

SELECT BOARD MEETING MINUTES
June 15, 2020

There was a meeting of the Select Board Monday, June 15, 2020 at 7:00 p.m. The meeting was held by remote teleconference.

PRESENT: Cindy Silver and Kevin Meehan, members comprising a quorum of the board. Tom Brady was not present and had earlier asked to be excused.

ALSO PRESENT: Kathi Marshall, Assistant to the Select Board. John Scales was also present.

Cindy Silver 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. 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: Cindy Silver, Acting Chair, "present." Kevin Meehan, Select Board Member, "present."

WARRANTS/ACCOUNTS PAYABLE

Payroll for the week included Rodney Boudle with 28.25 hours for \$257.20, Mark Dubois had 38 hours for \$586.15, Bruce Hartford had 17 hours for \$163.91, Jimmey Howland had 34 hours for \$337.21, Mike Kenison had 38 hours for \$480.20, Kathi Marshall had 39.75 hours for \$619.70 and Joy McCorkill turned last week's time card in late so this week she had two checks, each for 18 hours worked for \$221.76. There was also a check for John Silver Jr., to replace his paycheck from the previous week when his rate of pay was incorrect. The replacement check was for 12 hours of work for \$168.89.

For Accounts Payable the Coos County Registry of Deeds was \$16.55, David Savage had a check for \$422.50 to reimburse him for the other half he originally paid for training with the FD, Eversource was \$461.74, Jimmey Howland received a check for \$25.00 for use of the lawnmower, Opal Bronson was \$266.00, NH Dept. of Transportation was \$124.20, TAC-2 Communications was \$595.00 for equipment installed in Norm's vehicle, the US Postal Service was \$160.00 for the tax collector, another check for the US Postal Service for \$17.75 for the Planning Board, New Hampshire Retirement was \$1,593.41 and the monthly 941 IRS payroll tax was \$2,796.50.

Kevin made a motion to approve the expenditures as listed and to have Kathi go ahead and pay them. Cindy seconded the motion. Cindy took a roll call vote and Kevin voted "aye," and Cindy voted "aye." The motion passed.

PUBLIC INPUT

John Scales called in as part of the stipulation regarding the rebuilding of his house. He informed the board that he had submitted the Residential Energy Approval, and had also given \$50 in cash to Kathi for his building permit. Kevin told him he had fulfilled the requests he needed to, and he did not have to call in anymore.

APPROVAL OF MINUTES 6-8-2020

Kevin made a motion to approve the meeting minutes from June 8, 2020 as recorded. Cindy seconded the motion. Cindy took a roll call vote. Kevin voted "aye," and Cindy voted "aye." The motion carried.

REPORTS OF DEPARTMENTS AND BOARDS

Highway: Mark was not present at the meeting.

Business Office: Kathi said in addition to her regular duties she connected with Jaime Dow at the Department of Revenue, and said she would discuss that later in the meeting. She also spoke with Primex regarding the liability issues of opening the town hall/offices to the public during a pandemic. She did the NH Retirement Report for the month and the 941 tax report. She worked with Linda on Friday because the annual audit is coming up. Due to the pandemic, the auditors

will probably not make it here until July or August. In the meantime, they want Kathi to scan everything they need and e-mail it to them. There is a long list of things the auditor needs. Kathi is only partially through the list, and there are many items left to send.

NEW BUSINESS

Building Permit/LaRue: Kathi presented the building permit from Robert and Jane LaRue. They would like to build a storage garage on their property at 18 Apple Tree Lane. Kathi explained the shed was to be 20x28 feet. Walls are ten feet high. The building will have cedar siding and a metal roof. There will be no heating system, but there will be electricity for lighting. They included their check and a map. The closest this building will be from any property line is 70-feet.

Kevin made a motion to allow Kathi to sign the names of the Select Board members and to initial them in order to process the deed and give it to the applicant. Cindy seconded the motion and took a roll call vote. Kevin voted “aye,” and Cindy voted “aye.” The motion carried.

