

SELECT BOARD MEETING MINUTES

June 1, 2020

There was a meeting of the Select Board Monday, June 1, 2020 at 7:00 p.m. The meeting was held by remote teleconference.

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

ALSO PRESENT: Kathi Marshall, Assistant to the Select Board. Stuart Arnett of ADG and Mark Toussaint of Eversource were also present.

Tom Brady called the meeting to order at 7:08 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. Please note that there is no physical location to observe and listen contemporaneously to this meeting 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 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: Chair, Tom Brady, "present." Select Board member Cindy Silver, "present." Kevin Meehan, Select Board Member, "present."

PUBLIC INPUT

Stuart Arnett of ADG discussed the items the board had asked him to research and he spoke about three particular issues. The first was about emergency shelter funding, the second was a checklist and timetable for moving the town offices, the library and the Historical Society into the school. The third item was financing possibilities to accommodate the fire marshal's guidelines and/or investments in energy-saving changes for the building—especially while we have this transitional period of time.

Stuart did forward the checklist and timetable for moving personnel and furniture, etc. into the new building. He also mentioned that each town has its own emergency plan that is affected by the location of other plans around it. In other words, where are the closest emergency shelters to Jefferson, and would it be worthwhile for Jefferson to offer one if others were close at hand. Stuart suggested contacting the person in charge of public safety to see where the closest emergency shelters were.

Mark Toussaint said Eversource has several incentives for municipalities with regard to utilities. He also said he may be able to help with propane or oil furnaces. He brought up “retrofitting,” which updates or modifies existing systems. The goal is to save money through energy efficiency.

He said they will have someone come up to determine how much outside air is getting in around doors, windows and even in the attic. They then come up with a plan to help mitigate some of those expenses. He said they have some very generous incentive plans.

Cindy asked how we begin this process if we decide to move forward. She said she couldn't see why the town would not want to investigate this. Mark asked which buildings the town would want to have assessed in this manner. Tom said it would be the school or community building. Stuart said the current town hall and offices should be considered as well to help determine how it might be used moving forward.

Kathi asked what types of things were included under the “retrofitting” upgrades. Mark said the most common is updating the lighting. Today there is so much more they can do with LED lights that can typically save you half the cost of regular lighting setups. He also mentioned walk-in refrigeration, insulation, heating systems, and so on. Mark said any major appliance you purchase should have the “energy star” sign of efficiency on it.

Stuart asked Mark if this work could be phased, and Mark said it could be. Stuart also mentioned heating the school was done with pellets and oil. Kevin mentioned the oil furnace is old and we

will have to look at that in the future. Stuart confirmed he would continue to look into any incentives with regard to solar panels.

Mark said it would be good to have a contact person for the town and Tom asked Cindy if she would be willing to do that. She agreed. Mark said he would look into any program they had for incentives having to do with the pellet heating. He said in order to test for the viability of that, they needed to test when the weather afforded them at least a 20-degree difference from outside to inside. Stuart told Mark the town would like to have as much of this study done before the end of December as possible.

Cindy said she would send her contact information to Mark so we could get started.

WARRANTS/ACCOUNTS PAYABLE

Payroll: Rodney Boudle had two checks since his check from the week prior to Memorial Day was not turned in on time. His check for that week ending the 23rd of May was 31.75 hours for \$289.15 and the other check was 27.25 hours for \$247.64. Mark Dubois had 38 hours for \$586.14, Bruce Hartford had 17 hours for \$163.91. Jimmey Howland had 30 hours for \$296.77. Mike Kenison had 38 hours for \$480.20. Kathi Marshall had 40 hours for \$624.14. Joy McCorkill had 18 hours for \$221.75 and Charlene Wheeler had 26.50 hours for \$357.79.

