

SELECT BOARD MEETING MINUTES

June 22, 2020

There was a meeting of the Select Board Monday, June 22, 2020 at 7:00 p.m. The meeting was held by remote teleconference.

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

ALSO PRESENT: Kathi Marshall, Assistant to the Select Board. Joe Marshall, Chris Milligan and Nancy DeCoursey were also present.

Tom Brady called the meeting to order at 7:00 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: Tom Brady, Chair, "present." Cindy Silver, Select Board Member, "present."

WARRANTS/ACCOUNTS PAYABLE

Payroll for the week included Rodney Boudle with 20.5 hours for \$185.39, Mark Dubois had 24 hours (he worked one 8-hour day and took two vacation days) for \$374.35, Bruce Hartford had 17 hours for \$163.91, Jimmey Howland had 32 hours for \$317.48, Mike Kenison had 24 hours (he worked one 8-hour day and took two vacation days) for \$314.59, Kathi Marshall had 40 hours for \$624.14 and Joy McCorkill worked 17 hours for \$209.44. Barry Nelson had 77 hours (January 1-May 30, 2020) for \$706.11.

For Accounts Payable Jimmey Howland had \$40.00 (\$25 for the use of his mower and \$15 for the use of his trimmer), Opal Bronson had a check for \$85.50, the US Postal Service for one roll of stamps was \$55.00, VISA for \$136.96 (COVID-19 sanitizing supplies), NH Dept. of Corrections was \$148.25 for two road signs (Panorama Drive and Chambers Road), Consolidated Communications was \$225.21, and Harrison Shrader for \$10,024 for the extrication equipment. Kathi will wait for Jason Call's check to get the money from the Fire Department CRF.

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

PUBLIC INPUT

4th of July Parade: Joe Marshall discussed the current plans for the proposed parade on the 4th of July. He presented several materials including the parade route and a poster for advertising. He and Chris discussed the importance of the route which is intended to reach as much of the town as possible. Entrants in the parade would have to be made aware of the speed at which vehicles will have to move. Because the parade will take participants over 18.6 miles, it will also have to travel on roads where the speed limit is much faster than the town limit. Chris estimated in some places the parade would be moving at 40 mph. Because there are seven intersections on the route, Joe was especially concerned about traffic control. The 4th will be a very busy weekend, and for safety concerns, he suggested we hire members from New England Traffic Control. He said the parade needed to keep moving, so it was important to have professionals there to lend a hand. He estimated we would need three crews, and the cost would be \$372.00 per crew. Chris mentioned some of the Fire Department members could help, but neither Joe or Chris wanted to fall short of the amount of help needed. In addition, many of Chris's team would be in vehicles in the parade.

Joe said he wants to do a press release for the Democrat announcing the parade. He wanted a quote from the board to put into his article that summed up why they wanted to go ahead with a parade even though COVID-19 was still an issue. Kathi took notes during the meeting and told

Joe she would send him quotes from Cindy and Tom that he could incorporate into his press release. In addition to the paper, Joe planned on putting up posters in assorted places throughout town. Kathi asked if it might be worthwhile to put the press release in the paper, but to also put the poster in the paper in a display ad. It would have a cost, but the poster would be eye-catching.

Joe said the parade would start at 10:00 a.m. on Saturday, July 4th. He was in the process of having posters printed (11 x 17). He said anyone who wants to enter their vehicle should call him, and his contact information will be on the poster.

Joe said in order to procure the help from New England Traffic we would need to get a contract in place some time within the next couple days. Joe asked Kathi to send him the billing address for the town so he could forward that to New England Traffic Control.

Cindy made a motion to hire three crews from New England Traffic Control at a cost not to exceed \$1,600 and to allow Kathi to sign the contract with the names of the Select Board members in order to authorize the contract. Tom seconded the motion. A roll call vote was taken. Cindy voted “aye,” and Tom voted “aye.” The motion passed.

Tom and Cindy thanked Joe and Chris for all the work they had done to prepare for this upcoming celebration on July 4th.

A concert at the school: Nancy DeCoursey asked if it would be possible for the North Country Chamber Players to do a series of three concerts under a tent on the school property. Because of the virus they have not had the opportunity to play, and they would like to do six concerts in the area if they can. They have scheduled three in Franconia and Nancy hoped it would be possible for them to play outside at the school. She mentioned they would need access to electricity on the outside of the building. Cindy informed her there was no access to power on the outside of the school.

Tom also mentioned the preparations that are now in motion for moving into the old school building and we could not give an exact date when those renovations were going to begin. The virus was also a concern, because at this time a crowd would have to be monitored to make sure they were social distancing and wearing masks. The lack of electrical power made it impossible for them to play at that location.

