

SELECT BOARD MEETING MINUTES  
May 11, 2020

The regular weekly meeting of the Select Board was held Monday, May 11, 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. John Scales and Tara M???????? were also present.

Tom Brady called the meeting to order at 7:00 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](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."*

## **Invoices/Accounts Payable**

**Payroll:** There were 40 hours for Mark Dubois for \$616.26, Bruce Hartford had 20 hours for \$192.83, Jimmey Howland had 29 hours for \$286.41, Mike Kenison had 40 hours for \$503.99, Kathi Marshall had 40 hours for \$624.14, Joy McCorkhill had 16.5 hours for \$203.27, and John Silver Jr. had 22 hours for \$309.63.

For accounts payable Jimmy Howland had a check for mileage to a certification class for \$25.52. There was a check for the U.S. Postal Service for \$55.00 for a roll of stamps, Opal Bronson's check was \$148.50, O'Reilly had an invoice for \$111.05 for parts for Engine #3, C.N. Brown's invoices were \$49.52 for propane at the library and \$70.67 for propane at the town garage, Carroll Concrete's invoice was \$544.46 for crushed gravel, A+ Conferencing (for remote meetings) was \$189.44 (COVID-19 expense), an invoice for A.V.R.R.D.D. was \$1,871.40, Presby Steel for \$2,977.00 for culverts, bands, collars, and Beattie Enterprises for \$1,605.00. Kathi also had 941 monthly taxes for \$2,911.42, and a check for New Hampshire Retirement for \$1,656.26.

Cindy made a motion to approve the expenditures for payment and allowing Kathi to sign for the board members, and Kevin seconded the motion. Tom took a roll call vote. Cindy Silver said "aye," Kevin Meehan said, "aye," and Tom Brady voted "aye." The motion carried.

## **PUBLIC INPUT**

**Building Permit:** John Scales was at the meeting to inform the board of his progress with putting in a foundation for his new home. Reporting regularly was a stipulation in the approval of his building permit. John let the board know they had begun to dig the hole and that was as far as he had gotten to date. He also mentioned he would bring the \$50 for the building permit next week.

**Meeting Minutes:** Since Tara was not yet online, Tom moved to the previous week's meeting minutes. Cindy made a motion to approve the minutes for May 4, 2020 as recorded. Kevin seconded the motion. Tom took a roll call vote. Cindy Silver said "aye," Kevin Meehan said, "aye," and Tom Brady said "aye." The motion carried.

## **REPORT OF DEPARTMENTS**

**Highway Department:** Mark sent Kathi an e-mail to inform the board that he and Mike spent a good deal of time on Turnpike Rd. ditching and grading. When they complete Turnpike Rd., they will move on to Ingerson Rd. and then to Valley Road.

**Town Office:** Along with her regular duties, Kathi said the week was one of learning for her. She worked with Rick Evans from the Department of Revenue while he taught her how to use the website to enter several Intent to Cut forms and Intent to Excavate forms that were due on the 15th. She also worked with Casey Gordon of 911, while he taught her how to use that website to assign house numbers for new homes built, or to change an address. Kathi also spent time going through the report from Paul Ingersoll, and she also received an e-mail telling her she was late in reporting her Workman's Comp. information. Since she had never heard of that particular report she contacted them and had a learning session on how to enter the information into their database.

## PUBLIC INPUT

**Building Permit:** Tara M. joined the meeting by remote contact to ask about the status of her building permit to take down an old camper and put a new log cabin in its place. She said she would like her permit approved. She is trying to replace a structure that never should have been on site there. She has been to Planning and Zoning with her ideas and they have not approved her, so she has come before the board to see what the difficulties are.

Kevin said he was familiar with the property and there could be no new structures unless they went through the variance process. He made a motion to deny the permit at this time so it could go through the process with the Zoning Board to obtain that variance. Cindy seconded the motion. Tom took a roll call vote and Cindy voted "aye," Kevin voted "aye," and Tom voted "aye." The motion carried.

Tara she wants to improve the site and put something new there, but she doesn't understand why she's been back and forth with this request. Cindy said she would like a little clarification as to why the request has been pushed back and forth between the Zoning Board and the Select Board.

