

SELECT BOARD MEETING MINUTES
October 26, 2020

There was a meeting of the Select Board Monday, October 26, 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: Kathi Marshall, Assistant to the Select Board. Ted Joubert, Leo Enos and Randy Flynn were also present.

Tom Brady called the meeting to order at 7:02 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 townofjefferson@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.

Tom began by taking roll call attendance: Tom Brady, Chair, "present." Cindy Silver, Select Board Member, "present." Kevin Meehan, Select Board Member, "present." Kathi Marshall "present" at the Town Hall with three other visitors, Ted, Leo and Randy. Board members were alone at their locations.

ACCOUNTS PAYABLE AND PAYROLL

Cindy made a motion to accept the payroll and accounts payable for week ending 10.24.2020 as presented and to authorize Kathi to pay them and to sign the reports for the board members. Kevin seconded the motion and a roll call vote was taken. Cindy voted “aye,” Kevin voted “aye,” and Tom voted “aye.” The motion passed.

PUBLIC INPUT

Ted Joubert/Lancaster Ambulance: Ted Joubert is the Assistant Chief at Lancaster Fire Dept. He came before the board to discuss the rates of the Lancaster Ambulance moving forward. He said the town of Lancaster is looking at the current pricing, and he wants to work with the Select Board to set up a plan that will work for everyone. He pointed out that running a 24-hour-a-day, 7-days-a-week ambulance service is not an inexpensive project.

Ted offered to bring back specific information for the board, but first wanted to introduce himself and let the board members know what was being planned. Ted will address the Lancaster Select Board next Monday evening, and would like to come back to Jefferson to look at pricing for the future. He does not want Lancaster to dictate pricing, but to work with towns to come to a practical solution for all.

Cindy asked Ted if he had an idea of what the increase might be, even if the estimate was preliminary. Ted said currently all the contracted towns pay \$14.50 per person for 24-hour-a-day, 7-days-a-week coverage. Lancaster's annual budget is \$500,000. They have 35 staff members and six ambulances. It is a robust organization. The four contracted towns make up \$40,000 of that budget. Ted said any increase would be laid out over a period of years so towns could plan effectively.

Shelburne and Randolph are currently paying \$30+ per person. Lancaster has not raised rates in a number of years. Tom asked if Ted could bring information such as the number of calls they make. Ted said they have an open book policy and he was happy to share information. Kathi asked which towns they covered and Ted said Lancaster, Guildhall, Granby, Gilman/Lunenburg (considered one) and Jefferson.

Kathi said she would put Ted on the agenda for the week of November 9, and would touch base with him prior to that to make sure the date still worked for him. She also asked when the next contract would be signed and Ted said it would be in April 2021, which would be when the proposed increase would take effect.

APPROVAL OF BOARD MINUTES FOR 10/19/2020

Cindy made a motion to approve the meeting minutes dated 10/19/2020 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.

NEW BUSINESS

Building Permit/Brady: Kathi presented the building permit from Tom, Mike and Karen Brady for a porch to be constructed on their house. They included a detailed map with proper setbacks and the fee for the permit was attached.

Tom removed himself from the voting process. Kevin made a motion to approve the Brady's building permit and Cindy seconded the motion. A roll call vote was taken with Cindy voting "aye," and Kevin voting "aye." The motion carried.

Building Permit/Paquin: Kathi presented the building permit from Thomas and Anne Paquin. They had submitted it earlier, and had included information that documented the four owners of said property. The board requested a letter from each of the co-owners stating they were aware of the pole barn that was to go up and that they supported the permit. Kathi informed the board she received a letter from each of the parties involved and each one confirmed the erection of the pole barn with their support of same. All the necessary paperwork was included.

Cindy made a motion to approve the Paquins' building permit for their pole barn, and to have Kathi sign for board members. Kevin seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye," and Tom voting "aye." The motion carried.

UNFINISHED BUSINESS

C.N. Brown: Kathi said she had the contract for the quoted fuel prices from C.N. Brown for the coming winter (#2 Fuel oil at 1.711 per gallon and 1.41 for liquid propane). It needed a signature.

Cindy made a motion to have Kathi sign the C.N. Brown contract on behalf of the board. Kevin seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye," and Tom voting "aye."