Nancy did suggest that as the plans for the school go into effect, it would be a good idea to consider outside lighting and electrical access for concerts and events in the future. Board members thought that was a good idea.

APPROVAL OF MINUTES 6-15-2020

Cindy made a motion to approve the meeting minutes from June 15, 2020 as recorded. Tom seconded the motion. He took a roll call vote. Cindy voted “aye,” and Tom voted “aye.” The motion carried.

REPORTS OF DEPARTMENTS AND BOARDS

Highway: Mark was not present at the meeting.

Business Office: Kathi said this week had been pretty normal as far as work goes. In addition to her regular duties, she deleted more e-mails, she got another huge batch of filing done. And she has sent more reports to the auditor. She has more to send, but will probably need Linda's help in getting them to the auditor off the finance program.

Tom asked if she had received an e-mail from Todd Bookman regarding Right to Know. Kathi said Cindy forwarded it to her earlier in the day and said she was going to bring it up at the meeting. That's why Kathi hadn't read it at that time.

Mr. Bookman was asking if the town had any settlements between the police and any citizen dealing with civil rights issues. Tom said to send him an answer so we comply with the Right to Know law. He suggested checking with Norm. Kathi said she would do that. Both Tom and Cindy said they had never heard of any civil rights settlements in the town.

NEW BUSINESS

Furnace for the Fire Department: Kathi explained this item came up at the meeting the week prior, and members put it on the agenda this week hoping everyone would be present. Tom thought it would be a good idea to set a policy that anything that estimated to cost \$5,000 or more should be put out to bid automatically. Cindy agreed. He asked if we had a policy like that. He told Kathi to check with Linda. Tom asked Kathi if she would write up a policy like that if the town doesn't already have one.

Playground: Cindy had mentioned the week prior that someone wanted to do some cleaning up and weed whacking in the back of the school. There were also kids using the playground. It was on the agenda to discuss. Tom said he didn't believe anyone should be working out there due to the virus. And Cindy added there shouldn't be children on the playground either until we have a policy in place for their safety. She mentioned this to the people who volunteered their services, and they totally understood.

Health Officer: Kathi wanted to update the board members on Paul Ingersoll's response when the board wanted to know if he would remain in his position until they found someone to replace him. He was very gracious and said he would. Kathi told him the board was actively seeking someone. Tom and Cindy suggested that Kathi speak with Chris about the position opening up.

Planning Board Personnel: The board had moved this item to a week when all board members were present, but they decided to at least vote on the two people who have been active members for years and need to be reinstated: Donna Laurent and Gil Finch.

Cindy made a motion to approve both Donna and Gil to continue in their roles as current full-time members of the Planning Board. Tom seconded the motion. A roll call vote was taken and Cindy voted "aye," and Tom voted "aye." The motion passed.

Kathi said the others are seeking to be alternates, and Jason Call would like to serve as a regular member as opposed to an alternate since Jeff Young has resigned. Tom said to hold off on the

alternates until all the board members were present. Kathi said she would ask Charlene how many regular members are currently serving and how many alternates. He also wanted to know how many total served as regular and alternate members.

Opening town offices: Kathi said we have moved it for two weeks in a row because the board did not have all members present. Tom asked if the board would be able to meet at 7:00 p.m. on Thursday, June 25. Cindy and Kathi both said it was fine.

Kathi asked if they would have to actually be on site to see what proposed changes should be made. Tom suggested that Kathi measure the office space and draw up a design of her idea of what the office should look like and would discuss it Thursday. He also said she should send them the same design without her ideas and each board member could work on their own design. Kathi said she would do that.

UNFINISHED BUSINESS

Children's Food Delivery: Kathi reminded the board that when the COVID-19 pandemic shut down began the High School called and asked if they could use the town hall parking lot to distribute children's lunches to families twice a week. The board agreed they could. Kathi said they called her this week to ask if they could begin doing that. They would like to use the parking for about one half hour twice a week to distribute food and they would do that until August 21. Both Cindy and Tom agreed that was fine.

PUBLIC INPUT (None)

ANY OTHER BUSINESS

Municipal Broadband Service: Cindy mentioned an e-mail she received about the Municipal Broadband Proposal and what it might mean for the town. Tom said we want to be involved with any plan to obtain broadband service for Jefferson. He asked if Kathi would call Troy Merner the representative in Lancaster, and Edith Tucker and let them know Jefferson really wants to be included in this plan for broadband.

ADJOURNMENT

Cindy made a motion to adjourn the meeting. Tom seconded the motion. A roll call vote was taken and Cindy voted "aye," and Tom voted "aye." The motion carried. The meeting was adjourned at 9:00 p.m.

The next meeting of the Select Board will be Thursday, June 25, 2020 at 7:00 p.m. The meeting will be by teleconference.

Respectfully submitted,