

TOWN OF JEFFERSON  
SELECT BOARD  
July 29, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday July 29, 2019 at 6:00 pm

**PRESENT:** Kevin Meehan, Chair; Tom Brady, and Cindy Silver members comprising a quorum of the Board.

**OTHERS PRESENT:** Linda Cushman, Assistant to Selectmen; Kathleen Marshall; Chris Milligan, Fire Chief; Mary Gross, Tax Collector; Larry Wells; Henry(Hank)Verrett

Kevin Meehan opened the regular Select Board meeting at 6:04 pm. The Highway and Transfer Station report was reviewed.

Kevin led the Pledge of Allegiance.

Cindy made a motion to enter into non-public session under RSA 91-A:3 II (b) the hiring of any person as a public employee. Tom seconded the motion. Motion carries.

The regular meeting reconvened at 6:44

Tom made a motion to hire Kathleen Marshall to fill the position of Assistant to the Select Board at \$20.50 per hour with a review in 90 days. Cindy seconded the motion. The motion carries. Kathleen has declined the health insurance coverage.

Kathleen was asked when she would be able to start. She stated August 5<sup>th</sup>. Kathleen reminded the Board as she had told them earlier that she has a prior obligation from August 26 through September 6.

There was a discussion on coverage for sick days and or vacation and such. In the past either the office has been closed or Charlene Wheeler has covered. The Board said that they wanted to fill this position before making any decision as to perhaps a fill in person.

**Public Input:**

1. Kevin stated that he had just read the letter from Paul Ingersoll where Paul has submitted his resignation as Emergency Manager Director(EMD) due to the increased demands on his time and availability at his full time employment. Kevin said that he was not sure how the Board should proceed with this if they should accept the resignation before talking with Hank and Larry. In the letter from Paul he has mentioned that he has reached out to Larry Wells and Hank Verrett regarding taking on the position of EMD and Deputy EMD. Paul commented that the appointment of Larry and Hank would ensure that trained and competent people will be around at a time of need.

Cindy made a motion to accept the resignation of Paul Ingersoll as EMD for the Town of Jefferson dated July 29, 2019. Tom seconded the motion. Motion carries.

Larry Wells said that he and Hank Verrett have discussed the position of EMD and Deputy EMD between themselves. Larry said that with his other titles with the Fire Department that he would say that Hank would be the EMD and he would be the Deputy. Hank said that as far as length of service Larry has been with the Town much longer than he however, as for experience they both have about the same. They both have done the fire training, Hank has had law enforcement training, both have military background. Hank said that his overall fire department service is 31 years, it has been in different towns in NH. Hank said that as for a title he does not care, he is very familiar with the Incident Command System, as is Larry. Hank and Larry said that they would leave it up to the Board to decide how they would like to make the appointment of EMD and Deputy EMD.

Linda did state that the Town does need to appoint as EMD because of the hazard mitigation and emergency operation plans. Hank did say that when Paul had spoken to him at first he kind of thought Paul should hand it off to Larry. Paul did say at that time a deputy was needed as well.

Cindy made a motion to appoint Hank Verrett as Emergency Management Director and Larry Wells as Deputy EMD effective today July 29, 2019. Tom seconded. Motion carries

### **Minute Approval:**

Cindy made a motion to accepted the minutes of the July 22, 2019 meeting as presented. Tom seconded the motion. There were a few grammatical corrections made. The motion carries.

The warrants were signed for the payroll and accounts payable.

Invoices were approved for payment August 5, 2019.

### **Reports of Departments/Boards:**

*Highway Department:* NONE

#### *Office:*

Linda said that with it being a short week she had not got much done. She said that she had fielded questions regarding the possibility of someone building one cabin, then another and so on. The party was told that only one dwelling per lot was allowed. If anymore dwellings were to be built a permit from both the Board of Adjustments for a business permit, and the Planning Board for a planning permit would be needed.

There was a question regarding water levels in the Upper Ammonoosuc River. Linda told the caller that she had no idea it was not in Jefferson. The response was that according to the web site it is in Jefferson. Linda said that she directed them to the White Mt. National Forest Service.

Linda said that she had contacted the attorney regarding the police special duty agreement. She was on vacation and would not be back to the office until today July 29<sup>th</sup>.

Linda also said that she had contacted the attorney regarding the airbnb. The response is in the Boards communications for tonight's meeting.

**Unfinished Business:**

Linda said that she had been talking with Andy French of USF&W and he mentioned that the location that he had been looking at for the informational kiosk overlooking Cherry Pond is actually on the NH DOT right-of-way. He is working with DOT on this. The trees and field that they would like to keep open are still in private ownership. Cindy asked if he had gotten permission to trim on the land. No had not approached this yet. Mr. French is working with DOT right now.

Linda asked if a down payment was to be made to ADG in the amount of \$3000. Linda said that it was not clear on the recording. Kevin said that this was discussed and can be sent.

The other things that were discussed at the meeting with Stuart Arnett of ADG was that they would like some open time and possibly doing this at the school building for next week.

