

# TOWN OF DANBURY - Board of Selectmen

## Meeting Minutes      Wednesday, April 15, 2020 6:10pm

**Members Present:**                      Jessica Hatch, Chair  
    Lyn England  
    James Phelps

Administrative Assistant      Karen Padgett

### Checks/Applications/Signatures

- **Payroll and accounts payable** were signed.
- Jessica motioned to approve the **minutes of 4/1**. Motion seconded by Jim. Motion passed 3-0.
- Jessica motioned to approve the previously signed **Intent to Excavate for Phelps, 418-029**, 1480 US Route 4. Motion was seconded by Lyn and passed 2-0 with Jim recusing himself from the vote.
- Jessica motioned to approve the previously sign **building permit for Thomas, 12 Wiggin Rd, 411-082 for new home construction**. Motion was seconded by Lyn and passed 2-0 with Jim abstaining from the vote.
- Jim motioned to approve the previously signed **timber tax bill** for 19-111-05-T/Scanlan/413-021 in the amount of **\$3,912.30**. Motion seconded by Lyn. All in favor.
- **Gravel tax bills** were reviewed. Lyn motioned to approve the following bills, seconded by Jessica:

Phelps/Lane 407-006	\$296.80
Phelps/Lane 418-015	\$120.40
Phelps 416-020	\$48.80
Phelps 411-089	\$32.80
Phelps 411-087	\$26.40

Motion passed 2-0 with Jim Phelps abstaining from the vote.

Lyn motioned to approve the following bill, seconded by Jessica:

Clarke 418-020	\$432.62
----------------	----------

Motion passed unanimously.

- Jim motioned to approve a **Current Use Application for Forever Forestlands map 406 lot 186**. They are adding an additional .5 acres to the land already in current use. Motion was seconded by Lyn. All in favor.
- **Building permits**
  - **05-2020B      415-014 /Wiggin Rd/ Fore for a 12x16 greenhouse**. Jim motioned to approve the building permit and waive the application fee, seconded by Jessica. Motion passed unanimously.
  - **06-2020B      406-096 /22 Aspen Lane /R. Oakes, Calculated Investments, LLC for the placement of a 70' x 14' mobile home**. Jim motioned to disapprove the building permit application for Robert Oakes based on noncompliance with setback requirements. Motion was seconded by Lyn and passed unanimously.
- Jim motioned to approve a **purchase order for the Fire Department for personal protective equipment** in the amount of \$1014. Motion was seconded by Jessica. Motion passed unanimously.
- The Board signed a letter of support for the Friends of the Northern Rail trail to help them in their efforts to obtain a grant for culvert replacement on the trail near Eagle Pond in Wilmot. Danbury resident George Heaton requested this letter of support.

### CORONAVIRUS

- Online payments for motor vehicle, property taxes, vital records and dog licenses are live and seem to be working well. The links for online payment are found on the town website, [www.townofdanburynh.com](http://www.townofdanburynh.com).

# TOWN OF DANBURY - Board of Selectmen

- The Board completed a financial impact survey from NH Municipal Association to help determine the effects of the COVID-19 pandemic on municipalities. For the Danbury Selectmen, the number one concern is for the loss of revenue from a variety of sources – fewer motor vehicle registrations, less shared state revenues from room and meals taxes and the highway block grant, and the possibility of more property tax delinquencies. None of the relief funds passed so far allow for municipalities to replace lost revenue.
- At the request of Kyle Levesque, Emergency Management Director, the Board worked on a continuity of operations plan, using input received from various departments. Protocols for transfer station operation were discussed and set and will be passed along to the transfer station attendants. The “mall” will remain closed until further notice. Also, there will be no picking of the dump. Another area of concern is that Town Treasurer Twila Cook is the only authorized signature for town checks. The Board will request that a second signatory, the deputy treasurer, be added to the bank accounts. Karen will compile the information for the continuity of operations plan and forward it to the EMD.
- Karen was on a conference call with the Attorney General’s office, Primex and NH Municipal Association. One of the topics covered was Governor Sununu’s executive order #25 regarding abatement of interest on property tax payments. Since the specifics of the order are unclear, NHMA recommends waiting on a decision to abate any tax interest until the questions requesting clarification from the Governor’s office are answered. Also, it was stated that the town cannot issue tax deeds during the state of emergency but liening can proceed as normal. Also, the US Postal Service has changed their procedure for people receiving certified mail to allow for social distancing. These current procedures meet the statutory requirement for liening notice.

