

SELECT BOARD MEETING MINUTES

November 16, 2020

There was a meeting of the Select Board Monday, November 16, 2020 at 7:00 p.m. The meeting was held 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. Edith Tucker and Mark Dubois 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 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*
- 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 taken during this meeting will be done by a roll call vote, and please remember the meeting is being recorded.

Tom took roll call attendance: Tom Brady, Chair, "present." Cindy Silver, Select Board Member, "present." Kevin Meehan, Select Board Member, "present." Kathi Marshall "present."

ACCOUNTS PAYABLE AND PAYROLL

Cindy made a motion to accept the payroll and accounts payable for week ending 11.14.2020 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

Edith Tucker—Noise Levels on Route 2: Representative Edith Tucker informed board members that the DOT was planning to do a 1-inch overlay on sections of Route 2 in Jefferson and Randolph in 2021. She said she has been getting complaints about the noise level on Route 2 from residents of Randolph—that it has greatly increased over time. She asked if anyone had been complaining in Jefferson about road noise. Each member said they had not heard anything from the public and Mark agreed he had not had complaints either.

Rumble Strips: There is a proposal that rumble strips be installed on Route 2 to make traveling the road safer for drivers. Some would like the rumble strips but others have had them removed. Concerning these strips, Edith asked board members if they would like to have a combined meeting with Randolph, or if the board would prefer a meeting for Jefferson alone. (The meeting would be remote through Zoom or telephone.) Edith thought it might be a good idea for the two towns to work together. The board agreed a joint meeting would be good.

APPROVAL OF BOARD MINUTES FOR 11/09/2020

Cindy made a motion to approve the meeting minutes dated 11/09/2020 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 passed.

REPORTS OF DEPARTMENTS AND BOARDS

Highway: Mark told the board that things were still going well. Tom asked him about the furnace in the town garage. Mark informed the board that there was a propane-loading heater in the garage that had been installed about ten years ago. It had recently stopped working. Mark inquired to local fuel companies about coming to look at it, but they were back-logged for several weeks. Mark called Rob Marrier and Rob was able to get there and replace it. He also updated some plumbing issues as well.

Tom mentioned that in the future the office should be notified so the board can discuss the new expense. Kevin added it's especially important if it's an item that isn't in the department's budget. The board has to determine what funds are available for that type of unexpected expense. Tom said it's just the way board members protect town employees when it comes to taxpayers' money.

Cindy said there should be a set limit that can be spent that doesn't have to go through the board. Tom said that should be discussed in the near future.

Tom mentioned there is a location on Ingerson Road that has a trailer that protrudes out into the road. Mark was familiar with the address. Tom said he was concerned when winter came and plowing began that the trailer was going to be hit. He asked Mark if he wanted to speak with the owner or have the town send a letter requesting the trailer be moved out of the road. It was decided a letter will be sent.

Kevin made a motion to accept the Business/Highway report as submitted. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion passed.

NEW BUSINESS

Campground Abatements: Kathi presented a short list of abatements from the tax collector that needed to be approved by the board. Kathi had e-mailed the list to board members earlier. The document needed to be signed.

Kevin made a motion to approve the abatements from the Jefferson Campground for the campers that have been removed from the site and to authorize Kathi to sign for the board. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

Broadband Committee: The prior week the board asked Kathi to reach out to Joe Marshall and Julia Gilmore about serving the town on the Broadband Committee. Kathi contacted each one and both were very interested to help. Kevin asked if only one person could be selected. Kathi said the letter asks the Select Board of each town to appoint a “local person” to serve on the committee. However, another form asks for an alternate as well.

Cindy made a motion to approve Julia Gilmore to serve on the Coös Broadband Committee representing the town of Jefferson and to have Joe Marshall serve as alternate. Kevin seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried. Kathi is to notify Julia and Joe of their appointments.

UNFINISHED BUSINESS

25 Meadows Road: Kathi forwarded to each board member legal counsel's response to the questions concerning 25 Meadows Road and the board's desire to make a decision on the matter. Tom suggested the board have one more meeting with legal counsel to bring the issue to a decision before winter. Tom asked Kathi to give board members a breakdown of legal fees and she said she would send them each an e-mail. Cindy asked Kathi if she could list the important points that needed to be addressed and send it to the lawyer prior to the meeting so they could quickly address bullet points.

Town Hall Door: Mr. Zizzer is coming to the town offices to fix the main town hall door by putting on an automatic door closer. He is also going to file down a portion of the emergency exit door so it will close cleanly. In addition, he will update the locks on each door.

Eversource Lighting Upgrade: Kathi said Cindy had already signed the contract but had mentioned there may be more discussion on the lighting issue before Tom and Kevin sign. The work is scheduled for December and should be completed before December 31.

Kathi asked if the cost for the lighting in the Community Center would come from the bank notes. Cindy said it should because the project is one of the upgrades to the building before we can move in. She added lighting upgrades in the town hall and town garage would not come from the bank notes. Estimated annual savings through this lighting program would be approximately \$430 for the town garage, \$530 for the town hall and \$3,275 for the Jefferson Community Center.

Cindy made a motion to approve the higher monthly payments on Eversource Smart Start, Appendix 1,

option 2, using 100% of savings on each building and paying it off faster. Kevin seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

Tom said he would stop by the office to sign the contract. Cindy told Kathi to scan and send the contract back to Kirsten. Let her know we want the community center done first, and to please keep the town updated on when work will begin.

Town dumpster: Kathi told board members the transfer station dumpster was sold for \$200.00.

PUBLIC INPUT – None

NON-PUBLIC (None)

Any Other Business

Applebrook: Planning Board sent a notice that there was construction going on at Applebrook being done outside the footprint of the current structure. Kathi said it is being taken care of since the owner called her that day and told her he was informed that he should have had a building permit. Kathi had him pick up the permit and he will return it during the week for approval at next week's meeting.

Guide to Effective Enforcement of Code and Land Use Violations: Charlene brought this book to Kathi's attention and felt it would be a great resource for board members. The cost is \$85, but members of the New Hampshire Municipal Association (the town is a member) can obtain it for \$43. Kevin said we should get multiple copies—each member of the board should have a copy, the office should have a copy and perhaps a copy for the planning/zoning board. Cindy suggested Kathi check to see if there was any more of a discount if we ordered more copies. Tom suggested that the copies going to the board members should be returned to the town when they were no longer serving on the Select Board. All members agreed.

Finances: Kathi gave board members an update on finances, telling them the operating account was pretty healthy, however the only back-up funds at this time would come from the TAN note. She let the board know she received the County Tax Bill that is due December 17, in the amount of \$650,000. That would take up most of the TAN note. There was also a payment due to the school in the amount of \$150,000 at the end of the month.

At that time the town was awaiting word from the Department of Revenue of the new tax rate for the year. Tax bills could not go out until we had the rate. She wanted to make members aware of the situation income from tax statements would most likely be late. Tom said we will monitor the situation for the next couple weeks.

Kevin made a motion to adjourn. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried and the meeting was adjourned at 8:50 p.m.

The next meeting of the Select Board will be Monday, November 23, 2020, at 7:00 p.m.

Respectfully submitted,