Cindy said that what the Board should talk about is the schedule. Cindy said that Chris from ADG will be here about 10:00 am Monday, August 5<sup>th</sup>. They will do a walk through of the library, town office and the school building. There was a list of items in the ADG proposal that they would like to have available for the walk through Monday. Kevin will meet with the architect at the office and pick up the requested material. They will be measuring and taking photos of each building. Mike Bruss will join the group between 2:00 and 3:00 pm. In the afternoon sometime after 3:00 pm ADG would like to meet with the folks from the library trustees and perhaps some of the historical society members as well. ADG would like to ask some questions of these people and get their input as well. There will be a public meeting next Monday the 5<sup>th</sup> between 6:00 and 7:00 pm. This meeting is for the public to ask questions of ADG. ADG will also be able to present their scope of work. ADG will have a presentation. Notices will be posted on the web site, Cindy will post on her Selectwoman Facebook page, post at the Post Office, Old Corner Store, and the Library. The regular Select Board meeting will be held directly after the public meeting.

Linda presented the response from the attorney regarding the 959 Presidential Highway airbnb. The letter that came in Friday from Mr. Fraser. This was forwarded to the attorney. Kevin said that they are waiting for additional information before going any further with this.

**New Business:**

Olin Garneau has asked about using the Couture Ball Field to hold Sunday morning flag football league games. They currently are using the Colonial Town fields in Lancaster. There are about 40 members. They do not have insurance however, are willing to sign waivers if the Board would accept this. Olin also asked if there would be any charge to use the field. Cindy stated that she was okay with waivers. Everyone would have to sign a waiver. Kevin said that his only question would be what if there is damage to the field. The field would have to be left in the same condition or better than it was. Linda asked if they would be providing a portable toilet. The town does not keep one on site. Tom asked if this is a particular league. No, this is just a pickup league. Tom asked why are they leaving Colonial Town. Also Tom said that he is concerned about a waiver, who guarantees that everyone is signing waivers.

The Board asked to have Olin Garneau come in to discuss this further with the Board.

Norman Brown is in the process of cleaning up the Paul Deignan property. He has asked if he rents a container to have on site will the Town cover the cost of disposal and trucking as they have done in the

past for construction sites. The material will be separated as required. The quantity of material would be best kept at on site.

The Board approved the request.

**Public Input:**

There is a problem with the access to the Braga property as far as emergency vehicles are concerned. Chris Milligan said that he wanted to discuss this issue with the Board. There was an ambulance call July 8<sup>th</sup> at the property. There had been no rain at that time, the ambulance had a very difficult time getting out from the property. Back in January Chris said that he had sent Mr. Braga a letter expressing the concerns about the low canopy and the lack of an actual graveled driveway limiting the access of emergency vehicles. If one vehicle gets stuck down there it is going to hinder all the other responding vehicles. Chris said that he has again written a letter to Mr. Braga noting the issues and referencing the NFPA rules. A copy of the letter was presented to the Board. The Board agreed that the letter should be sent.

There are a couple other places in Town that have low hanging branches, however, the driveways are solid.

The Town of Randolph has sent the Jefferson Fire Department a letter of thank you for the participation in the incident of June 21, 2019.

David Savage is taking the fire fighter level one course. Chris explained that the Town will cover half the cost of the course, upon successful completion of the course and one year of service with the Fire Department the second half of the course would also be reimbursed by the Town. David has chosen to pay the entire cost up front. David will have a receipt for reimbursement.

Chris said that the other issue that the Fire Department has is that two years ago in conjunction with the NH Fire Marshal's Office did a fire inspection at 720 Presidential Highway. The owners were given an informal notice of violations of the NH Fire Code. Chris said that he will be sending a second letter to request a status update of the compliance with the NH Fire Code.

**Non-Public RSA-91-A:39(if needed):** None

**Any Other Business:**

A building permit from Marie Bond to construct a 16x20 garage was reviewed. The permit was approved and signed.

Mary Gross was in to present the Board with a possible list of properties that may go to tax deed for the lack of payment of the 2016 property taxes.

Mary said that there are two camper trailers that she has not been able to collect the taxes on, one the owner is now deceased and the other has moved out of the campground. Mary asked the Board to abate the two campers. Tom made a motion to accept the Tax Collectors recommendation to abate the two camper trailers. Cindy seconded the motion. Motion carries.

Linda said that she has not made contact with anyone at Spectrum as of today.

Cindy asked if the request from Stephanie Glidden for an appointment for the August 5<sup>th</sup> meeting could be moved out a week as there is all ready a lot going on the 5<sup>th</sup>. This meeting is to discuss with the Board WMRHS 2020 Building Renovations Project. Tom and Kevin agreed. Linda asked if all the Board would be available during August. Cindy said that she would not be available the week of the 19<sup>th</sup>. Linda will contact Stephanie to reschedule the meeting

**The next meeting will be August 5, 2019 at 7:00 pm to be held at the former school building.**

**Adjournment:**

Tom made a motion to adjourn. Cindy seconded the motion. Motion carries.

The meeting adjourned at 8:13 pm.

Respectfully submitted,