

SELECT BOARD MEETING MINUTES
April 13, 2020

The regular weekly meeting of the Select Board was held Monday, April 13, 2020 at 7:00 p.m. 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 7:05 p.m. and read the following statement:

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
- 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.
- 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.

Invoices/Accounts Payable

Town Office: Tom asked Kathi to read the invoices she paid for that week. She asked if Tom would like a summary of payroll as well, and Tom said he would. Kathi said Bruce Hartford had 19 hours for \$183.18. Jimmey Howland had 30 hours for \$296.77. Kathi had 39 hours for 608.35. Mark Dubois had 40 hours for \$616.25 and Mike Kenison had 40 hours for \$503.99. Joy McCorkill had 18 hours for \$221.75. John Silver Jr. had 19 hours for \$304.75.

With regard to invoices Kathi paid **A.V.R.R.D.** for \$684.50, **Beattie Enterprises** for \$895.00, **C.N. Brown** had three invoices for \$1,002.90, **CAI Technologies** for \$1,000 (down payment on converting tax maps to digital), **Carr Well & Pump Service** for \$195.99, **Carroll Concrete** for \$1,202.06 for crushed gravel, **Eversource Street Lights** were \$524.58, **Eversource Electric** was \$607.84, **Impact Fire** was \$880.60, **Mike Gray & Son Trucking** (hailed crushed gravel) had two invoices for a total of \$1,317.50, **Opal Bronson's** check was \$95.50 and **Salmon Press** for Cleaning Position ad placement was \$180.00.

Tom asked if these were the invoices she would normally submit to board members to initial for payment, and Kathi said they were. He also asked if they were the same invoices (accounts payable) the board members had to sign to go on the Treasurer's Report, and Kathi said they were. Cindy made a motion to give Kathi permission to initial the invoices and to sign the board members' names on the Accounts Payable Report since we were not meeting in the same place and members could not sign for themselves. Kevin seconded the motion. Tom asked for a roll call vote and Cindy said "aye," Kevin Meehan said "aye," and Tom Brady said "aye." The motion carried.

Cindy also made a motion to allow Kathi to sign and initial for board members the three or four previous reports so they could be filed in the Treasurer's file cabinet. Tom suggested she write on each report that permission was given to her by vote of the board members and record the date for same. Tom asked for a roll call vote and Cindy said "aye," Kevin Meehan said "aye," and Tom Brady said "aye." The motion carried.

Meeting Minutes: Kevin made a motion to approve the meeting minutes from April 6, 2020 as recorded. Cindy 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.

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.

Reports of Departments

Highway Department: Mark was not present at the meeting.

Building Permit: Kathi said she did her regularly scheduled work including the monthly report to New Hampshire Retirement System and the 941 monthly taxes. She had a good amount of correspondence she needed to respond to as well as tax cards, phone calls to return, etc. She is also working on the COLA increase for the Fire Department and EMS members as Chris would like to do a quarterly payroll. She has also been deluged with e-mails from a variety of government agencies, several of which are requesting responses to surveys, reports and such.

New Business

Building Permit: Kathi had the building permit for the Solutions company (U.S. Cellular) that is replacing the antenna on Alberts Drive. They are not changing the “footprint” of the antenna. The board had tentatively agreed it was to be approved but they wanted to make certain the company was not changing the footprint at the location. Kathi said she would call the company representative to make certain they had no plans to change the height or footprint at the location. Kevin said if they were changing the height they would need a new variance.

The second building permit was from the Josselyn’s Getaway Log Cabins. The permit was submitted with a request to replace a seasonal camper rental with a permanent year-round cabin. She included a sketch of the lot. The new building is to be located over 300 feet from North Rd, over 300 feet from the nearest cabin and 200 feet from any property boundary. She will be using propane to heat the cabin.

Kevin said that property has some stipulations to it, and he is not sure what she can and cannot do there. He said it should be run by Charlene. Tom said he believes there was an agreement made regarding adding any new cabins to the property. Kevin said the issue had been before the board several times regarding the property, so Charlene would be more familiar with the stipulations.

The third building permit was for a new home, 1736 sq. feet, new construction with full foundation, and oil heating. The attached map indicates the house will be over 50 feet from any border and the parcel is 3.74 acres of land.

Kathi said she received a request for a tax card at this location and it indicated the owner believes his address to be 1 Turnpike Road. When Kathi looked up the tax card there is no number at the address, it merely says Turnpike Road. Tom said there has not been a house on that lot before, and the new house will have to have a numbered address for 911 purposes. Kathi said she would check with the 911 office to see if the town should assign a number for that location. Tom did not believe it was number 1. Tom also asked if he had an approved septic system. Kathi said it is on his drawing, but it has not been set up yet. Kevin said he will have to go through the state for the septic system. Kevin made a motion to approve the building permit with the stipulation that the owner must work through the state to set up and receive an approved design for a septic

system, and also a newly assigned 911 address confirmed. Cindy seconded the motion. Tom asked for a roll call vote. Cindy voted “aye.” Kevin voted “aye.” Tom voted “aye.” The motion passed.

Life Alert: Kathi mentioned she received a call from a concerned resident about a senior resident who resided alone in a house that had no visible neighbors. He mentioned this senior is quite unsteady, and he has tried to investigate getting her a Life Alert so she would have a way to reach out for help if she ever fell. He said every connection he made told him the town should pay for the Life Alert, which is about \$20-\$30 monthly. He asked Kathi to look into it and get back to him. Board members said they never heard of the town doing anything like that.

Cindy said there are certain Medicare Advantage Plans that may cover a free medical alert system. Kevin suggested Kathi check with Whitefield and Lancaster to see how they handle this particular request. Kathi said she would look into it and see what she could find out.

Eversource: Kathi said Eversource has a lot of work to do in Jefferson, but they will need permission from the town to access certain roads. They are basically upgrading equipment. Kathi said Eversource has asked to be on the agenda next week (April 20), so they can let the board know exactly what they want to do. Kathi said she would put them on the agenda at 7:15 p.m. If they agree Kathi will get a copy of their letter to each of the board members before the meeting.

Unfinished Business

Cleaning Position: Kathi said they have had five calls in response to the add for a cleaning person to do the town offices each week. She wondered if the person hired for this position would be the same person who would move down to the school when everyone finally relocated. Tom said he didn’t really feel we had to rush to select someone because the move has been put on hold due to the virus. Kathi said she has been doing the sanitizing in the meeting area of the office as well as her office every day, but she is running out of sanitizing supplies. Cindy suggested a company who may be able to help us. She offered to call them and see if she could set up a connection so they may be able to stock us with needed items.

Tom suggested Kathi make the final decision about who she would like to hire. We need the supplies before we get someone. Kevin suggested Kathi continue doing what she’s been doing with regard to cleaning the offices until we know we can get cleaning supplies.

Tom suggested Kathi hire someone on a 60-day trial period. Kevin said he was willing to let Kathi decide when a cleaning person was needed and what their start date would be. Cindy agreed that was okay with her.

Website: Cindy has been playing phone tag with the representative from one of the website companies. She said she is hoping to connect with him next week and should have an update for the board at that time.

Public Input

There was no public input.

Adjournment: Cindy made a motion to adjourn and Kevin 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 8:05 p.m.

The next meeting of the Select Board will be Monday, April 20, 2020 at 7:00 p.m. by remote conference call.

Respectfully submitted,