

TOWN OF DANBURY - Board of Selectmen

Meeting Minutes Wednesday, April 1, 2020 6:10pm

At the start of the meeting, Jim Phelps read the attached statement regarding the Right-to Know Law during the State of Emergency. Roll call was taken. All votes taken during this meeting were done by roll call vote.

Members Present: Jessica Hatch, Chair
 Lyn England
 James Phelps

Administrative Assistant Karen Padgett

Checks/Applications/Signatures

- **Payroll and accounts payable** were signed.
- Jim motioned to approve the **minutes of 3/25**. Motion seconded by Jessica. Roll call vote was taken. Jessica – yes, Lyn – yes, Jim – yes. Motion passed.
- Timber tax bills were reviewed.
 - Lyn motioned to approve a **timber tax bill for Donoghue, map 410-073 and 410-074** in the amount of **\$1,817.91**. Motion was seconded by Jim. Roll call vote was taken. Jessica – yes, Lyn – yes, Jim – yes. Motion passed.
 - Lyn motioned to approve a **timber tax bill for Charlebois, map 414-005** in the amount of **\$2,920.16**. Motion was seconded by Jessica. Roll call vote was taken. Jessica – yes, Lyn – yes, Jim – yes. Motion passed.
 - Lyn motioned to approve a **timber tax bill for Bliss, map 411-110-001** in the amount of **\$201.01**. Motion was seconded by Jim. Roll call vote was taken. Jessica – yes, Lyn – yes, Jim – yes. Motion passed.
- Jim motioned to improve an **Intent to Cut for Bliss, 411-110-001**. Motion was seconded by Jessica. Roll call vote was taken. Jessica – yes, Lyn – yes, Jim – yes. Motion passed.
- Lyn motioned to improve **Intents to Excavate for Phelps, 416-020 and 411-080**. Motion was seconded by Jessica. Roll call vote was taken. Jessica – yes, Lyn – yes, Jim – abstained. Motion passed.
- Jessica motioned to approve **Intents to Excavate for Phelps and Lane, 418-015 and 407-006**. Motion was seconded by Lyn. Roll call vote was taken. Jessica – yes, Lyn – yes, Jim – abstained. Motion passed.
- Jim motioned to approve an **All Veterans Tax Credit** for the owner of **416-014**. Motion was seconded by Jessica. Roll call vote was taken. Jessica – yes, Lyn – yes, Jim – yes. Motion passed.

CORONAVIRUS

- The Board reviewed the contract with Interware Development Company, Inc. that would enable the town to take online payments through the Town of Danbury website using EB2Gov. Payments can be made for motor vehicle registration, dog licenses, vital records and property taxes. Jim motioned to approve and sign the contract with Interware, seconded by Lyn. Roll call vote was taken. Jessica – yes, Lyn – yes, Jim – yes. Motion passed.
- Karen informed the Board that a lock box has been installed on the outside door to receive payments.
- Kyle Levesque has requested that Town of Danbury employees have a badge to identify them as town employees, who are essential workers. For now, a letter will be prepared that employees can carry with them should a situation arise where it's needed.

Old Business:

- The new Highway Department pickup truck has been purchased and received. It is registered, mud flaps and seat coverings have been ordered. Road Agent Cornell is waiting on lettering the vehicle because of the freeze on unnecessary spending.

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- The Board received a request from Deborah Aylward for reconsideration of their decision of 3/18/2020 regarding signage on Challenge Hill Rd, a private road. Jim stated that he feels that the response given is the only one the Board is going to make, and the matter is closed. Jessica and Lyn agreed. Karen asked them to dictate a letter to be sent to Ms. Aylward, so that it could be signed by the Board that evening. A letter was composed including a statement that the decision could be appealed to the Zoning Board of Adjustment.

New Business:

- Ex officio liaison positions for 2020-2021 were discussed and no action was taken.
- Annual employee evaluation forms have been distributed to department heads and are due back to the Selectmen's office on April 15. Jim asked if the Board is going to consider raises given the town's financial situation at this time or just take the evaluations and see where we stand financially, and perhaps do them retroactively, if we feel we can afford them later. Lyn's thought is that they should continue to be done as they have in the past. She feels the money will come in from the state. Jim is not convinced that the state will have the money. They determined that a decision will be made on the raises at the next meeting.

Selectmen Items

- Jessica is concerned that information about COVID-19 is not being disseminated to the employees. She asked if that is something that should be discussed by the safety committee. The FMLA rules under COVID-19 were reviewed and discussed. The Board selected some documentation to provide the employees. Karen stated that all the information she receives is on her desk for review by Board members. If there is something that should be sent to employees, let her know.
- Jim reported that the trim work at the Fire Station has been completed by LaVorgna Construction.
- Jim asked Karen to look into signage from NH the Beautiful for the transfer station.

Administrative Assistant

- Karen attended a NH Municipal Association webinar about the right to know and conducting remote meetings during the COVID-19 pandemic.

FYI/REVIEW

- Tax Collector Duties in Current Public Health Emergency
- Information on Small Business Paycheck Protection Program
- News article – Conway SB discussion re waiving tax interest

At 6:43, 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. Roll call vote was taken. Jessica – yes, Lyn – yes, Jim – yes. Motion passed.

At 6:50 the Board of Selectmen came out of nonpublic session. No decisions were made, and no votes were taken.

At 7:00pm Jim motioned to adjourn, seconded by Lyn. Jessica – yes, Lyn – yes, Jim – yes. Motion passed and meeting adjourned.

The next meeting of the Board of Selectmen will be on April 15, 2020 at 6:00pm.

Respectfully submitted, Karen Padgett, Administrative Assistant.

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A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Chair of the DANBURY Board of Selectmen I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing CALL IN AUDIO for this electronic meeting.¹ All members of the [Board, Council, or Commission] have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-844-855-4444 and password 559885, or by clicking on the following website address:_____.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Town of Danbury at:_____ www.townofdanburynh.com

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call 768-3313 or email at: danbury_selectmen@comcast.net

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.