Bank Notes for Jefferson Community Center Work Projects: Kathi told the board that due to the time gone by before beginning actual work in the old school building, the interest rates for the bank notes had gone down. Previously they were quoted at 2.36%. They will now be 1.98%.

The bank suggested having these notes in a separate account from our general fund so the board could always track expenditures without having them co-mingle with our daily operating account. With regard to procedures, the bank would like to have an invoice for each proposed expenditure and will only advance money if they have a copy of the minutes reflecting the board's approval of the job done.

This is a ten-year note. At the end of this year (2020) the town will only pay interest on what work was done, regardless of how many projects there were. Beginning in December of 2021 the town will make annual payments of \$11,011. (Thanks to the lower interest rate that annual payment was reduced from the anticipated payment of \$12,500 annually.) In the final year the payment will be determined based on whether or not the town spent the entire loan amount. The town also has the option of paying more on the principal throughout the years or paying off the loan entirely before the ten year span is up. There will be no penalty.

The bank wanted the board to vote on the proposal to keep the Jefferson Community Center account separate from the general operating account. Kathi will pick up the contract on Wednesday. The contract does not have to be notarized, however it will require the signatures of each board member, of Terri Larcomb, the town treasurer and of Polly Bronson, the town clerk.

Cindy made a motion to approve the three bank notes at an interest rate of 1.98% for ten years and to approve the use of a separate checking account for those funds. Kevin seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

Septic Issue: Kathi told the board she scanned the entire file on 25 Meadows Road, and sent it to legal counsel. Joe said he would like a phone meeting with board members to share what paths are open to the town at this time. Board members agreed they were available Wednesday, October 28, at 3:00 p.m. Kathi said she would confirm with Joe.

Eversource: Cindy said the Eversource work will not be done until later. Her contact at Eversource said to let her know when the asbestos removal was complete, and then we could look at a starting date for the lighting work to begin at the school. Cindy said BEI needs to go through a process with the state giving two weeks notice before they begin work, so the asbestos removal will not begin until around November 15.

PUBLIC INPUT – None

NON-PUBLIC (None)

Any Other Business

Real Estate Appraisers: Kathi told board members she found three local real estate appraisers that might be of assistance to the town in having the property with the well appraised so the Nelsons' can move forward to purchase the land and access clean water. Kevin asked to have that information sent to board members.

Tom wondered how long it had been since the lot had been surveyed. He mentioned there would be legal fees to draw up the contract with stipulations regarding the skating rink, the monument, surveying, etc. He said we would need to know who was responsible for those expenses. The board agreed to speak to legal counsel about it. Cindy thought the attorney should draw up something ahead of time so it was very clear who would be responsible for what.

Forestry Service: Weeks prior the Greenlees' appealed for help on Starr King Road. They deal with the overflow parking from hikers' going up the mountain. Kathi asked the board if she could have Dawn McCarthy of the Forest Service attend a meeting to discuss how the town and the forest service might work together to alleviate the problem. Tom said to add her to the agenda in the coming weeks.

ADG: Stuart contacted Kathi regarding his promise months ago to look into the use of solar options at the school. He wanted the board to know he currently has someone who is willing to meet by phone or in person to discuss those options. Board members agreed they were still interested in learning more,

but right now it's a little premature. Cindy asked Kathi to get back to Stuart and explain we want to look into it, but perhaps not until early next year.

Clean Energy NH: Emily Rosco works for Clean Energy NH and has some programs for people to help them save on their energy costs. She would like to run those ideas by the board to see if they feel it might benefit Jefferson residents. Board members said to put her on the agenda when there is space.

Audit: Kevin asked how we stood with the auditors so they could anticipate the tax rate for this year. Due to the virus this year every document needed for the audit had to be scanned and e-mailed to the auditors. Kathi said she and Linda have sent them everything they have asked for. Kathi is waiting for one piece of information from the library.

Kevin asked if she needed help and she said right now they are in good shape. When the MS-535s come out, Linda will be able to fix the tax rate. Tom said he would touch base with Linda to see if she needs anything else to make sure the tax bills get out on time.

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 8:21 p.m.

The next meeting of the Select Board will be Monday, November 2, 2020, at 7:00 p.m.

Respectfully submitted,