Accounts Payable: There were two invoices from C.N. Brown—one for \$35.12 for fuel at the library, the other was for \$23.98 for fuel at the town garage, both propane. The Coos County Nursing Home had an invoice for \$47.49 for sanitizing wipes (Covid-19 expense). Health Trust had a monthly invoice for \$970.66. Jimmey Howland had a check for \$25.00 for the use of his lawnmower at the transfer station. KMJ Precision Fuel had an invoice for \$795.11 (250 gals. of fuel for the town garage). Neutron Industries invoice was for \$198.41 for disinfecting spray (Covid-19 expense). Opal Bronson had two checks this week as she turned in last week's information after the checks were already issued. The check for week ending 5/23/2020 was for \$176.00 and the check for this week was \$128.50. Salmon Press had an invoice for \$102.00 for two ads run for the Supervisors of the Checklist. Sanel Auto was for \$435.74 for shop supplies and parts for the Western Star. Wayno's had a monthly invoice for \$280.00 and we made our monthly payment to White Mountain Regional School District for \$144,000.

Cindy made a motion to approve the warrants and payroll and for Kathi to pay those bills. Kevin seconded the motion. Tom took a roll call vote. Cindy voted "aye," Kevin voted "aye," and Tom voted "aye." The motion carried.

APPROVAL OF MINUTES FROM 5/18/2020 AND 5/29/2020

Cindy made a motion to approve the meeting minutes from May 18, 2020 and May 29, 2020 as recorded. Kevin seconded the motion. Tom took a roll call vote. Cindy voted “aye,” Kevin voted “aye,” and Tom voted “aye.” The motion carried.

REPORT OF DEPARTMENTS AND BOARDS

Highway: Kathi reminded board members that Mark had updated them at the safety meeting and said he and Mike would be working on Valley Road for the next seven days or so.

Business Office: Kathi said in addition to her regular work, she was drawn into the cemetery procedures because someone called and asked to purchase a gravesite. She worked with Chris and Linda to learn the procedure. She also worked with A.V.R.R.D.D. to get a load of tires to Berlin. She had no certificates and had to go through the procedure with the office in Berlin. She has also talked about how many e-mails she is receiving on a daily basis. She wanted the board to know she had so many in her inbox and trash they would not allow any more mail to come through. So she spent 4.75 hours Friday just emptying trash and reading e-mails to determine what she could afford to throw away. Even after nearly five hours, she only got the inbox/trash down to 75%. Because of this e-mail overload, she has saved most of them having to do with the virus and they are building up and she is concerned about them not being filed in a respectable amount of time. She also has major reports wanted by Concord that Linda told her she could not do on her own. They have to be done on the DRA website, and Linda will have to show her how to do them since they are only done once a year. She also signed up for a webinar on re-opening the town offices this month. It’s a two-hour class.

NEW BUSINESS

Driveway Permit: The permit Kathi had was from the Department of Transportation for Eversource giving them permission for temporary access to the poles they are going to replace. They informed the board of this several weeks ago. Kathi wanted board members to know in case they spotted Eversource Trucks working on 115A, that the DOT had granted them access.

Trustees Walk Through the School: Kathi presented an e-mail from Liz Milligan about a meeting the trustees were having the following week, June 9. They asked for permission to have a walk-through of the school in the space they will ultimately be using. They would like to go in as a group of six and they will wear masks and abide by social distancing. Cindy said she would go down and let them into the school and lock up afterward.

Nominating a Town Health Officer: Kathi informed the board that the Town Health Officer’s 3-year term of service was up and under RSA-128 the town is required to nominate a new town officer. The board members voted to nominate Paul Ingersoll to continue in his role for another

3-year term. The nomination needs to be signed by the board members. Kevin said we should re-nominate Paul and if for any reason he cannot fulfill that role we will look at it again. Kevin made a motion to do that and to give Kathi the authority to sign for the board in order to move the application along. Tom had a roll call vote. Cindy voted “aye,” Kevin voted “aye,” and Tom voted “aye.” The motion carried.

