

SELECT BOARD MEETING MINUTES  
October 12, 2020

There was a meeting of the Select Board Monday, October 12, 2020 at 7:00 p.m. The meeting was held in person and by remote teleconference.

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

ALSO PRESENT: Linda Cushman, Sub for vacationing Kathi Marshall, John Silver, Jr.(8:00 pm)

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. (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](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, and please remember the meeting is being recorded.*

We will start by taking roll call attendance please state whether or not you are alone: Tom Brady, Chair, "present." Cindy Silver, Select Board Member, "present." Kevin Meehan, Select Board Member, "present." Linda Cushman "present at the Town Hall substituting for Kathi Marshall" all persons were alone at their locations.

## **ACCOUNTS PAYABLE AND PAYROLL**

Cindy made a motion to authorize Linda Cushman on behalf of the Board to sign the payroll accounts payable as presented ending 10/10/20. Kevin seconded the motion and a roll call vote was taken. Cindy voted "aye," Kevin voted "aye," and Tom voted "aye." The motion passes.

## **PUBLIC INPUT**

Cindy reported that Tracey Nelson informed her that they would not be able to attend tonight's meeting. No one from the Fire Department was present. Kevin Meehan did mention that the Fire Department is looking at doing a Fire Department gathering, however at this time nothing has been decided upon.

## **APPROVAL OF BOARD MINUTES AND SAFETY MEETING FOR 10/05/2020**

Cindy made a motion to approve the meeting minutes dated 10/05/2020 as presented. Kevin seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye," and Tom voting "aye." The motion passes.

## **REPORTS OF DEPARTMENTS AND BOARDS**

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

The Highway Report from Mark Dubois stated that they had worked at the Transfer Station, hauled gravel and worked on the culverts.

The Business Office Report from Kathi Marshall stated that she had attended three meetings, transcribed minutes of meetings, updated website with voting information, revised letters for permit infractions, ordered supplies, checked on arrival of computer and printer, scanned and sent information to auditors, reconciled bank statements, worked on getting final information as requested by attorney.

Tom asked Linda if she had anything to add. Linda stated that the only thing is that Kathi had not had time to scan and send the Library information to the auditor and she would be working on that as well as sending some additional files that the auditors have requested.

## **NEW BUSINESS**

Trapping Permit was submitted by George Coulter to trap on Town property and roads, this is the same action that he has done in past years. Kevin made a motion to approve the request to trap on Town property by George Coulter and authorize Linda Cushman to sign the permit on behalf of the Board. Cindy seconded the motion. Roll taken, Cindy "aye", Kevin "aye" Tom "aye". Motion passes.

The Board will be in to sign the Warrant for NH Voting Declaration. Linda explained that this is the warrant that notifies the Town residents of the voting date, time and location. This warrant should be signed by the Board.

Tom asked Linda if she was going to be in the office this week. Linda stated yes, it was her understanding that she was to work all week for Kathi. Tom stated that's great, is it ok if the Board

stops in to sign the warrant. Linda stated that she would be in the office at 7:30 am until 3:30 pm. The Board agreed that they would be able to stop in and sign the warrant.

The “Emergency Dispatch Agreement” was reviewed by the Board. It was stated that it appears the only difference in this agreement is that NHDOT would like the location relocated within the next two(2) years. Cindy stated that also DOT is request all interested parties to share the responsibility for staffing and other dispatch services with the County and Towns and a taskforce be formed to consider how to implement a plan for a regional emergency dispatch center. This task force will have made a recommendation by June 30, 2022.

Kevin made a motion to approve and sign the “Emergency Dispatch Agreement”. Cindy seconded the motion. Roll call taken: Cindy “aye”, Kevin “aye” Tom “aye”. Motion passes.

### **Asbestos Removal:**

Cindy reported that there has been a change in the cost of the estimate that was originally given by Affordable Asbestos Removal. The cost has been reduced by \$7,000. It was asked if this reduction was in writing or only verbally. Cindy said that she would get the revised estimate in writing.

Cindy said that she has reached out to BEI and the party was out of the office until Tuesday. They said that an estimate would be provided Tuesday.

No action taken at this time.

Tom asked if one of the loans needs to be secured in order to pay for the removal of the asbestos. Cindy said yes. Tom asked if action on a loan needs to happen before approval of someone removing the asbestos. Do we need to move ahead with Passumpsic Bank. Cindy stated that the three loans were approved at Town Meeting. Linda asked if the Board had to take the total amount requested or just the amount that is needed at the time. Cindy said that she believes that it is just the amount needed. Linda will contact Passumpsic Bank.

Linda asked if the proposal from Affordable Asbestos Removal gave a time frame as to how long it would take to complete the work. Cindy said that she would get this information and see that it is also included in the estimate from BEI.

