

SELECT BOARD MEETING MINUTES

October 5, 2020

There was a meeting of the Select Board Monday, October 5, 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; Mark Dubois and Joe Marshall were also present.

Tom Brady called the meeting to order at 7:03 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 pay the invoices and payroll for week ending 10.3.20. 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

Joe Marshall told the board the Historical Society had a meeting September 15 and officially voted to accept the offer from the board for the two rooms at the school. Joe also asked if there was some time in the next couple weeks the members of the committee could get into the school to take some measurements and photos to plan a layout for the future museum. Many members are gone during the winter, and he asked if five of them could get into the school to take care of that planning. He said he would come up with a few dates and times and forward the information to board members to see when they could get in.

Joe asked if there was a timeline for the asbestos work and LED lighting in the school. Cindy said we are receiving information, but are waiting for definitive word about when work will start.

Joe also wondered if the board had any idea when they would have actual access to the space in order to get in and work and perhaps put some things in storage there. Cindy said we want to address all the necessary prep work, and do not yet have a final answer as to having the school open to bring in merchandise.

Joe mentioned a lease agreement for the Historical Society. Kevin said when that was prepared they would give it to Joe to review. It was also important to Joe and the Society members that they be allowed to have locks on the rooms designated for the Historical Society so their museum could be locked when they were not present—even if other parts sections of the building were open. Kevin said we would have to review the key situation and let him know.

APPROVAL OF MINUTES FROM 9.28.20

Cindy made a motion to approve the minutes dated 9.28.20 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.

Mark was present at the meeting and told board members the roads are in pretty good shape. No serious issues. They are finishing up work on Cedric and Valley Roads. Mark also checked the damage on the side of the Town Hall that was done over the weekend. He said it didn't look too serious and thought he could take care of it. Tom asked Mark if he could take care of the section where Ingerson Road was washed out coming out of Pond Safety. Mark said he would.

NEW BUSINESS

Building Permits/Paré: Kathi presented the building permit for Mr. & Mrs. Paré that had been presented before. The permit had been approved with the stipulation that DES verify his present septic system would be suitable for a new 3-bedroom house. That DES verification came through and board members agreed to approve the permit, now complete.

Pistol Permit/Bodan: Kathi presented a pistol permit that had the fee attached as well as the background check done by Norm Brown and signed by him as well. Cindy was present at the town hall and signed the permit.

Fuel Oil Price Quotes: Kathi told the board she asked CN Brown for a fixed price quote for #2 fuel oil and propane for the coming season. She told CN Brown she also would like a monthly invoice as opposed to paying at once. CN Brown quoted \$1.711 per gallon for fuel oil and \$1.41 per gallon for propane. These prices will be good through June 30, 2021. (The town uses approximately 7,000 gallons of fuel oil per year and 3,800 gallons of propane.)

Kathi also asked Fitch Fuel for a price quote. Fitch does not have bulk propane, but they wanted the job so badly they asked their propane company to help them deliver on the liquid propane. Their price for #2 fuel oil was \$1.99 per gallon and their price for propane was \$1.69 per gallon.

Tom asked Kathi what the price of fuel oil was for 2019. She said CN Brown charged the town \$1.4612 per gallon.

Kevin made a motion to accept CN Brown's rate for #2 fuel oil and liquid propane for the winter of 2020/2021. Cindy 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

Empolyee Paychecks: Kathi said when the COVID virus was at its peak, the town offices were closed and employees could not pick up their time cards. Kathi mailed weekly paychecks. Recently Kathi sent letters to the employees explaining the town offices were now open so they could pick up their time cards. She thought it would save a little money on postage. Mark and Mike sent an e-mail asking if they could continue to have their checks mailed so they wouldn't have to try to get to the town office if they were working far out from the center of town. Kathi told the board the postage to mail paychecks for a year would be about \$220.

Cindy said she understood it would make things easier for employees to receive their checks in the mail. Kevin said he could support mailing the checks as long as we made sure that the added postage expense was included in the line item in the budget.

Tom asked if all members were okay with mailing paychecks to the employees, and the board agreed it was fine.