UNFINISHED BUSINESS

CAI: Kathi said she has a call in to Franco, but has not spoken with him yet. The last time she spoke with him she asked if it would change the contract if the board asked him to speed up the new digitized maps. He said he would like the payment before the end of the year if he was to do that. If not, our second payment would not be due until 2021. Kathi told him she would run it by the board. But in that time he had his company rush the first phase of the project and he submitted an invoice for \$7,000 which is partial payment. Kathi said this payment is not really in this year’s budget and next year’s budget was not yet approved. She asked for direction. Since she did not give him the okay to go ahead, we should tell him we cannot pay the invoice. The board suggested to call him and see what he says.

25 Meadows Road: Kathi contacted legal counsel on how to move forward. The legal team said to get face-to-face permission for the septic designer to be able to go on the property. She said the property owner needs to know the town is trying to help her by installing a new system. If she does not give her permission, DES will force her to vacate her home. The RSA does stipulate that the town can go on the property without the permission of the homeowner, but it is always wise to get oral permission first. The legal team will then follow up with two correspondences. The first will ask for signed permission to go onto the property. The second letter will inform her about the lien that will be placed on her property. Kathi contacted Paul to let him know how the legal counsel wanted him to inform the homeowner of her two choices. Tom asked if Paul could find a way to see if the homeowner could afford the lien and Kathi said she would check with him.

Town Hall Door: Kathi asked Kevin about the status of the town hall door that was supposed to be modified so she and Polly could assist people from behind a plexiglass partition. Kevin said he is looking at other options, and he found another door that has several panels in it. Using that, it would be easier to modify with plexiglass inserts. The original town hall door is a metal door which will not be easily modified. Kathi said she didn’t mind either door as long as there was some protection between the public and the employees. Kevin was also concerned about heating issues between the two sections if we modified the original door.

Use of Public Places during Pandemic: The town’s insurance company issued a statement urging caution in using the town buildings for public activities during the pandemic. Senators and congressmen are trying to put together a bill that would afford legal protection for towns in the event someone contracted the virus at a town event. Currently there is no protection for that,

and Primex was stressing the use of \$2,000,000 insurance riders to afford more protection until a bill is passed. Tom said we can revisit this when we get ready to open up the buildings. Kathi said it may change by that time anyway.

Fire Debris Removal: Kathi asked for permission to inform Chris and members of the Fire Department that the town will not pay for fire debris removal, that the homeowner should have that coverage through their insurance policy. The board members agreed she could let Chris know that is no longer a town policy.

PUBLIC INPUT (None)

ANY OTHER BUSINESS

New Computer: Kathi mentioned Linda and John need to access the computer she is using. They do not want a new computer since the assessing and tax programs are already loaded on the computer currently in the office. Kevin asked if we had already decided to get a new computer for Kathi, and she said we did, and that figure was approved in the budget. The figure was \$3,500 to include the new computer and a tech person to come and set it up, pulling from the old computer what Kathi would need on the new one.

Kevin made a motion that Kathi should go ahead and get the new computer now so the assessor and Linda could work when they needed on the old computer. She can also arrange for the needed technical support. Cindy seconded the motion. Tom had a roll call vote. Cindy voted “aye,” Kevin voted “aye,” and Tom voted “aye.” The motion carried.

Kathi said she will get an estimate from the tech person as to the cost for coming to do the job, and she will not purchase a new computer until she finds the make and model and presents that to the board, along with cost.

Cindy’s Meeting with the Fire Marshal: Cindy met the fire marshal at the school for a walk-through and he thought everything looked pretty good. He suggested an “EXIT” sign on the back wall with an arrow indicating where the door was. He also thought we could add a door in the library space going out the back. He was not making it mandatory, but thought it would be a good action to take.

There will also have to be an occupancy sign indicating how many people are allowed to be in the building at any one time. Chris can give us guidance on that.

ADJOURNMENT

Cindy made a motion to adjourn the meeting. Kevin seconded the motion. Tom took a roll call vote and Cindy voted “aye,” Kevin voted “aye,” and Tom voted “aye.” The motion carried. The meeting was adjourned at 9:05 p.m.

The next meeting of the Select Board will be Monday, June 8, 2020 at 7:00 p.m. The meeting will be by teleconference.

Respectfully submitted,