

SELECT BOARD MEETING MINUTES

November 23, 2020

There was a meeting of the Select Board Monday, November 23, 2020 at 7:00 p.m. The meeting was held by remote teleconference.

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

ALSO PRESENT: Kathi Marshall, Assistant to the Select Board.

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 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." All were alone at their locations.

ACCOUNTS PAYABLE AND PAYROLL

Cindy asked a question about Norm's work schedule and what his duties were for this pay period. Tom asked if there was an itemized list, and Kathi said Norm did include a description of his duties for each pay period. She said she could include his duties along with highway and business in the future if that would be helpful. Board members said they would like a summary of that for each pay period.

Cindy asked if the scheduling Norm had done for Santa's Village was reimbursed. Kathi said it does get reimbursed. Cindy then made a motion to accept the payroll and accounts payable for week ending 11.21.2020 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

Carl Edin of Eversource was not able to attend the meeting.

APPROVAL OF BOARD MINUTES FOR 11/16/2020

Cindy made a motion to approve the meeting minutes dated 11/16/2020 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

Board members approved the Highway and Business reports for the week ending 11/21/2020.

NEW BUSINESS

Building Permit/Walid Saleh: Kathi presented a building permit for two decks at 110 Meadows Road (Applebrook). She had scanned and e-mailed the application to board members earlier. The application was complete with detailed maps and fee.

Kevin made a motion to approve the buiding permit for the decks 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.

Pistol Permit/Grover, Bushey and Stout: Kathi presented three pistol permits that were signed by Norman Brown, indicating his approval following a background check on each individual. She told the board a member would have to sign the actual permits. Cindy said she would be able to stop by the office the following morning to sign them.

Kevin made a motion to approve the individual permits and to have Cindy sign them on behalf of 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.

Letter to 374 Ingerson Road: The previous week the board had asked Kathi to prepare a letter for a resident who had a trailer jutting out into the road. Kathi e-mailed a copy of the letter to each board member for discussion. Tom said this issue could be put on hold for now since he noticed the resident had moved the trailer out of the road. Board members agreed the letter did not need to be sent.

Health Trust: There was a letter to the board from Health Trust informing them of the new rates for employee insurance coverage for 2021. It required an authorized signature.

Kevin made a motion to have Cindy sign the Health Trust form the following morning when she was

going in to sign the permits. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

2021 Budget: Kathi said the Planning Board was keeping its budget the same as in 2020, and it was \$7,000 for the Planning Board and \$1,000 for the Zoning Board of Adjustment. The library is planning to keep their budget the same as the previous year, and that was \$24,063.00.

Chris Milligan made some suggestions regarding the Fire Department and EMS crews. He has turned down the cost of living increase for the coming year. In exchange he requested the rate of training for personnel (which is currently \$11.00 an hour), be exchanged with the hourly rate for an on-call response to fire or accident (which is currently \$9.93) It would amount to an hourly rate increase for actual on-site response, with training income reduced, but it would keep the budget for payroll the same as in 2020.

He mentioned the FD vehicles were in good shape and he did not anticipate any major expenses there in the coming year. NH Department of Transportation informed emergency personnel they would no longer be doing dispatch services in 2021. A plan was set up through the Grafton County Sheriff's Office to cover this service. The cost will be about \$2,500 for the year.

Chris kept his maintenance fees for the cemeteries the same as last year.

Chris asked about the funds that were set aside for the Fire Department in the town warrants, and if the money not spent would still be available to him. Tom asked Kathi to check with Linda regarding those funds.

Tom asked for a list of the important deadlines leading up to Town Meeting that denote the dates when important paperwork or projects have to be completed. Kathi said she would send that information to board members in the coming week. Tom also asked about the dues that go to the NH Municipal Association, and when they were due. Kathi said they were due in January, and she would send him the invoice.

Cindy mentioned the Financial Department's budget. There was only one change requested there. Board members wanted to know when the last time an increase in pay was granted to the tax collector. They asked Kathi to check on it so they could discuss that budget the following week.

UNFINISHED BUSINESS

Eversource Lighting Upgrade: Cindy said Carl Edin would like to come up next Tuesday to do a pre-construction walk-through of the Town Garage, the town offices and town hall and the school. The lighting work is scheduled to begin in December and has to be completed by December 31. Cindy is going to ask him for his update to the board and will forward any e-mail or info to members.

New Computer: Kathi reminded the board they had approved the purchase of a new computer in this year's budget, and on August 25, 2020 she placed an order for one. Due to the COVID virus many office supplies, including computers, were on back order because so many people were working from home. There was a delay in delivery. Since then she told the board she has stayed in contact with the

company. After several months the company told her the original computer she had received a quote on would no longer be available. The new computer to replace it—with all the required memory and components recommended by the town's IT person—would cost \$317 more than the original. Kathi explained to the board the second computer had a larger screen, more memory and had a built-in camera as opposed to a separate camcorder hook-up.

Cindy said she would be okay with approving the larger computer since it would be more current and not become outdated as quickly. It also offered more in added features than the other since it had more memory, a larger screen, built-in camera, and so on. Kevin said it sounded good to him.

Kevin made a motion to approve the purchase of a new computer in the amount of \$1,197. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion passed.

PUBLIC INPUT – None

NON-PUBLIC (None)

Any Other Business

Community Building: Cindy asked Kathi if she had ordered fuel for the school building and Kathi said she had ordered 500 gallons. She also ordered a new dip stick for John since the old one had the numbers worn off. Cindy was concerned about the oil left in the tank. She mentioned when the asbestos team and BEI were working in the school they had the doors and windows open. There was not much fuel left in the tank, and she didn't want to run out. Kathi said she would call and see if CN Brown could make a delivery this week.

School Signs: Cindy asked if Kathi had ever ordered signs for the playground at the school. Kathi said she had, and they were in the office. Cindy thought Mark and Mike might be able to put them up since people were still using the playground, and it wasn't safe with the virus or with any possible liability issue. Kathi said she would check with Mark to see if he could take care of it right away.

Old Corner Store/Town Property: Cindy said she spoke briefly with Tracey Nelson regarding the property next to the Old Corner Store. She was asking about the status. Tom had mentioned at an earlier meeting to have the Nelsons check with their insurance company to make certain they would be okay with a purchase of the land with town monuments, a skating rink and the well on their property. They might want to look into any liability issues. He also mentioned the appraisers. Kathi had only been able to speak with one, and he suggested she go back and try the other two on the original list.

Approval of Meeting Minutes from 11.20.2020: Kevin made a motion to approve the meeting minutes from Friday, November 20, when the board met to set the tax rate for 2020. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

Possible Permit violation: Tom mentioned a concern that had come in from a resident about heavy machinery doing work on Turnpike Road, and whether or not the resident doing the work had a building permit. Tom asked board members if they thought it was okay to send Norm there to see if he

could find out what was being constructed on the site. Kevin and Cindy both agreed that would be fine.

Adjournment: Cindy made a motion to adjourn. Kevin 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 8:10 p.m.

The next meeting of the Select Board will be Monday, November 30, 2020, at 7:00 p.m.

Respectfully submitted,