

TOWN OF DANBURY - Board of Selectmen

Meeting Minutes

Wednesday, March 18, 2020 6:00 pm

Members Present: Jessica Hatch, Chair
Lyn England
James Phelps

Administrative Assistant Karen Padgett

6:15 Chief Suckling
6:30 Road Agent Cornell

Also present, Mike Bean of MA Bean Associates

Checks/Applications/Signatures

- **Payroll and accounts payable** were signed.
- February **checking account reconciliation** was signed.
- Jim motioned to approve the **minutes of 3/4** as amended. Motion seconded by Lyn & passed 3-0.
- Jim motioned to sign an **Intent to Cut for Lambrecht**, Littlefield Rd, **Map 411-071**. Motion was seconded by Jessica and passed 3-0.
- Jim motioned to approve a **timber tax bill for Warn**, Littlefield Rd, **Map 411-070** in the amount of **\$490.32**. Motion was seconded by Lyn and passed 3-0.
- Jim motioned to approve **building permit 02-2020B Stark, Leeds Hill Rd, Map 412-045** for a new steel **garage**. Motion was seconded by Jessica and passed 3-0.
- The **building permit application for ATT** to add a new antenna to the cellular tower on Ragged Mountain was put on hold until later in the meeting while the RSA's were reviewed to determine if site plan review from the Planning Board is needed. Later, Jim motioned to approve the **building permit 03-2020B** for a 20' tower expansion by **ATT**. He said that if the extensions does not exceed 10% of the tower height(100') or 20 ft, the town does not have any say in the matter. The state has passed laws that exclude this type of "co-location" from any time of planning board or zoning board approval. Motion was seconded by Lyn and passed 3-0.
- Jessica motioned to approve **abatement AB2020-01** for **\$1956.62** for the owner of 416-015 for 2018 taxes that were deferred by application last year. This is necessary to remove that amount from the tax collectors' receivables for 2018. Motion was seconded by Jim and passed 3-0.
- Jim motioned to approve an **elderly exemption** application for the owner of **412-017**. Motion was seconded by Jessica and passed 3-0.
- Jessica motioned to sign the MS-232 Report of Appropriations as Voted, and Jim seconded. Motion passed unanimously.
- Purchase Order PD – Dues to SOU \$1500.00

CORONAVIRUS

Selectman Lyn England and Chief Suckling attended a meeting on Monday 3/16 set up by Stacy Buckley, Superintendent of Newfound Area School District, with school administration, town administrators, police, fire, and selectboard members.

- School breakfast and lunches will be delivered by school bus
- Chromebooks will be provided by the school
- For now, the school closure will be for 3 weeks
- Doing best to keep staff employed, all school will need to be cleaned

The Police Department will be trying to curtail person to person activity for their safety and the safety of the public

- During motor vehicle stops, they may wear gloves, not handle license and registrations but take a photo of them.

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- They will try to use the phone for initial contacts, rather than going out in person
- The office will be open by appointment only
- They will do VIN verifications but will ask people to leave the paperwork on the dash, without direct contact with the owner.

Selectman Phelps and Road Agent Cornell attended a meeting on Monday evening 3/16 held by Emergency Operations Manager, Kyle Levesque.

- Code Red system public information system is ready
- A link to the state website for COVID-19 will be posted on the Facebook page for the Fire Department page and their website. The information is already on the Town of Danbury website.
- Forest Fire permits will be available online or over the phone.
- Question was raised whether the DCC could handle a mass quarantine and it was determined that they cannot
- At this point there is no expectation that the Transfer Station will close.
- A lot of the information is evolving
- 91-A change, public meetings can be held remotely but they still need to be open to the public with one person at the Town Hall manning the phone/computer. At this point that does not seem feasible.
- Many towns are limiting access to their town halls. A system for using credit cards for the town clerk/tax collector would be useful in this situation. The decision to change hours of the town hall will be left to the 3 people working daily in the building.
- Keep track of hours spent dealing with COVID-19 for FEMA reimbursement.
- Testing is available but you need to be referred by your primary care physician.
- The State emergency operations center is open.

Lyn stated that unemployment can be filed if you are required to be quarantined by a provider for the 14 days.

A citizen asked that the town disseminate information from the various grocery stores that offer grocery pick up. The Chief offered to go if given a shopping list. Lyn stated that she will contact the person who had the concern.

The Chief stated that if a year from now this seems like a huge overreaction, then we have done our job right.

The Board of Selectmen noted that many towns are closing their town halls. The tax collector/town clerk, the deputy and the administrative assistant are fine with continuing to work for now, so the Town Hall will remain open.

Chief Suckling

The Chief was in to request a purchase order in the amount of \$1500 for dues to the Central New Hampshire Special Operations Unit. The CNHSOU is a regional law enforcement team made up of police officers who receive specialized training from some of the top law enforcement agencies in the country in SWAT tactics, criminal incident management and crisis negotiations. The Board would like to have someone from the organization come to explain more about what it is they do.

