

SELECT BOARD MEETING MINUTES
July 6, 2020

There was a meeting of the Select Board Monday, July 6, 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 able to phone in at that time.

ALSO PRESENT: Kathi Marshall, Assistant to the Select Board. Joe Marshall was 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 26 hours for \$236.44, Mark Dubois had 46 hours for \$xxx.00, Bruce Hartford had 20.50 hours for \$197.64, Jimmey Howland had 33.50 hours for \$332.53, Mike Kenison had 46 hours for \$574.40, Kathi Marshall had 39.50 hours for \$616.25 and Joy McCorkill had 18 hours for \$221.75. John Silver had 12.00 hours for \$168.89.

For Accounts Payable Charlene Wheeler had \$5.30 for postage for the planning board, Chris Milligan had \$2,345.00 for June cemetery maintenance, Notchnet had \$20 for adding the parade poster to the website, Irving Oil had \$83.02. Jimmey Howland had \$25.00 for use of his mower. Lawns Unlimited had \$495.00 for grounds maintenance at the school. McDevitt Truck had \$116.60. Opal Bronson had \$145.50. Perras Ace was \$29.77. Primex Insurance was \$14,226.00 for property and liability coverage, Sanel Napa was \$1,128.41 for a series of work and parts for the International, backhoe and grader. Smith & Town had \$25.00 for printing the parade posters. Spectrum had \$96.98. Street Decor was \$634.41 for the banners. W.B. Mason was \$175.82, and Waynos Disposal was \$285.00.

Cindy made a motion to approve the expenditures as listed and to authorize Kathi to 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 wanted to follow up with the board following the July 4th parade. Joe said Chris Milligan was a great help to him in getting the parade set up and organized. Joe has received many comments on how much the parade was appreciated by everyone. The turnout was great and even those who rode in the parade said there was a good number of people on their lawns in chairs and along the route who were enthusiastically waving flags and cheering. Joe said it might be something to consider for the town’s birthday.

Board members spoke of their interactions with people from Jefferson, and they had great reports about the parade and the turnout. People said it allowed them to focus on some positive things after being cooped up for the past several months. Joe said we could have accommodated outside entries because everything was very well organized, and he said Chris had several fire departments that volunteered to enter their trucks. This being the first time the town did it this way with the COVID-19 virus restrictions, Joe did not want to be overwhelmed with entries, but said it would be an easy thing to do in the future.

Joe also told the board that the parade ended up on WMUR, and Cindy mentioned she saw it on the news Sunday morning. Many people took photos and Joe is hoping to get these up online since most other towns cancelled their July 4th activities.

Joe mentioned that Asplundh helped out tremendously—assisting them in putting up the banners in town. Cindy and Tom mentioned that a general “thank-you” should be added to the website to

include those who came to the parade and those who participated and worked to organize and set it up. Kathi said she would take care of that. It was also proposed that Kathi compose personal thank-you's to those who worked so hard on the project.

APPROVAL OF MINUTES 6/25-29/2020

Cindy made a motion to approve the meeting minutes from June 25 through June 29, 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 she was going to ask Mark to phone in for the next meeting, so he can give his highway report remotely. She then informed the board members that she had transcribed the minutes for their four meetings the previous week. She spoke with the various town halls to find out their safety protocols if they were open, and she also spoke with Troy Merner regarding what is happening with broadband in the North Country. She also worked with Linda on some issues that came up on some of the reports. She reached out to Charlene about setting up a meeting with Gil Finch and Kim Perry and the board members. She will e-mail them to see if they can attend the board meeting Monday, July 20.

NEW BUSINESS

Building Permit/Davis: The prior week the board was presented with a building permit for a storage shed to go up on Meadows Road. Members had questions about whether or not the land was in current use, and if there was a business there or not. During the week Kathi was given answers to the questions raised, and board members had also been given answers. Cindy made a motion to approve the building permit of Aaron Davis and to have Kathi sign on behalf of the board members, and Tom seconded the motion. A roll call vote was taken with Cindy voting "aye," and Tom voting "aye." The motion carried.