Furnace for the Fire Department: Kathi explained this item came up at the meeting the week prior, and Tom wanted to put it on the agenda when everyone would be present. Kevin said it would be okay to put the item on the next agenda. He said Chris had asked about the game plan for moving ahead with the furnace, but it could wait until the following week.

Health Officer: The previous week Kathi told the board Paul Ingersoll’s tenure as Town Health Officer had officially ended in April. She had an application from the state that was to nominate someone to take his place. Board members wanted to re-nominate Paul, and that was agreed upon. Before she filled out the form, she received a communication from Paul saying he had heard from the state and was asking to be excused from the position. He felt someone who lived right in town would better be able to serve the community. Kathi asked if the board if they would like her to ask Paul to stay on until someone could replace him. Kevin and Cindy agreed that should be done.

UNFINISHED BUSINESS

25 Meadows Road: Kathi gave an update on the issue at 25 Meadows Road. She let Cathy Conway know the homeowner had given oral consent to Paul Ingersoll that Cathy and/or the town could come onto her property to begin laying out plans for a new septic system. Cathy said she has to create a new design and she will try to get it completed in one week. Kathi also contacted Jaime Dow at DRA to ask about possible funding since DES said they had no funds to help. Jaime said she had no suggestions for funding and believed DES would be the department to help us with that. Kathi said she is going to follow through with Tri-County Cap to see if they might help. The town’s legal team is also in the process of sending the homeowner a letter that will require her signature granting permission for the town to come onto her property. Legally, the town can go on anyway, but legal counsel said it always procedure to acquire oral and written permission.

Kathi also mentioned that as she has worked on this issue, she has gotten feedback concerning the expenditure for the septic system and whether or not this required a vote from the town. Kevin reminded her that we are still in the process of inquiring about other possible funds, so we have not yet come to that point.

Planning Board Personnel: This item was also on the agenda the previous week, but Tom wanted to wait until all members were present so they could discuss the issue. Kathi said some of the paperwork has changed since the Planning Board is reluctantly accepting the resignation of Jeff Young. And since Jeff Young is leaving, they would like Jason Call to move from an alternate member of the board to a regular member. Cindy said we should respect Tom's wishes to have all members present to vote on this issue. Kathi said she would tell Charlene they would vote on it at the following meeting.

Yoga: Kathi contacted the insurance representative to find out about insurance coverage for groups like Yoga and Quilting meeting in the town hall. She was told that currently Congress is working on a bill that will remove liability for public places that are going to allow private citizens to use their property/space. Currently there are lawyers planning lawsuits against establishments that are believed to be the source of a virus outbreak, and so are assumed to be liable for any sickness incurred. Kathi said Tom wanted to know if the town needs more insurance or if the groups using the hall will need their own insurance. The insurance company said they can only make strong suggestions right now. They currently have no idea how courts are going to handle this issue in the future if this bill does not make it through Congress. Primex will always fight to protect the town whether that law is in effect or not.

They said the only way they would be comfortable with private citizens using the premises would be if they followed CDC and state mandated guidelines. It would also mean these groups should not be left unmonitored. Someone should be making sure at all times that masks are being worn, social distancing is taking place, and hand sanitizer is being used before and after the activity. Bathrooms should be cleaned and sanitized before and after. And the area being used should be sanitized before and afterward.

He said the town has to remember that any time they open their establishment to the public they are opening up the liability possibility. Kathi asked him if outside groups could purchase insurance policies covering liability, and he said Primex will not issue a policy covering Covid-19 at this time, nor will it issue a policy to a private citizen.

Kathi said she did tell the Yoga group the board members were actively working on this. She was asked if the town offices would be open by the weekend of the 15th, and Kathi said they would not.

Cindy said other local town offices are currently closed. She suggested we look at what other towns are doing with regard to opening. Kevin said we need to wait right now and get the information we need to do this correctly.