The Chief had the quotes and the specs for the new police cruiser, a Dodge. Everything was reviewed by board members and questions were posed. Jessica made a motion to order the cruiser as presented, seconded by Jim. Motion carried 3-0.

A complaint came to the chief about some signs stolen from property on Challenge Hill Rd. The Chief investigated and it is a dispute between common owners of the private road. The signs

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were taken down from the signpost but were laying on the ground with the signpost removed. For now, no action was taken by the Chief.

There was another complaint about the loud music and noise in Echo Glen, that had surfaced last year. The Chief spoke with the person and advised that if it continued the person would be exposing themselves to a penalty for disorderly conduct.

Road Agent Cornell

- MA Bean Associates has submitted a quote for the replacement of the Walker Brook Rd bridge neat Stewart Rd. Mike Bean spoke to the Board about the quote. The company is out of Sanbornton, NH. They would pull the wooden deck and the guard rail off, and the town would dispose of it. They would pull the beams and dispose of them at Cohens, they are most likely deteriorated. New footings would be placed about halfway down. The bridge would be 20ft wide(currently 16)and 32 ft long(currently 28). They will pour 4000 lb. concrete footings and bring a precast concrete deck in, about 2 feet thick. The bridge is tied together with 1-inch stainless steel rod. According to Mr. Bean. The bridge should be good for 100 years. The work would take about 2 weeks. Paving would be done by our contractor. He supplied references to contact. They did a bridge in Wilmot last year.
- Cornell has found a truck that from Plymouth Ford that is available at the state bid price. The Board members reviewed the quote. Jessica motioned to purchase the truck for \$46,276.00, seconded by Lyn. Motion passed unanimously.
- He would like to put an ad in the paper for temporary help. Jim suggested he prepare a job description and responsibilities and the number of hours they'd be required to work. He is not looking for a set schedule and would be willing to work around their schedule. Some of the things mentioned include an inventory of everything with serial numbers, pictures, tracking expenses, preparing documentation for a maintenance schedule.
- According to Cornell, locking the garage building is not working because vendors will not deliver the parts. He would like to install 3 cameras. The Board asked for a quote for the cameras. It was also suggested he investigate getting a large lock box to put outside for the parts.
- The only company who has responded to paving quotes is GMI. They are holding the price to last years at 62.00/ton. Jim suggested he contact Bryant.

Old Business:

- Election results were reviewed. For the vacant positions, if the person with the most write in votes does not want the position, it does not go to the second-place vote getter. Depending on the position, the moderator appoints to fill many positions. The Zoning Board fills their own position.
- The Board looked over an easement and memorandum of understanding prepared by our town attorney for the New Canada Rd turnaround. They asked Karen to send the documents to the Wilmot Board of Selectmen to see if they would like to be included.
- Per the NH Municipal Association legal services, selectmen not required to be on site for local elections but should be available if an issue arises.
- Karen drew up a supplemental tax warrant for the Ragged Mountain Church in the amount of \$2,162.40 as was discussed at the last meeting of the Board. However, since the last meeting, tax exempt documents for the church properties were dropped off by Reginald Glines. No action was taken until Jim has a discussion with Mr. Glines. There is an issue with the chain of title so the church cannot be sold at this time.

New Business:

- The Board received a complaint from Deborah Aylward as a representative for Stephen Godek, a homeowner on Challenge Hill Rd, regarding the placement of signs on the private road by another property owner on the road. The road and the right of way of the road are in common ownership of the subdivision owners. After reviewing the section regarding signs in the Town of

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Danbury Land Use and Zoning Ordinance, it was determined that the signs are on private property, are exempt from the sign ordinance and therefore are not regulated by the Town.

- Danbury Elementary School health inspection was completed by Jim Phelps. Jessica and Jim met with the facilities manager, Jason at the elementary school to review the plans for a revamped parking lot. He will be getting a survey done on the property.
- The town elderly exemptions were reviewed. The income limitations for the exemption is very low. Jessica asked if those receiving the exemption need to reapply every year. They do not. Every five years with the DRA assessment review, the exemptions need to be verified.

Selectmen Items

- The 2020-2021 Board chairmanship was discussed. Jim nominated Jessica to take the Chairmanship for another year. Motion was seconded by Lyn and passed unanimously.
- The work on the firehouse trim has begun. Jim was asked if the side door should be replaced as the bottom is rotting out. It would not be an issue to replace it later. He suggested holding off until the full cost of the steeple work on the DCC building is known.

At 8:11, Jim motioned to go into nonpublic session per

RSA 91-A:3, II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.

Motion was seconded by Jessica and passed unanimously.

At 8:55, motion was made to come out of nonpublic session by Jim, seconded by Jessica . All were in favor.

FYI/REVIEW

- Burn permits are now available online
- Septic approval for construction 12 Wiggin Rd

At 9:00 Jim motioned to adjourn, seconded by Lyn. Motion passed and meeting adjourned.

The next meeting of the Board of Selectmen will be on March 25, 2020 at 6:00pm.

Respectfully submitted, Karen Padgett, Administrative Assistant.