### **Unfinished Business**

**Office Desk:** Tom asked Linda what her opinion was regarding a new desk. Linda said that she told Kathi that for the time being the table that the maps were on would be good enough for now. When a workable desk is available then it can be purchased.

### **Gross Letter:**

The Board reviewed the revised letter making a change removing “you plan to.” Kevin suggest including the entire RSA. Linda was asked to make the change and when the letter was ready the Board would come in and sign.

Linda asked if the camper on the west side of the Israel River Campground had been addressed. Cindy said they have talked about it but not action had been taken. Cindy stated that a letter should also go to that property owner as there are actually four(4) campers there one(1) is for sale.

Linda asked if the Board would like the same letter that is being sent to Mr. Gross be sent to this property owner. The Board agreed yes there should be a letter sent to the property owner as well.

Linda said that she would get the changes made and have the letter ready for the Boards signature this week.

#### **Lewis Letter:**

Board members reviewed the letter for the Lewis property. The name has to be correct to be the property owner and the date needs to be changed.

Tom asked Linda for her opinion, if the word plan should be removed. He is thinking that plan could be the same as an idea and an idea would not warrant the Board's approval. Linda stated that just thinking of a plan does not need approval it is the act of acting upon the plan that needs approval.

Tom asked Linda if she would be able to make the changes and have the letter ready for the Board to sign this week. Linda said that she would have a letter ready for the Boards signature.

Cindy agreed to the change as Tom suggested. Kevin said that he he thought that it should read any structure to be put on the property needs to be permitted.

In the third paragraph the words “plans and particularly if you intend to act on those plans” should be removed. When the change is done the Board will sign the letter.

#### **Recreational Vehicle Permit:**

Linda asked the Board if they had received a copy of this permit. The permit is basically the same permit that Whitefield uses. Kathi had contacted Whitefield to ask their permission. Cindy said that was another follow up from Joyce in short it stated that Whitefield could not go after campers on property prior to the approval of the new section. Cindy said that there are several other regulations attached like occupancy permit, registration of recreational vehicle, special events for RV's.

Linda asked if this wouldn't be something that would have to be included in the Jefferson LUO. Kevin said correct, which would be a step by the Planning Board. Kevin said this information needs to go to Charlene the Planning Board secretary.

Linda asked if the Board was satisfied with the permit as presented. Kevin stated yes, the Board had looked at it last week.

Linda asked for clarification, yes the Board approves of the permit as written, however before it can be used the Planning Board will have to enact a change to the LUO. Kevin said correct that was his understanding. Tom stated that he believes that is correct.

Linda said that she would pass this along to the Planning Board secretary Tuesday.

#### **Town Hall Door:**

Linda said that right now it appears to be working okay. When it gets wet it swells and sticks. The door could be adjusted. Tom asked Kevin if he would look at it. Kevin stated that ever time he has looked at the door it is working fine. Cindy said just to add some information, last Monday night when she was at the Town Hall the side door into the hall was ajar. It was very difficult to close it had to be pushed in from the outside to lock the door

**PUBLIC INPUT – None**

**NON-PUBLIC (None)**

**Any Other Business:**

Cindy said that she got a text from Tracey Nelson and she will not be able to make the meeting tonight. She asked to be rescheduled for next week.

Linda asked if the Board had given any consideration to the sale of the skating rink property as to the value of the property. Tom said that nothing had mentioned since Town Meeting. Tom stated that there may have been one meeting after Town Meeting where it was mentioned that perhaps the well could be leases. Tom thought that the Nelson's liked that idea.

Kevin said as he remembered it the Nelson's were going to get back to the Board as to how they would like to precede.

**Damage to town hall siding:**

Cindy reported that John Silver, Jr. had looked at the damage to the side of the building. When he looked at it John said there was mud on the building and moose tracks on the ground as well. As there was the moose there Sunday the 4<sup>th</sup> of October(found behind the Fire Station) that was put down by Fish and Game due to possible brain worm it's very likely that the moose caused the damage.

**Historical Society:**

Joe Marshall had requested someone to open the school building so some of the Society members could go into the building. Cindy said that she will contact Joe and take care of this.

**Asbestos Update:**

Affordable Asbestos (Maine) continues to call John and ask more questions regarding room sizes and such. Cindy said this company should have given us a quote by now, and the company continues to call with questions. Cindy has reached out to a couple more asbestos removal companies. She is hoping to get a few more estimates.

**Eversource:** Cindy said we received some information from Eversource and she reminded the board there was a 60-day proposal on the table. Kathi said she forwarded the information to Cindy that she received from Eversource. Cindy said she will look into it further.

**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 8:45 p.m.

The next meeting of the Select Board will be Monday, October 19, at 7:00 p.m.

Respectfully submitted,