio received from DRA for 2018 is 94.8%. Last year it was 91.7%. Per the Department of Revenue Administration this number needs to be between 90 and 110%
- The NH DOT annual road audit was received and will be reviewed by Jessica for any needed changes.
- The Board will start the process for a tax anticipation note. Funds are getting low while waiting for insurance money to come in.
- Marilyn Godfrey, a Danbury resident, after reading in the minutes about the intention of Fire Chief Martin to apply for a grant for a new forest fire vehicle, contacted the Selectboard offering her services as a grant writing resource. She has extensive knowledge in federal and private grant writing and has been a grant manager in a position for public safety departments. Jessica asked that the information be forwarded to Fire Chief Martin.

AA

- Karen asked if there are specific goals the Selectboard would like to achieve in the next year. If the goals are known, tasks can be scheduled for the meetings and progress tracked to the completion of the projects. Jim would like to continue work on a new building permit process and suggested have 3 different types of building permits. One each for commercial, residential and recreational vehicles. Now that the zoning amendment has passed, it gives the Board more direction in formulating these forms. Jessica and Lyn will give some thought as to goals and this will be revisited at the next meeting.
- 2019 map changes have been sent to Cartographics for the update.
- Karen would like to train another person to release direct deposit payroll for times when she is on vacation and she has Cathy Jo Hatch in mind for the task. The Board agreed that this is a good idea and asked her to proceed.

Kyle Levesque and Jason Warn

of the Fire Department met with the Board to brief them on the Warm Zone Grant. Jason wrote the grant that was awarded by the NH State Department of Safety Grants Unit in conjunction with the State Department of Homeland Security. This grant is for \$6,000 to purchase "warm zone" equipment, and pertains to an incident of an active shooter and mass casualty event. In the past, EMS personnel were not allowed into the "hot zone" until they were issued the all clear from the police. Now there is a Rescue Task Force. The RTF allows the EMS personnel to join with law enforcement personnel under armed escort and enter buildings to treat victims and extricate them to definitive care. State of NH Bureau of EMS along with NH Police Standards and Training have joined together to form educational opportunities and official protocol that must be followed in these situations.

Items that will be purchased include a ballistic helmet, eye protection, rifle plates, plate carriers, a chest mounted medical pouch with a trauma kit, a backpack with more trauma supplies and a portable litter. Two sets will be purchased which will allow for 2 providers. Jim asked if any of the items to be purchased would become obsolete and have to be replaced. The only items that would have an expiration are the medical supplies, such as haemostatic gauze, which they use in their regular operations. Lyn asked if there would be any ongoing costs as far as training. Kyle stated that the training is offered by the state as online training and is offered free of charge. In addition, it will become part of the ongoing training of the department.

Jessica made a motion to sign a purchase order for the Fire Department in the amount of \$6,000 to purchase equipment for the Warm Zone Grant. Motion seconded by Jim and passed unanimously.

Selectmen items

- Jim made a motion to institute a 6 ton load limit on all town roads. Motion was seconded by Jessica and passed 3-0.
- The Board discussed how to go about collecting on the 2013 taxes that have not been paid. Because the lien deadline was missed by the previous tax collector, it is the Board's understanding that there is no recourse in collecting this money. Karen will contact New Hampshire Municipal to see what can be done.
- Board Committee assignments will remain the same as last year as follows:
 - Jim - Planning Board
 - Jessica - Budget Committee
 - Jessica - Welfare Officer
 - Board of Selectmen - Health Officer

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Jessica Hatch will be the Chairman of the Board of Selectmen for the 2019-2020 year.

- Jessica asked that Karen start the process of handing out employee evaluation forms for supervisors to complete.

FYI

- Town dam information from NH DES
- Notice of Merrimack County public hearing
- Red List Bridge list
- February property sales

Per RSA 31:95-b(III) at the next meeting of the Board of Selectmen on April 3, 2019 at 6pm, the Board will discuss and vote on the acceptance of unanticipated revenue in the amount of \$6,000 from the NH Department of Homeland Security for the Warm Zone Grant.

At 7:40 Jim made a motion to adjourn, seconded by Lyn. Motion carried. Meeting adjourned.

Respectfully submitted Karen Padgett, Administrative Assistant
The next meeting of the Board of Selectmen will be April 3 at 6pm