Kathi told the board members she received a memo from Londonderry because they were opening up this coming week. She mentioned the changes they were making in order to re-open. Their town hall was to be sanitized morning, afternoon and night. (They have a paid crew that does evening cleaning.) There would only be one entrance into the town hall and the town offices to minimize the number of people, and to control where they go. Anyone who deals with the public is behind plexiglass. They are wearing masks. Any person entering the town building will be required to wear a mask. If you do not have a mask on, the town employee will not assist you. Hand sanitizer must be in front of any person who wants to speak to a town employee, it should be at the entrance to the building, along with masks for visitors to use. Kathi said that is how serious Londonderry is about protecting employees and the public.

Cindy said they have a great plan, but they also have more help, more staff—especially a cleaning staff to make things easier. Kevin said if we're doing this we will need a professional group to keep things clean.

Town Offices Opening: Tom was considering a separate meeting to address the reopening of the town hall/office. The town offices definitely need to be reconfigured. There are several plans being considered. Kevin said he felt it could be done with a single wall. Kathi agreed. She mentioned the Vari.com office walls once again. She thought they may also work at the school. She also thought a professional might need to lay out the office space in the school since Polly will need to greet people from some location, and safety measures will need to be in place. Will there be a waiting room inside the open office? That doesn't sound practical. Will there be one outside those offices?

Cindy said these issues are good to take note of, especially when we get down to looking at reconfiguring space. The previous week Tom was trying to set up a meeting specifically to reconfigure the town offices, so all members could discuss and vote on it. Cindy felt it would be a good idea to have a separate meeting to work on this. She said it would help much more if we could work in a space where we could safe-distance, but where we could walk through the ideas in the space where the changes will be made.

It was decided to see if a meeting could be set up with regard to all of this.

4th of July: Cindy informed the board there will be a parade on 4th of July, but there will be no fireworks. There is a committee working on the day's events. With regard to the parade, people would be in their own cars. People could sit on their porches and watch it, and if you wanted to decorate your own car and be in the parade, that was fine too. The time and route will be determined.

Cindy also mentioned that the town always puts funds aside for 4th of July fireworks, and since this year there won't be fireworks she thought some of those funds could be used for banners on the main street, etc. Kevin said he knew Tom was definitely in favor of doing something on 4th of July to celebrate, so he felt confident some of those funds could be used for banners.

FD Extrication Equipment Payment: At town meeting the town approved the purchase of extrication equipment for the Fire Department. The Fireman's Association was paying half, and the town was to pay the balance (\$10,024.00). The funds were to be taken from the FD CRF account. Kathi drew up the paperwork to submit to Jason Call to release the funds, but the request needed to be signed by the board.

Kevin made a motion to go ahead and pay the invoice for the equipment and to allow Kathi to sign for the board members in order to obtain the necessary funds from the CRF. Cindy seconded the motion. Cindy took a roll call vote and Kevin voted "aye" and Cindy voted "aye." The motion carried.

PUBLIC INPUT (None)

ANY OTHER BUSINESS

Playground at Community Building: Cindy said someone approached her and asked if he could do some weed whacking around the playground and some general clean-up there. Cindy told him she would run it by the board.

Kevin said we have to be careful about the liability issue, and we should probably wait for the entire board to be present to discuss this. Cindy also thought the playground should be closed at this time because of the liability. Kevin mentioned that due to COVID-19 the playground should not be used at this time either. Cindy said to put that on the agenda for the next meeting.

ADJOURNMENT

Kevin made a motion to adjourn the meeting. Cindy seconded the motion. Cindy took a roll call vote and Kevin voted "aye," and Cindy voted "aye." The motion carried. The meeting was adjourned at 8:30 p.m.

The next meeting of the Select Board will be Monday, June 29, 2020 at 7:00 p.m. The meeting will be by teleconference.

Respectfully submitted,