

SELECT BOARD MEETING MINUTES
September 28, 2020

There was a meeting of the Select Board Monday, September 28, 2020 at 7:00 p.m. The meeting was held in person and by remote teleconference.

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

ALSO PRESENT: Kathi Marshall, Assistant to the Select Board, Michael Meehan, Gordon Rebello, Kim Perry, Charlene Wheeler, Jason Call and Chris Milligan 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. (There is also a physical location from which to observe and listen contemporaneously to this meeting, which is the town hall.) Please note 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 in person, 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: Tom Brady, Chair, "present." Cindy Silver, Select Board Member, "present." Kevin Meehan, Select Board Member, "present."

ACCOUNTS PAYABLE AND PAYROLL

Cindy made a motion to accept the payroll figures and the amounts for accounts payable and to authorize Kathi to go ahead and pay the invoices and payroll for week ending 9.26.20. Kevin seconded the motion and a roll call vote was taken. Cindy voted “aye,” Kevin voted “aye,” and Tom voted “aye.” The motion carried.

PUBLIC INPUT

This meeting was set up specifically so the Select Board, the Planning Board and the Board of Adjustment could discuss town issues dealing with some residents who are not obtaining permits or licenses when required. Tom noted it would be good to make ourselves aware of the specific regulations when applicable and to look at the variety of issues that affect all the boards.

Kevin felt it would be beneficial to meet at least quarterly with the chairs of these boards; perhaps monthly down the road. He said the Select Board acts as an enforcer for regulations in town, but the feedback from members of all the boards is welcome in order to make certain all residents are treated the same.

Cindy mentioned a couple locations where several trailers are located on properties on Israel's River Road—one site before the campground and the other after it, both on the same side. There have been several trailers on these sites, more than three sometimes, which is not permitted. And they have been there for more than 4-6 weeks. She believes they are families getting together.

Charlene mentioned that RSA-216 was being violated due the number of campers on the properties, and the fact they were there onsite longer than 7 days. Tom mentioned the property owners should also have submitted a letter of compliance about how the sewage and waste was to be removed. Charlene mentioned there was a camper on Turnpike Road. It was noted that many “mini-campgrounds” were springing up around town without permits, and board members wondered if power was being supplied to these campers as well.

Jason said many towns were having these issues. He mentioned these campers bring up other concerns as well, such as proper set-backs, sewage elimination, etc. Tom mentioned the people who come to the office and try to go through the process the right way—and he wants to be fair to everyone.

Cindy also mentioned a Jefferson resident who had a post on Facebook opening up his land to “tenters” who wanted to come and rent a spot during fall foliage. He was also offering to serve one meal a day.

It was noted that this year is a possible exception for these campsites since so many people would rather stay in their camper than in a motel due to COVID-19. It may only be prevalent for this year. Perhaps next year this situation won't exist.

Charlene said it should be identified where they fall on the spectrum. Are they actually in violation? If so, did they not file a permit? Did they need a license of some kind? Is it a set-back

problem? That needs to be determined, and then the land owner needs to be notified of the violation. It should also be decided which board should handle it.

Tom said we don't need to mention names in these discussions, rather they could resolve the issue at hand, such as a property with several unregistered vehicles on it. Are they conducting a business? Charlene said there was a state ordinance that says you cannot have more than two unregistered vehicles on your property.

Kim said we really need someone to go to these sites to find out exactly what is going on. Jason said some towns are beginning to look at having a part-time code enforcer.

Whitefield instituted a recreational vehicle permit application so they know where these campers are going in and what they're for. Members agreed it seemed like a good idea. But you'd have to have a system to identify those who come from out of state. Who are they?

You send a letter to the tax payer. Jason mentioned that once you put more than one camper on the site it becomes a campground. Kevin said if you have one camper you apply for the permit, and if you have two or more you have to comply with actual campground regulations.

In summary Kevin said we need to get letters out to those who seem to be in violation. We need to keep in touch with each other so we know what everyone is seeing, and whether or not we need to investigate.

Jason called up a copy of the Whitefield Recreational Vehicle Permit Application and the Planning Board decided to take that up at the next meeting to see how or if it could be adapted for Jefferson. Kevin sent a copy to Kathi.

APPROVAL OF MINUTES FROM 9.14.20 AND 9.21.20

Cindy made a motion to approve the minutes dated 9.14.20 and 9.21.20 as recorded. Kevin seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye," and Tom voting "aye." The motion carried.

REPORTS OF DEPARTMENTS AND BOARDS

Board members read and accepted the highway report and the business report for the week.

NEW BUSINESS

Building Permits/Paquin: Kathi presented the permit for the Paquins that was for a "pole barn." Kathi said she forwarded deed information to board members the week before because Mr. Paquin applied for the permit, but there were five people listed on the application. Tom noted that on the deed it says each person has $\frac{1}{4}$ ownership. He said that would mean every one of the owners would have to sign the permit. Kathi asked if all members needed a letter or if she could photocopy all their signatures on a page and attach it to the permit. Each of the 5 people live in different places. Kevin said they could all send in their own letter, or they could all sign a copy of one letter. Kathi said she would let them know.

