

TOWN OF DANBURY - Board of Selectmen

Meeting Minutes

Wednesday, December 18, 2019 6:00 pm

Members Present: Jessica Hatch, Chair
James Phelps
Not Present Lyn England
Administrative Assistant Karen Padgett

Jessica Hatch opened the meeting at 6:00pm.

Checks/Applications/Signatures

- **Payroll and accounts payable** were signed.
- Meeting minutes were reviewed. Jim voted to accept the minutes of 12/11. Jessica seconded the motion and it was passed 2-0.
- Jim motioned to approve 2 purchase orders for the Fire Department: \$775 reimbursement to Dan Boynton for the Emergency Responder class and \$785 for a carbon monoxide detector. Motion was seconded by Jessica and passed 2-0.
- The Board did not pass a purchase order for a diagnostic computer in the amount of \$2,947 that according to Road Agent Cornell would work for all the trucks. They are concerned about the annual software update cost of \$1500. Jessica noted the number for Jeff Reed and may call him for more information.
- Jim motioned to approve a driveway permit for 416-088 on Dunlap Rd, owners Ben and Erin Elder. Motion was seconded by Jessica and passed 2-0.
- Jim made a motion to enter into a contract with Kyle Levesque to complete the Hazard Mitigation Plan update. Motion was seconded by Jessica and passed 2-0. Jim motioned to encumber \$2,209.91 of this years emergency management funds for the Hazard Mitigation update, and the motion was seconded by Jessica and passed 2-0.
- The previously voted sand policy was signed.

Budget

- The Board received a request from Riverbend Community Mental Health for a 2020 budget appropriation for \$3500. Neither Jim nor Jessica was in favor of including that appropriation in the budget.
- The budget for 2020 was reviewed. A 3% increase in wages was added. Other items were discussed and finalized along with possible warrant articles and amounts.

Old Business

- Currently, in the personnel policy, a controlled substance and alcohol policy does not exist for highway department drivers. There is no mention of the requirement for random drug and alcohol testing. Jessica and Jim agreed that we need to amend the policy to incorporate the requirement for a CDL, random drug testing and the town's participation in the FMSCA Clearinghouse. Karen will work on these changes and present them to the Board in the future.
- The waste oil chimney at the highway garage was repaired by Nick's Plumbing and Heating. The old one was 3/4 plugged and several pieces patched together. Also, the exterior entry doors have been installed.
- Jim made a motion to sign an agreement to engage Locke Lord LLP as bond counsel for broadband in an amount not to exceed \$3000. Motion was seconded by Jessica and passed 2-0.
- Jim, Jessica and Karen attended a meeting on December 16 held by Emergency Management Director, Kyle Levesque regarding the update of the Hazard Mitigation Plan.

New Business:

- Rick Evans, of the NH DRA would like to meet with the Board to discuss methodology for assessing timber tax. He will attend a Board meeting in January to review the process.

At 8:00pm Jim motioned to adjourn, seconded by Jessica. Meeting adjourned.
The next meeting of the Board of Selectmen will be January 8, 2019 at 6pm.

December 18, 2019