Kevin said there are certain stipulations that were set forward on this property that must be adhered to, and any changes would have to be made by way of a variance, and that would be from the Zoning Board. Tom said we need to check any prior stipulations regarding that property. He told Tara that if something were mandated prior to her owning it, the town would have to adhere to it or that previous owner could come back on the town for allowing Tara to do something that he was not allowed to do. Tom said he wants to make sure everyone is treated equally and fairly.

Tom said Tara's request for a building permit needs to be acted on in a timely manner. Cindy said June was too far away to wait for the Zoning Board to meet. She felt Tara had waited long enough and had been very patient. She felt Tara should have an answer in May. Tom agreed.

Kathi suggested the Zoning Board meet remotely, but they would need Tom's passcode. Some member of the Zoning Board would have to be in the office to have access to the paperwork and to the phone through which the conferencing is billed. Kevin said the paperwork with the stipulations has to be pulled so Tara can see what those stipulations are. Tom said he would let the Zoning Board use his code to set up a meeting to discuss this for Tara, and to do it in May. But Tom said the Select Board cannot tell the Zoning Board when to meet.

Tara said she would wait to hear from Kathi as to the probability of moving forward with the Zoning Board. Tom said Tara must be notified in writing of this denial for the building permit by the Select Board.

## New Business

**Building Permits:** Kathi had two additional building permits. The first was the one she brought to the previous week's meeting, which was held up because the applicant did not have an address. Kathi worked with 911 to see if they could locate the land so they could assign an address number with confidence. Kathi wondered if they could approve the permit so he could start building. The

man has an approved septic design, he has paid for the permit, he supplied a map of his property, he just doesn't have a numerical address from 911. Kevin said if the land is right on Turnpike Road he will need to meet with Mark so Mark can approve the location of the driveway on that road.

Tom said the building permit application says you will need a driveway permit, but it doesn't say you have to have one before your permit is approved. It only states it must be obtained. Kathi said Casey Gordon of 911 also said the applicant can be approved before his number is assigned.

Kevin said he was okay with approving the permit, but he felt the driveway was extremely important. It should be settled as soon as possible. Kevin made a motion to approve the building permit on Turnpike Road with the stipulation that an approved driveway permit must be obtained before June 15. Cindy seconded the motion. Tom took a roll call vote and Cindy voted "aye," Kevin voted "aye," and Tom voted "aye." The motion carried.

The second building permit was for a 28x30 foot garage. It is to go on an asphalt slab. There will be no heat. The applicant attached the check for the permit. Kathi said the only thing she feels might be missing is the actual distance from the back of the garage to the property line. She said she will call the applicant and ask. Kevin made a motion to accept the building permit once the back property line is verified. Cindy seconded the motion. Tom took the roll call and Cindy voted "aye," Kevin voted "aye," and Tom voted "aye." The motion carried.

### **NEW BUSINESS**

**Governor's Relief Grant Funds:** Due to the COVID-19 virus the governor is granting emergency funds to cover the cost of COVID-19 related expenses. The Town of Jefferson has been granted \$26,543 for "relief and recovery." Kathi said she will forward the information to Kevin and Cindy so they can read the program information and see the applications which will require the signatures of board members when the time comes.

**Memorial Day Meeting:** The board members agreed there will be no meeting on the Monday of Memorial Day Weekend, the 25<sup>th</sup> of May.

**Meetings in the Town Office:** Tom said there should be no meetings held in the town office. It is simply too small to allow for social distancing. If other boards want to meet they can meet in the town hall and stay six feet apart, or with more discussion they may be able to use the remote system the Select Board is currently using. He said if and when we get to that point, only Charlene should be allowed in the office space in order to retrieve any paperwork she might need for meetings. Other than that, meetings should be in the town hall.

### **UNFINISHED BUSINESS**

**School Use for Memorial Service:** Beatrice is asking for permission to use the field next to the school for the memorial service for her mother on September 5. She will rent a big tent. After lengthy discussion the board agreed social distancing for COVID-19 would most likely still be in effect. There is also the possibility that excavating that field will be taking place. Board members agreed they should not allow the school property to be used until they are certain what work is

being done and what social distancing directives will still be in effect. They voted not to allow the school property to be used for the foreseeable future.

