

SELECT BOARD MEETING MINUTES  
April 6, 2020

The regular weekly meeting of the Select Board was held Monday, April 6, 2020 at 7:00 p.m. in the town office. The meeting was held by remote teleconference.

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

ALSO PRESENT: Kathi Marshall, Assistant to the Select Board.

Tom Brady called the meeting to order at 7:04 p.m. and read the following statement:

***The checklist to ensure meetings are compliant with  
the “right to know” law during the state of emergency***

*As Chair of the Jefferson, New Hampshire Select Board I find that due to the state of emergency declared by the governor as the 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, and we are utilizing a telephone service so all members of the Town of Jefferson Select Board have the ability to communicate contemporaneously during this meeting through this platform. And the public has access to listen and, if necessary, to participate in this meeting by dialing the following phone number: 1-866-678-6823 and needing ID number 8959399 followed by the pound (#) sign.*
- B. *Providing public notice of 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 telephonically. Instructions have also been provided through the Town of Jefferson’s website [www.jeffersonnh.org](http://www.jeffersonnh.org)*
- C. *Providing a mechanism for the public to alert the public body during the meeting if there is a problem with access. If anybody has a problem please call 586-4553 or e-mail [towwnofjefferson@myfairpoint.net](mailto:towwnofjefferson@myfairpoint.net).*
- D. *During the meeting if the public is unable to access the meeting. In the event the public is unable to access the meeting they will be adjourned and rescheduled.*

*Please note that all votes that are taken during this meeting will be done by a roll call vote, so let's start the meeting by taking roll call attendance: Chair, Tom Brady, "present." Select Board member Cindy Silver, "present." Kevin Meehan, Select Board Member, "present."*

Tom then asked if anyone else was present on the line, and Kathi responded that she was present. No one else was present at the meeting, either in the room or on the line. Cindy Silver led the Pledge of Allegiance.

Since members were not physically present to sign warrants, Kathi informed them she is holding paperwork they need to initial, and she has been paying invoices weekly so they are up to date. Tom suggested in weeks to come Kathi could read the names of the invoice payees and the amount of each invoice. Kathi said she would do that. Tom said that way it will be read into the record.

### **PUBLIC INPUT**

Tom asked if anyone from the public was in on the call, and no one responded. Seeing no public input, the board members moved on through the agenda.

**Meeting Minutes:** Cindy made a motion to approve the meeting minutes from March 30, 2020 as recorded. Kevin seconded the motion. The chair called for a roll call vote: Cindy Silver, "aye," Kevin Meehan, "aye," and the chair also voted "aye." The motion carried.

### **Reports of Departments**

**Highway:** Kathi said she has not seen Mark since the emergency order to shut down, but has e-mailed him. He was not present at the meeting. Kathi mentioned both Mark and Mike have been e-mailing their hours to her each week, but now that Kevin installed the mailbox by the door she is going to ask everyone to leave their timecards in the mailbox. Tom mentioned Mark had sent him a text to let him know a tree was down on Ingerson Rd. and he was on his way there.

**Town Office:** Kathi said this week she is continuing to receive an overwhelming amount of e-mails concerning updates on the virus. She has been spending time organizing everything with new files. She has also devoted a lot of time to the grant process as well as reading all the information on the CivicPlus website company, and their contract. Kathi said she also updated the website including the instructions to join the select board meetings remotely, information on the office closing and when it would open again, along with reminders about printing out permit applications from the website.

### **New Business**

**Building Permit:** Kathi received a building permit from Mason and Kathryn Peters. They have new property at 895 Presidential Highway. They want to build a barn and a lean-to on the property. The barn will have no electricity or heating system. They submitted very detailed drawings and their barn will be the proper distance from all boundary lines. Cindy asked where the property was located, and Kathi told her 900 Presidential Highway is the Historical Society

building. So #895 is right by the old Episcopal Church. Kevin made a motion to pass the building permit as read and to authorize Kathi to sign in place of the board members. Cindy seconded the motion. Tom said when the emergency restrictions are lifted the town will provide the couple with a building permit copy with the signatures of the board members. Tom called for a roll call vote: Cindy Silver, “aye,” Kevin Meehan, “aye,” and Tom Brady, “aye.” The motion passed.

Kathi had a question concerning a couple who asked about a piece of property that was both located on a town road and on a state road. They were asking about zoning laws. Kevin told Kathi with regard to the driveway, if they accessed the property on the town road they would have to get a driveway permit here and Mark would have to go out and make sure it was located in a safe place. If they had the driveway access on the state road, they would have to deal with the state.

Tom asked that the record show he recused himself from the discussion since the property the couple is interested in, is property Tom is selling.

### **Unfinished Business**

**Website:** Kathi submitted a history of the expenses associated with the town’s cost for the current website they have. Cindy had asked for this information at the previous meeting. Cindy said she contacted a few towns that have CivicPlus—one was Tina in Whitefield, one was Helen in Holderness and one was Sue in Berlin. All three have CivicPlus and had nothing negative to say about the company. They are very happy with the services provided. She said the website is user-friendly and very versatile.

Cindy also contacted a couple companies that allow you to design and set up your own website. She mentioned she will type up a short report on the comparisons and costs for these companies. She also mentioned **townweb.com** out of Wisconsin. She will follow up with them because she has questions about security, etc. She was impressed with what they had to offer.

Tom wanted to know if any of these websites were capable of allowing people to pay their property taxes online and also registering their vehicles and such. Cindy will discuss those issues with the company in the coming days.

**Grants:** Kathi said in the grant process you have to be specific about the amount you are seeking. She asked if the board would put something like this (the parking lot at the school) out to bid. She has done some research of companies who do this work and there were several local businesses. Kevin and Cindy both agreed it was the right thing to do to put the job out to bid.

Kathi said all the instructions she has read said the amount should be specific and not “rounded off to the zero amount.” We will need the bid amounts in order to submit a grant proposal. Tom said the job could be put out to bid as soon as possible. Kathi said she would put an ad in the paper, and she would check with Kevin about the exact wording of the bid request. Kevin said he would measure the field with a wheel so Kathi could let companies know the actual size of the

job. Tom said he should put in corner stakes also. That way all the companies are competing for the same thing, and can check out scope of the job onsite.

Cindy asked when the road bans would be lifted. Kevin said they go by the roads and the weather. They will remove the bans if they're solid and dry enough for big rigs to go over them. So it could be any time.

Cindy also asked if the board could send a message to Home Depot giving them permission to travel over the roads to deliver some cinder blocks to Israel River Campground. Home Depot needs written permission because of the road bans. The board agreed it was okay. It was decided that Kathi would write up a note and call Josie to let her know when she could come and pick it up.

**Adjournment:** Cindy made a motion to adjourn and Tom seconded the motion. Tom asked for a roll call vote: Cindy Silver, "aye," Kevin Meehan, "aye," and Tom voted "aye." The motion carried.

The meeting adjourned at 8:00 p.m.

The next meeting of the Select Board will be Monday, April 13, 2020 at 7:00 p.m. by remote conference call.

Respectfully submitted,