

SELECT BOARD MEETING MINUTES

November 30, 2020

There was a meeting of the Select Board Monday, November 30, 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 and Mark Dubois, Highway Foreman.

Tom Brady called the meeting to order at 7:05 p.m. Due to the severe weather and multiple power outages throughout the town Tom felt the board could not be compliant with the rule to provide access to the public. Cindy made a motion to recess the meeting until the following day, Tuesday, December 1, at 5:00 p.m. 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 recessed at 7:15 p.m.

December 1, 2020

The meeting originally begun Monday, November 30, was reconvened Tuesday, December 1, 2020 at 5:04 p.m. The meeting was held by remote teleconference.

Board Chair Tom Brady read the following:

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 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 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 made a motion to approve the accounts payable and payroll items for the week ending 11.28.2020. and to authorize Kathi to pay them and to sign reports on behalf of 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 carried.

PUBLIC INPUT (None)

APPROVAL OF BOARD MINUTES FOR 11/23/2020

Cindy made a motion to approve the meeting minutes dated 11/23/2020 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 Department: Mark said things are going well. He and Mike are working on the older sander so they can use it as a spare if need be. Mark is waiting on a price quote for spreader chains, but indicated he doesn't need to spend the money until after the first of the year. Tom said that would be good as the board would like to see what unexpected expenses the highway department may have had this year.

Mark said they worked on Valley Road that day, hauling in gravel and grading. By the end of the week they will be doing the same to Whipple Road. He mentioned the apron paving on Davenport Road was never done. The work was approved at town meeting in March, but Central Paving's work schedule was heavy, and so was the Highway Department's. The job had to be postponed. Mark asked if the funds for that work would still be available to him in the new year.

Kathi said she had already spoken to Linda about that because Chris had the same question regarding the approval at Town Meeting for a security system for the fire station that was never installed. Kathi told the board if money is designated for a specific purpose and is voted on and approved, that money will be available for that project until the project is completed. (At town meeting voters approved Article 11, the appropriation of \$7,800 in order to pave the apron on Davenport Road. The funds are to be taken from the Highway Repair CRF.)

Board members approved the Highway and Business reports for the week ending 11/28/2020.

NEW BUSINESS

Building Permit/Pauline Couture: Kathi presented a building permit for a new single-story home to be 24' x 28' on property that currently has no existing buildings. She told the board the fee was attached as well as the approved Residential Energy Code Application. Kathi mentioned she also forwarded a

copy of the permit to Chris Milligan who sent back his approval.

Kevin asked if there was an existing driveway on the property. Kathi said the map attached described it as an “existing driveway.” Kevin said the map indicates the driveway is on the property next door as opposed to the property in question. He said it would be in her best interest to make certain she had a deeded right-of-way for that driveway access. Tom said that would need to be clarified with the applicant. Kathi asked if the permit could be approved with a stipulation.

Kevin made a motion to approve the buiding permit for Pauline Couture with the stipulation that the existing property have a deeded right-of-way for access. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

Tax Collector's Warrant: Each board member signed the warrant indicating the proposed income due from property taxes for 2020. Kathi said she would get the warrant to Mary.

Property Tax Credit: Michael and Susan Figg applied for a tax credit on their property taxes. Both are veterans. Cindy made a motion to approve the property tax credit for Michael and Susan Figg. Kevin seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

John Trumbull Letter: John Trumbull sent a letter to the Select Board informing them he was going to retire at the end of the year. John has been the assessor for the town for many years, and the town will now have to procure a replacement. In his letter John graciously agreed to assist the town with contacts and leads in order to replace him as quickly and efficiently as possible. Board members expressed their gratitude for the work John has done for the town throughout the years.

Health & Safety Inspections: The Planning Board submitted information for the Select Board members to read concerning health and safety inspections that have been proposed to be added to the Land Use Ordinance or the Regulations. The Planning Board wants to know if the Select Board agrees with the wording. Tom suggested this issue be placed on the agenda for the following week so each member had time to read and reflect on the proposal.