Building Permit/Davis: Kathi sent board members the building permit for Mr. Davis and the second structure he had erected on his property. His application was complete and his fee was included. Cindy made a motion to authorize Kathi to sign on behalf of the board to approve the updated building permit for Mr. Davis that included the second structure on his property. Kevin seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

ANY OTHER BUSINESS

TAN Note: Kathi obtained the TAN Note application from the bank. She informed the board members they each needed to sign the form, along with Terri Larcomb, and Polly had to notarize it. Board members decided to go into the office Thursday when Polly was working so they could all sign the form.

Complaint for the board: Kathi forwarded the written complaint from a town resident to the board members. Tom said it was officially filed and Kathi could tell the resident that all the boards were working on the camper issues, and there is no noise ordinance in Jefferson, so there wasn't much to be done at this time with regard to the noise coming from a neighbor's property.

Suggestion on town office entrance: Kathi let the board know that an employee suggested putting asphalt on the front part of the town entrance so the ground would be leveled for those with walkers or canes. If the front section was asphalt, it would not have to be shoveled out every time it snowed, but a vehicle could just drive up in and pull the snow out. Kathi mentioned if they went with asphalt they should make that front section handicap parking.

Linda and John's Desk: Kathi said she is still in the process of getting a desk and printer for the office. She has contacted all the major companies (Staples, Office Max, WB Mason, Amazon, etc.) and has been told the desks she is intered in are on backorder, as are the printers. Kathi said she did find a desk that could work for Linda, but it was around \$600. Companies are telling her that due to COVID-19 and so many people now working from home, these items are all sold out. Kathi wanted to know if the board would approve a desk at that price? Kevin acknowledged that items like these were on backorder. Board members wanted to know if the desk was of the quality and type that could be moved down to the school when the offices were relocated. Kathi said it definitely could.

Kevin made a motion to approve the purchase of the desk not to exceed \$600. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

PUBLIC INPUT

NON-PUBLIC (None)

Any Other Business: Tom asked the status on the septic issue and legal counsel. Kathi said she has contacted legal counsel and has left him a message to call her. She wants to know if she can send out copies of the signed documents to all parties involved, including the power of attorney,

and if they could go ahead and have the contractor begin work immediately. She said the lawyer was in hearings all day and she didn't hear from him. She would call him the next day.

Kevin made a motion that upon approval from legal counsel to have the contractor move forward with the job at 25 Meadows Road. Cindy seconded the motion. Tom asked if it was okay with board members that he call the contractor himself. Kevin and Cindy both agreed. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

RSA 216: Tom asked if anyone had the information on RSA 216 that had to do with campers and campgrounds. The board reviewed the RSA. Tom wanted to know if it was a problem if your family came with a camper and wanted to stay on property all summer long. Kevin mentioned the Whitefield permit allows a situation such as the one Tom mentioned. You just need a permit to stay there for the summer. Kevin said we wouldn't need an ordinance, we would just need the permit.

Tom asked if Kathi would draw up a Jefferson version of the permit to present to the board the following week? Kevin e-mailed the copy to her.

A camper could be parked on a lot next to a house for not more than 180 days if they have the permit completed and approved. However, a camper cannot be used as a residence. That goes to the Jefferson zoning ordinance of one dwelling per lot. That is consistent with Jefferson Land Use Ordinance.

Tom asked if the board could appoint someone to oversee these instances of campers being put up here and there—such as the code enforcement officer mentioned earlier. He suggested someone like Norman Brown. (Kevin said Article 6 Section 2 of the Land Use Ordinance says the board has the right to authorize a code enforcement officer.

Tom also asked about the resident who advertised on Facebook about renting “tent” space to leaf peepers and feeding them breakfast or lunch. Tom said he needs a letter. Cindy said we need to find out exactly who he is. Kevin said it pertains to the zoning ordinance for business.

Kathi asked if it would be worth it to send out a spring mailing to all residents and property owners who live away reminding them that any building they do will require permits, and any campers they put on their property need to comply with RSA regulations. A 1-page mailing will only cost about \$110. Kathi said she believes a lot of people just don't know what they need to do. Cindy agreed a newsletter would be a great form of information and communication.

Cindy e-mailed the information on the gentleman who is advertising his property to “tenters.” Tom asked if a letter could be drawn up by Kathi to be presented at the following week's meeting. Kathi said she would do that.

Affordable Asbestos: Cindy said the asbestos company is putting together an estimate for the asbestos removal so we should be hearing from him any day.

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, and the meeting was adjourned at 9:16 p.m.

The next meeting of the Select Board will be Monday, October 12, at 7:00 p.m.

Respectfully submitted,