

Town of Danbury
BOARD OF SELECTMEN MEETING MINUTES
March 17, 2021 6:00 PM

Present: **Jessica Hatch, James Phelps, Tracy Shepard – Selectmen**
 Karen Padgett- Administrative Assistant

Jessica opened the meeting at 6pm, welcoming Tracy Shepard as the new member to the Board.
Jim motioned to nominate Jessica as the Chairman of the Board of Selectmen, seconded by Tracy. All in favor.

Jessica will remain the ex-officio to the Budget Committee and welfare officer.

Jim will be the ex-officio to the Planning Board and Tracy will head up the Safety Committee.

Checks/Applications/Signatures

- Payroll(\$9,143.09) and accounts payable(\$134,391.86) were signed.
- Jim motioned to approve the minutes of 3/3 as amended to show that Jim Phelps abstained from the vote on building permit 03-2021B for Gardner. Motion seconded by Jessica. Minutes approved 3-0.
- February bank reconciliations were signed.
- Building Permit 04-2021B/Conner/411-081 /313 Ragged Mt Rd/New 40 x 50 garage. Jessica questioned whether the map showing setback from the road is accurate. Discussion ensued. Jessica motioned to approve the building permit on the condition that the new garage will indeed be at least 30 feet from the road right of way. Motion seconded by Tracy and passed 2 in favor and Jim Phelps abstaining from the vote.
- Jim motioned to approve a disability property tax exemption for the owner of 411-040-MH4. Motion was seconded by Jessica and passed 3-0.
- Jim motioned to approve an intent to excavate for Clarke & Company, 418-020 on Eagle Pond Rd. Jessica seconded the motion and it passed unanimously.
- Jim motioned to approve a gravel tax bill for Ken Clarke for operation 20-111-01-E in the amount of \$379.22. Jessica seconded the motion and it passed unanimously.
- The tax deferral document approved at the 3/3/21 meeting needed to be re-signed because of a typographical error. Jim motioned to re-sign the corrected document, seconded by Jessica. Motion passed 3-0.
- Jessica motioned to sign the MS 60-A document for the NH Department of Revenue Administration. Motion seconded by Jim and passed 3-0. This is the Auditor Option and Schedule stating that the 2020 audit should be complete by September of 2021.
- Jim motioned to sign the MS-232 Report of Appropriations Voted, seconded by Jessica. Motion passed 3-0.
- Jessica motioned to sign the revised NH the Beautiful grant application for the aluminum can container, seconded by Jim. Motion signed unanimously.
- Jessica motioned to sign a purchase order in the amount of \$7,695 for the aluminum can container. Seconded by Jim and passed 3-0.

Old Business:

- Review of the Road Agent's winter operations guideline will be done at a time when Road Agent Cornell can be present.
- There was discussion about the town owned property on Ragged Mountain Road and how to dispose of it. The former property owner will be refunded the \$2,500 paid in 2018 as part of an agreement that all back taxes, interest, and penalties be paid by 1/14/2019. No other payments were made. If the town sells the property that money must be returned to Mr. Fiore. Karen will check with NH Municipal legal services to see what options are available to the town to sell the property.

- The owner of 714 Waukeena Lake Rd has requested a payment agreement which was granted. The tax deed was held from recording until the deadline to pay (3/15/2021). She called on that day and asked for an extension of 2 weeks to gather the final funds (total amount due is just over \$2,000). The Board of Selectmen discussed this and agreed to a 2-week extension.
- The bill from Eversource for the 12/17/20 accident on Walker Brook Rd in the amount of \$4,103.31. It has been submitted to Primex for payment.
- Court hearing re ongoing legal case is to be held on March 23 @11:30am via WebEx. Per Attorney Courtney there will also be an option to call in without a computer.
- There is a DRA meeting scheduled as an in-person meeting on 3/31 at 6 pm. Attendees will be: Kris Fowler, DRA/Lisa Mudge, DRA, and Cindy Perkins, CNP, the town assessing company.

New Business:

- Karen responded by email to Melissa Farr, Esq. regarding a right to know request for all records relating to Wiggin Road, layout, maintenance, etc. Some of the requests have been completed, others (layout and acceptance of the road) will take some research to see if any records exist. Final response will be sent by April 12.
- These questions came in from property owners this week:
 1. Is a building permit needed to add an exit door? The Selectmen answered no.
 2. Is a permit needed to build a wheelchair ramp? The Selectmen answered no.
- Received a call from new owner of Ford Mill property 408-036 that there is a tent platform on the property line. A letter will be sent to the property owner.
- A phone call was received today from Mike Russell, investigator for the Merrimack County Attorney's office regarding a citizen complaint. He emailed the questions he asked me over the phone. The questions relate to town purchasing policy, and the winter sand bids.
- GM2 Inc sent a solicitation regarding town red listed bridges. Jim suggested capital reserve funds be used to fix one of the red listed bridges this year. More discussion on this at a later date.

Selectmen Items:

- Jessica informed the other Selectmen that the clutch on the chipper needs to be replaced and the cost will be around \$5000.
- The Board asked that employee evaluations be sent out to department heads for completion.
- Jim started the discussion about the hiring of a Police Chief. A job description will need to be formulated along with the financial aspect of the position . The question of combining police departments as shared services with a neighboring community was mentioned. More research regarding full time/part time, retirement, and other things will need to be done over the next year.

FYI/REVIEW

- Primex alert regarding cyber security issue and response from Paul Carnevale that we are not affected.
- 1st quarter Highway drug testing complete
- ZBA notice of hearing on HMC Precision – 3/25/21 at 7pm
- Notice of hearing Belmont cell tower.
- Municibid info

Robert Ford submitted his resignation as a Commissioner on the Fire Department on 3/3/2021 due to health concerns. Jim motioned to accept Mr. Ford's resignation with appreciation for services rendered. Jessica seconded the motion which passed unanimously.

At 7:45 pm Jim motioned to adjourn, seconded by Jessica. All in favor. Meeting adjourned.

Respectfully submitted, Karen Padgett, Administrative Assistant