

Town of Danbury
BOARD OF SELECTMEN MEETING MINUTES
March 31, 2021 6:00 PM

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

Lisa Mudge, Kris Fowler, NH Department of Revenue, Municipal and Property Division
Cindy Perkins, Commerford Neider Perkins, Town of Danbury assessing company.

At 6pm, Lisa Mudge of the Department of Revenue, began the informational presentation on the revaluation process that is taking place this year and how the state monitors and checks the work of the assessors. By state law, every town must do a revaluation to bring all properties up to 100% of full and true value. Cindy stated that the sales analysis of the last 2 years would be complete by 8/13. Notices of value to the taxpayers and the opportunity to schedule hearings should be available by 10/1. The hearings will be held by ZOOM or by phone. The MS1, Summary of Inventory Valuation and the finalized values will be complete by 10/15/2021.

In January or February of next year, Kris Fowler will be auditing the assessment records of the town.

At 6:45 the meeting with the start up meeting with the DRA and CNP concluded.

Checks/Applications/Signatures

- Payroll and accounts payable were signed.
- Jim motioned to approve the **minutes of 3/17**, seconded by Jessica. Minutes approved 3-0.
- Jessica motioned to approve a **gravel tax bill** for James Phelps and James Phelps and John Lane for the following operations: 20-111-02-E, 20-111-03-E, 20-111-04-E, 20-111-05-E and 20-111-06-E in the amount of **\$576.80**. Motion seconded by Tracy and passed 2-0 with Jim recusing himself from the vote.
- Jessica motioned to sign the notice of **Intent to Excavate** for Phelps and Phelps/Lane for the following properties: 406-006, 411-080, 416-020, 418-015 and 418-029. Motion was seconded by Tracy and passed 2-0 with Jim recusing himself from the vote.
- **Current use applications**
Repp/Danbury Woods Rd/408-056&408-057 – Jim motioned to approve, Jessica second. Passed 3-0.
Fore/WigginRd&Dunlap/416-090-001 & 416-090-006. Jim motioned to approve, Jessica 2nd. Passed 3-0.
- **Sign Permit application – Dumont 408-073, 110 Dean Road**. Jim motioned to approve the sign permit, seconded by Jessica. Motion passed 3-0.
- Jim motioned to sign a **letter of commitment** for Pemi Baker Solid Waste District in **support of the household hazardous waste collection day**. Motion seconded by Jessica and passed 3-0.

Building and Driveway Permit Applications

- **BP 05-2021B/Kilkenny/418-023 /4 Powers Rd/storage container(no fee)**. Jim motioned to approve, seconded by Jessica. Motion passed 3-0.
- **BP 06-2021B/Dickinson/406-154/20 Hemlock Lane/20x26 2-bedroom 1 bath home**. Jessica motioned to approve, seconded by Jim. Motion passed 3-0.
- **BP 07-2021B/Dickinson/406-154/20 Hemlock Lane/1999 8x32 motor home for use while constructing permanent structure**. Jim motioned to approve, seconded by Jessica. Motion passed 3-0.
- **BP 08-2021B /Phelps/201-066/42 School Pond Rd/renovate 1850's house, no footprint change**. Jessica motioned to approve, seconded by Tracy. Motion passed 2-0 with Jim recusing himself from the vote.
- **Driveway Permit Application - Potter /Railroad Drive/412-054**. No action was taken on this item.
- **Driveway Permit Application – Parent/42 Jackson Ridge Rd/410-062-002**. Jim motioned to approve, seconded by Jessica. Motion passed 3-0.

Old Business:

- Greg and Jamie Ardine and Jason and Michelle Potter were present for the discussion about **Railroad Drive**. Jim suggested that the Board of Selectmen meet at the site with both property owners and the Road

Agent to discuss the issues that have come to light since the property beyond the town-maintained portion of Railroad Drive was purchased by the Potters. A meeting was scheduled with all parties involved. Mr. Potter asked if his driveway permit could be signed that night. The driveway permit approval was put on hold for now.

- There was a change in **transfer station container** quote due to increase in steel prices. The original quote was from February 2020. The new price is \$10,150 and the NH the Beautiful grant will pay \$2,030 leaving a balance \$8,120. Jim spoke with someone in Grafton and has a line on a possible less expensive container. No action was taken. The new quote will expire on 4/8/2021.
- Road Agent's **winter operations guideline** was not yet reviewed.
- Jessica motioned the following:
The town-owned property at **79 Ragged Mountain Road** is below minimum lot size standards, cannot support a septic system, and contains a dilapidated and hazardous building which would be an expense to the Town to demolish. Therefore, it would be in the best interest of the Town of Danbury to offer to sell the property to abutters with the condition that the .12-acre parcel be merged into their property and the structure torn down. Motion was seconded by Tracy and passed 2-0 with Jim recusing himself from the vote. A minimum bid was set at \$2500. Karen will send out letters to the abutters with sealed bids due by April 7, 2021.
- The **tax collector's deed** for the property at **714 Waukeena Lake Rd** has been recorded. The previous owner will be up in the spring to collect her belongings.
- The **2019 Auditors report** has been completed by Brittani McDonough. Jim voted to accept the audit and to pay the auditor \$500, seconded by Jessica. Motion passed 3-0.
- The request for department heads/supervisors to complete employee evaluations was sent out and responses are due by 4/7/2021.

New Business:

- A Danbury resident is applying for a foster care license and needs to have the Health Inspector do a home inspection. Jessica will reach out to the resident to schedule the inspection.
- The American Rescue Plan Act is the name of the current COVID-19 relief package. Our municipality has been allocated \$120,000 in funds; however it is not yet clear how the funds can be used. They cannot be used to reduce the tax rate, only to replace lost revenue. In 2020 the Town did not see a reduction in revenues. More guidance will be forthcoming in May from the US Treasury Department.

FYI/REVIEW

- Sick time memo
- Septic approval – Dickinson 406-154
- Septic approval - Phelps
- Health Officers spring workshop – Unsanitary living conditions overview
- Letter to owner of 152 Ford Mill Road re tent platform
- Transfer station 2020 facility report
- Cyber Application required by Primex
- Notice of hearing – site plan review 100 NH Route 104
- Approved vacation request

At 8:43 pm Jim motioned to adjourn, seconded by Jessica. All in favor. Meeting adjourned.

Respectfully submitted, Karen Padgett, Administrative Assistant