Unfinished Business

TAN line of credit: The TAN line of credit has been signed by all those required. Kathi will return the paperwork to the bank. She reminded the board that before the town used any of the TAN note, they needed to deplete their own account, and currently the ICS account had approximately \$57,000 left for payables.

Office Desk: The previous week the board approved the purchase of a desk for John and Linda to use in the office. They approved the purchase price not to exceed \$600. Kathi informed the board that John and Linda will use the big map desk temporarily because the desk in question did not have a keyboard shelf or a drawer. Kathi will continue the desk search.

Gross Letter: Some of the campers have been removed from the Gross property. Cindy said there is still some Eversource power equipment there, as well as an outhouse. Kathi wrote a letter expressing the possible infractions on the property since no permits were ever obtained. Tom said now that campers and such are no longer there the letter should state that “it appeared” the landowner was in violation as opposed to you “you are in violation,” of a town ordinance. Kathi said she would change the tense of the verbs in the letter as appropriate.

Kevin said to include the RSA information in the letter in case they want to have campers on their property again next year.

Lewis Letter: Board members reviewed the letter for the Lewis property and Tom suggested the letter should reflect that you need to notify the town when you plan to change the use of the land. Kevin said if Mr. Lewis plans to serve food he will need a business permit as well, and that will involve the state. There was some question as to who the actual landowner was, and Kathi said she would check to make sure the letter was sent to the right address. Kevin suggested there was also some question as to whether or not Mr. Lewis had complied with the state regarding his driveway. The board agreed this letter and that of Mr. Gross should be signed by all three board members.

Jefferson Recreational Vehicle Permit Application: Kathi designed an RV permit application and submitted it for the board's review. Kathi said the tax collector in Whitefield e-mailed some information about Recreational Vehicles to her, and Tom asked if she would e-mail the information to board members so they could discuss at the next meeting.

PUBLIC INPUT

NON-PUBLIC (None)

Any Other Business: Tom asked about the SAM account and its status. Kathi said GOFERR acknowledged the new SAM account and were processing our COVID expenses. She received a letter of acceptance from SAM which is what GOFERR wanted. However she said the Town of Jefferson account was deleted in order alleviate the issue on the website. The new account is now in Kathi's name and in order to get a new DUNS # the town needs a letter from the IRS indicating they gave the Town of Jefferson their original EIN #. Kathi said this will take a while since everyone at IRS is working remotely and any communication from them doesn't show up

for several months. She is going to check with Linda to see if somewhere a statement such as that exists in the files.

Damage to town hall siding: It was noted that damage had been done to the town hall exterior wall some time over the weekend of October 3-4. There had been a wedding Saturday evening and attendees used the town hall parking lot. Kevin said he called Norm to check out the damage and Norm felt it was a vehicle or bike accident. Cindy said she looked at it closely and felt it was vandalism. The corner of the building was no place vehicles would be and there were no tire tracks there.

Kevin said he spoke with Mark and he felt he could clean it up and have it repaired within a couple weeks. Cindy asked if Troop F was reached out to; she felt a report should be filed. Kevin asked Kathi to call Troop F and to get the incident reported.

Planning Board Applicants: Kathi asked if she was supposed to write a letter to anyone who applied to serve on a town board notifying them of the vote. Board members said they only notify the board that has submitted applicant names. There is no history of sending a letter to individual people unless it comes from the board to which they applied.

Community Center: Cindy informed the board John has been working on the silo in the school building. They ordered 50 feet of vacuum hose. There is a hole in the old hose that goes from the silo to the boiler room. It is not drawing the pellets through properly. Part will be in this week.

John also said Siemans would be in Thursday and hook up a piece on the boiler to get it up and running. They will also clean and service the boiler. He mentioned that before any tenants begin moving in there is a valve on the tank that needs to be replaced and then the boiler will be ready for the winter.

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.

Use of School: Kevin mentioned that Chris talked to him about someone who is inquiring to see if they could use the school building for a Fire Department Member family get together. Tom told Kevin to have the person call in next week to discuss it.

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,