**Eversource:** At the meeting with Eversource representatives Tom asked if any of the poles they were replacing in Jefferson would be taller than the current poles. They contacted the town to let the board know that there were about ten poles that would be higher. A few by nearly ten feet and some more than twenty feet, but they are in low lying areas. They included a map so board members could see where these poles would be installed.

**Septic Issue:** Kathi said she forwarded to board members the reports from Kevin Kaveny and Paul Ingersoll on the Meadows Road property. She asked members if they had received it. They said they had. Tom suggested the report be sent on to the town's lawyer before we send the letter to the property owner. Kathi said she would send it to legal counsel.

**Bank Notes:** Kathi contacted Sarah at the bank about the notes for school renovations. Sarah said we could take out three separate notes, but we would receive three separate bills, one for each account. Kathi also asked about deferred payments in case of emergency. Sarah said our first payment would only consist of accrued interest. There would be no principal paid. She said our next payment would not be due until the following December. Due to the second payment not being due for over a year, there was no deferred payment option at this time. Tom wanted to know if it was still a ten-year loan. Kathi said that is what they asked for, but she would call Sarah and ask her specifically.

#### **PUBLIC INPUT**

There was no more public input.

#### **ANY OTHER BUSINESS**

**Highway Block Grant:** Kathi said the Highway Block Grant funds come to us quarterly, and that was the check she presented at last week's meeting.

**John Trumbull/Assessments:** Tom asked if board members would mind if he called John Trumbull to come out to speak to him regarding the buildings at Six Gun and their current use and the value of same. Kevin made a motion to let John Trumbull go out to speak to Tom regarding the assessment of his property. Cindy seconded the motion. Cindy took a roll call vote. Kevin voted "aye," and Cindy voted "aye." Tom recused himself from the vote. The motion carried.

**Fire Marshal:** Cindy informed the board she has a phone appointment with Sean from the Fire Marshal's office regarding going forward with preparations to move to the school and the Fire Marshal's approval of same.

**4<sup>th</sup> of July:** Cindy said she feels we should not go ahead with fireworks, parade or the fishing derby for the 4<sup>th</sup> of July. Kevin said he agreed. There is just no way to be able to police the social distancing at a gathering like that. Tom said he would like to be able to celebrate the holiday in the town, but he felt right now we don't have a choice. He suggested dressing up the main street with

banners and such, and Cindy said she would look into what they could do safely for the public. Kathi said some towns were closing their transfer stations and some were keeping them open. Since July 4<sup>th</sup> falls on a Saturday what did the board plan to do? Kevin thought we should get the opinion of Jimmey and Bruce about whether they would want to spend it with their families or work on that day.

**Registered ATVs:** Kathi received an e-mail from Chris from someone who had a question asking about a registered ATV and UTV Gator. He wants to know if he is allowed to drive a registered machine on any road in the town of Jefferson. Tom said he has asked that question for himself in the past and was directed to the Department of Motor Vehicles. Kevin said it's different for trail registration and road registration. Currently the town of Jefferson has no trails open for that activity. Tom said for the Gator they would need a license plate if it's possible for such a vehicle to be registered on the roads. Kathi said she would tell him to check with Motor Vehicles.

**Intent to Excavate:** Kathi had several Report of Cuts that have to go to Mary, and they need to be signed by the board members. Rick Evans from DRA said the board could sign, and if that was not possible, if they authorized Kathi to sign, that was okay. Kevin moved to allow Kathi to sign the Report of Cuts for the board members. Cindy seconded the motion. Tom took a roll call vote and Cindy voted "aye," Kevin voted "aye," and Tom voted "aye." The motion carried. Kathi also had an Intent to Excavate. Kevin made a motion to approve the permit and to give Kathi the authority to sign for the board members. Cindy seconded the motion. Tom took a roll call vote and Cindy voted "aye," Kevin voted "aye," and Tom voted "aye." The motion carried.

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

The meeting adjourned at 9:20 p.m.

The next meeting of the Select Board will be Monday, May 18, 2020 at 6:30 p.m. for a safety meeting, to be followed at 7:00 p.m. by the regular Select Board meeting; both by remote conference call.

Respectfully submitted,