UNFINISHED BUSINESS

BEI Invoice: The BEI invoice for the asbestos removal in the new community building is the first expense designated to come from the bank notes that were approved at town meeting for the work to be done on the school. Kathi told board members she spoke with Sarah Deroshers at Passumpsic Bank to begin the process of accessing the funds in these bank notes.

Sarah told Kathi it would be good if the board could make a motion that specifically indicated an invoice submitted to the bank by Kathi had already been approved by the board for payment. That way she could release funds to this account immediately upon receiving the invoice as opposed to waiting until the board meets to approve it, then waiting for the approved minutes before the bill could be paid.

Kevin mentioned that contractors working on these big jobs at the school always submit an estimate that must be approved and signed by board members. So in reality the invoice is already approved by

the board. In addition, Kathi always presents invoices for approval before paying them, so they are actually approved twice by board members.

Kevin made a motion to approve the BEI invoice for asbestos removal and to authorize that any invoice presented by Kathi to Passumpsic Bank in the future has been pre-approved by 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.

Eversource Lighting Upgrade: Cindy sent an e-mail to Carl Edin regarding a walk-through of the school, the town office/hall and the town garage. Cindy said he could not make it this week, but would like to come next Monday, December 7. Cindy will confirm time with him.

Tax Collector Budget: Board members decided to move discussion on budget issues to the following week's meeting on Monday, December 7.

Fire Dept. Budget: The previous week Chris asked if money that had been voted on in town meeting for the security system at the fire station would still be available to him in 2021 since it was not spent in 2020. Kathi told the board it was the same as the Highway Department request. If the money was voted on for a specific purpose at town meeting, the money will be available to be spent for that designated reason until the project is complete regardless if it moves into a new year.

General Budget Update: Kathi said she would like to have budget completed and submitted to board members by Friday, December 11. She plans to meet with Linda to make sure they are on the same page with regard to projected expenses for the new year.

PUBLIC INPUT – (None)

NON-PUBLIC (None)

ANY OTHER BUSINESS

Nelsons Update: Kathi said she spoke with Tracey and Chris to let them know what she was working on in order to move forward on the water issue and the sale of the town's property. She mentioned getting information from appraisers as to cost and discussing this issue with legal counsel. She told Tracey the board suggested she and Chris speak with their insurance company regarding any liability issues if they own the property but the town still uses the skating rink and the monument space. Tracey mentioned their research indicated they would be the property owners and the town would have deeded rights to the skating rink and the monument, which meant the town would have the liability burden.

She also said she is trying to keep DES updated on the progress they are making. She mentioned they still have options, that right now the “water is good.” They could still pursue the viability of the land across the street, or going under the road to access water.

Tom suggested we go over this issue with legal counsel before proceeding.

276 Turnpike Road: The board sent Norman Brown to the property at 276 Turnpike Road in response to a concern from a neighbor about the loud construction noises, heavy equipment and activity going on there. They were concerned some kind of commercial property was being constructed.

Norm reported the underground work was the installation of electrical service to the camp there. The owner plans to put up a pole structure with living quarters above, but will not get to that until spring. Norm informed the property owners they will need permits to erect any structure on the property and the owners said they had already discussed this with Kevin and with John Trumbull, the assessor. Kathi said the residents who were concerned told her the property owner contacted them and apologized for all the noise. He went on to explain what he planned for the property. At this time everyone is content.

Town hall doors: Mark Zizzer came to work on the doors at the town hall and installed an automatic door closer on the front door. While he was there it seemed to work fine, but Kathi noticed it no longer closes all the way and leaves the front door ajar. She will call him to come back and adjust it.

Town Hall Repair: Bruce Hartford repaired the side of the town hall where damage was done to the siding several weeks ago. Board members were very appreciative. He also installed a pediment that had blown off months ago in a wind storm. He did mention there is another pediment missing, and he called to check on replacing it. The price would be about \$96 plus shipping costs. It would take about three months to get it since it is not a standard size.

Kevin said it would be good to replace it since the building looks much better with both pediments in place. He said it could be ordered and it wouldn't have to be installed until spring.

Kevin made a motion to go ahead and have Bruce order the replacement pediment for \$100. Cindy seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye," and Tom voting "aye." The motion carried.

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 6:20 p.m.

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

Respectfully submitted,