## Old Business:

- Atlantic Recycling quoted the cost to repair the compactor at the Transfer Station at \$8798. They would repair the ram and install a plate on the floor of the compactor. Additionally, a new E-Stop button would be installed and a multi cycle timer that would not allow the compactor to be run continuously. The compactor is at least 22 years old. Jim asked that Karen get a quote on a new compactor before investing that amount of money in this one.
- Ex officio liaison positions for 2020-2021 will remain the same.
  - Planning Board – Jim
  - Budget Committee – Jessica
  - Safety Committee - Lyn
- The review of the annual employee evaluation forms was postponed to the May 6, 2020 meeting.

## New Business:

- A right to know request was received regarding the bylaws of the Town, Board of Selectmen, Planning Board and Zoning Board. The request was for these bylaws to be posted on the town website. Only the Planning Board has bylaws. The consensus of the Board was that this information is not needed on the website. The Planning Board bylaws are available for viewing at the Town Hall.
- An extensive right to know request was received from D. Aylward regarding historical decisions made by the Planning Board, Zoning Board and Selectmen about a specific property on Challenge Hill Road. Lyn inquired whether the town could charge a fee for the time needed to respond to large requests for information. RSA 91-A does not allow for that. Only direct costs of copying are allowable.

## AA

- Karen had been in touch with Cindy Perkins of CNP Appraisal regarding the pick ups for this year. It is important for pick ups that involve new home construction, boundary line adjustment, subdivision and current use be done before the first tax bills go out. There are about 20 items on

# TOWN OF DANBURY - Board of Selectmen

the list that will need to be completed and Cindy was told that the Board set a projected date of May 15 for 1<sup>st</sup> issue tax bills to go out. She felt that those tasks could be completed by that date.

## Selectmen Items

- A request was received from the Gamboa family on Barry Highlands requesting permission to use their 4-wheeler on the road to clean up roadside trash. Jim motioned to write the Gamboa family a letter granting them permission to use their 4-wheeler for roadside cleanup during the month of April. Motion was seconded by Lyn and passed 3-0.
- An email was received from Road Agent Cornell stating that new items have been tossed over the bank at the New Canada Rd. turnaround. There was discussion about installing a game camera in the area in order to capture information that the police could use for enforcement for an illegal dumping violation. No action was taken.
- Jim asked if the steeple repair for the Danbury Community Center was scheduled. Karen replied that it is but is unsure of how the contractors schedule has been affected by the virus.
- Jessica stated that it is time to send out for the sand bids. They will be sent with a due date of May 6, 2020. The request will be for sealed bids.
- The sealed bids for the Highway Ford F350 truck were opened. The following bids were received:

Daniel Getchell	\$500
Jim Phelps	\$501
Asian Auto	\$1632.12
James Farmer	\$1600
Kevin Gay	\$1679
Moran Repair	\$2000 cash plus sander wiring in new truck
Matt Plaza	\$3600
<b>Theodore Bartlett</b>	<b>\$5100 WINNING BID</b>

At 7:30, 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 Lyn. Roll call vote was taken. Jessica – yes, Lyn – yes, Jim – yes. Motion passed.

At 7:41 Lyn motioned to come out of non-public session, seconded by Jim Motion passed unanimously. The Board of Selectmen came out of nonpublic session. No decisions were made, and no votes were taken.

## FYI/REVIEW

- Employment verification letter given to town employees
- NH the Beautiful signs ordered
- NHDES letter re: monitoring Danbury Gen Store water
- Email from Cornell re new items tossed at New Canada turnaround

At 7:41pm Jim motioned to adjourn, seconded by Lyn. Motion passed and meeting adjourned.

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

Respectfully submitted, Karen Padgett, Administrative Assistant.