

# **TOWN OF DANBURY**

## **Board of Selectmen Meeting Minutes**

### **April 2, 2025**

The public session was called to order by Chair Jessica Hatch at 6:00 PM, with Board Members James Farmer and Frances Bliss in attendance. Administrative Assistant Chantal Roussel, Rebecca Huntoon, Peter Brigham, Cheryl Sisson, and Jeremy Cornell were also present.

#### **Appointments**

- Peter Brigham @6pm **nonpublic**
- Cheryl Sisson @6:30 RE: taxes- **nonpublic**

*Motion to enter 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 in which case the request shall be granted) at 6:01PM by Jessica Hatch, seconded by James Farmer, all in favor.*

*Motion to come out of nonpublic session at 6:28PM by Jessica Hatch, seconded by James Farmer, all in favor.*

*Jessica Hatch motioned to allow Peter to wear his duty belt in Grafton, seconded by James Farmer, all in favor.*

*Motion to enter nonpublic session per RSA 91-A:3, II(c) (Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant) made by Jessica Hatch at 6:30PM, seconded by James Farmer, all in favor.*

*Motion to come out of nonpublic at 7:00PM made by Jessica Hatch, seconded by James Farmer, all in favor*

Jeremy Cornell brought in a list to send sand bid requests to and another list for paving bid requests to go to for the Ragged Mountain Highway Project.

He also expressed his concern about the horseshoe driveway request at 138 Ward Hill Rd, stating we never allowed that in the past, so we should follow suit. Prior driveway permits from 2012 were requested from the selectmen for Chantal to obtain.

Twila presented the Tax Anticipation Note for Selectboard approval, in preparation for borrowing funds from the bank if needed.

*Jessica Hatch made a motion to approve the note, seconded by Frances Bliss, all in favor.*

#### **Approval of public meeting minutes from 3/19/2025 & 3/26/2025.**

- *Motion to approve the minutes from 3/19/2025 with the amendments made by Jessica Hatch, seconded by James Farmer, all in favor.*
- *Motion to approve the nonpublic minutes from 3/26/2025 made by Jessica Hatch, seconded by Frances Bliss, all in favor.*

## **Consent/Signature Agenda**

- Payroll / Accounts payable
- Gravel Tax Warrant \$180.10  
    Huntoon 405-003      \$180.10
- Intent to Excavate – Huntoon 405-003 Peckham Lane
- Driveway permit applications- Huyler 406-193-002
- HealthTrust authorized user access form
- February 2025 bank reconciliation
- 911 Data Operations Liaison Form

*Motion to approve made by Jessica Hatch, seconded by Frances Bliss, all in favor.*

## **Building Permit Applications**

- 07-2025B Morrisette | 1406 US RT 4 APT C | 415-058 | Demo and replace of existing barn
  - *Tabled for further consideration, need more information regarding setbacks and lighted sign*
- 08-2025B Sirois & Platts | 26 Smith River Road | 410-067 | addition to garage
  - *Motion to approve the permit made by Jessica Hatch, seconded by James Farmer, all in favor*
- 09-2025B Samantha & Stanley Phelps | 90 Ragged Mountain Road | 411-098 | renovate main house, remove garage, move entrance and add a new porch.
  - *Motion to approve permit made by Jessica Hatch, seconded by James Farmer, abstained by Frances Bliss*

## **Old Business**

- Police Department Policy RE: details and outside employment
  - To be filed
- Ragged Mt Rd Project
  - A proposal to bid is going to be created to be sent out to construction companies.
- New Canada Road- call from builder about building permit and address assignment
  - The planning board needs to write a letter to the selectboard stating what needs to be done.
- Primex release of liability for showers?
  - Should be changed to say “Danbury” and our employees
- Comp time vs overtime.
  - The weeks Chantal works over 40 hours, she may calculate those hours to comp time to use within 30 days. She will track her hours on a spreadsheet. A meal break waiver and comp time form to be signed by employees and selectmen will be created .

## **New Business**

- Sand bids
- Assessing contract
  - Not to be signed until discussion with the assessors and lawyer is had
- Town owned properties
- 54 Old Turnpike Rd, inquired about having a 5<sup>th</sup> wheel on property
  - They need a permit to upgrade the trailer home and a permit for the 5<sup>th</sup> wheel
- Merrimack County Sheriff

- Discussion to be had in regard to the shifts that will be posted for patrol officers
- Deborah Aylward petition
- State Surplus Auction
- Ragged Mountain subdivision

### **Selectmen**

- Previous question regarding Dead River payments
- Personnel policy RE: vacation time accrual, highway department hours and retirement contributions
  - Vacation time- was intended to read that you have to work a whole year before you get 40 hours of vacation. It is also understood in a different context that with your first year of employment you get 40 hours(especially after the 90-day probationary period). Jessica wants the policy clarified.
  - Retirement contributions- there is not enough money in the budget to increase the town's contribution to \$50.
  - Highway department hours- There is no specification in the policy on the start and end time for the workers. They can start at the time they wish.
- Treasurer's laptop
  - A new one will be purchased since her current one is out of commission

### **Administrative Assistant**

- New vacuum/cleaning
  - Chantal will clean the Town Hall 2 hours a week at \$35/Friday.
  - The selectmen stated they were ok with Chantal getting a new vacuum.

### **FYI**

- Quickbooks price to increase
- State road paving schedule
- Email from HealthTrust RE:SB-297
- Letter from Secretary of State RE: HealthTrust
- Memo to Andy Phelps returning check
- Merrimack County Conservation news
- Primex claim on Highway grader
- Police chief applications
  - There are a few applicants, selectmen will review and call them

*Jessica Hatch made a motion to adjourn the meeting at 9:55pm, seconded by James Farmer, all in favor*