Building Permit/Finch: Kathi presented a second building permit that was to add a 12' x 26' lean-to roof to an existing shed at 11 Crystal Ave. She said the paperwork was filled out completely including the map illustrating the distance to each boundary. However, the building permit fee was not attached. Cindy made a motion to approve the building permit with the stipulation that Kathi obtain the \$10.00 fee before sending the approved permit. Tom seconded the motion. A roll call vote was taken with Cindy voting "aye," and Tom voting "aye." The motion carried.

UNFINISHED BUSINESS

25 Meadows Road: Cathy Conway has completed the new septic design for that address and has written a letter to the board that includes several documents regarding the design. She also attached the approval document that the homeowner usually signs, but she left it blank because she wasn't sure if the board members should sign it, or the homeowner should sign it.

Kathi asked the board if she should contact Mr. Hicks to give him an update on the situation, and Tom agreed she should.

Tom asked what action was needed next, and Kathi said the board needed to approve the design so Cathy Conway could submit it to DES with the board's approval. Kathi said she would forward the paperwork from Cathy Conway to each board member before she went home following that evening's meeting.

Cindy wanted to know what the town was expected to do next. At that time the town had a verbal agreement from the homeowner that Cathy Conway could go onto the property to design the system. Cathy did that. She also added the homeowner was not happy about where Cathy wants to locate the system, but Cathy said there are not a lot of options there.

Tom said the homeowner needs to be made aware of the entire procedure and the laws that pertain to it. Kathi asked if the board wanted her to have the legal team draw up a letter explaining that. Tom said the town is bending over backwards to help her, but she does need to know if she declines the town's assistance, DES will remove her from her home because the issue is too egregious to be allowed to continue.

Tom said perhaps Norm Brown should be the one to speak with her, and ask her to sign the document with her approval. Tom said we cannot delay.

Kathi said she would call Norm and ask him if he would take the paperwork out to the homeowner. Tom said he would like to meet again when all members were present to approve the design. He said he would like to recess the meeting until the following day, Tuesday, at 1:00 p.m. with all members in order to move the application along.

Planning Board Personnel: Tom said he really would like to have Kevin present so all board members could vote on this. Kathi asked if Tom wanted to add it to the meeting when it reconvened the following day. Tom said that would be good. Kevin should be present at that time.

Opening the town offices: Cindy asked how the renovations were looking, and Kathi said they are looking really good. Kathi said there is a great deal of work to be done that will take a lot of manual labor—desks, bookcases and such to be moved downstairs.

Kathi said some decisions will have to be made as to the future location of the big map table. Tom said to check with Chris as to who might be able to do the physical moving of desks and tables. Cindy said Kathi could also ask Larry if he could help.

Tom said if the maps are in the town hall we should put in a couple of security cameras so we had visual access to activities in the hall. Cindy and Kathi agreed.

NON-PUBLIC (If needed)

PUBLIC INPUT (None)

ANY OTHER BUSINESS

Cindy made a motion to recess the meeting until the following day, Tuesday, July 7, at 1:00 p.m. Tom seconded the motion. A roll call vote was taken and Cindy voted “aye,” and Tom voted “aye.” The motion carried. The meeting was recessed at 8:30 p.m.

Tuesday, July 7, 2020 1:00 p.m.

The Select Board meeting that began Monday, July 6, 2020 at 7:00 p.m. was reconvened by Chair Tom Brady at 1:00 p.m. on Tuesday, July 7.

Present: Tom Brady, Chair. Cindy Silver and Kevin Meehan, members, were present as well.

Also Present: Kathi Marshall, Assistant to the Select Board.

Tom Brady 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:

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- 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.” Kevin Meehan, Select Board Member, “present.”

Tom asked the board members if they had a chance to read the material Kathi e-mailed to them the previous evening that included Cathy Conway’s design of the septic system proposed to go in

at 25 Meadows Road, and all the attached paperwork Cathy had included. Members agreed they had received and gone over all the paperwork, and individually each agreed the plan looked good.

Kathi explained she had spoken with Norm Brown and filled him in on the situation. Norm offered to go out to the residence and speak with the homeowner since he had worked with her in the past. Kathi told the board she left the approval form for Norm to pick up.

Kevin made a motion to approve the septic design for 25 Meadows Road that was submitted by Cathy Conway and to have the town police officer, Norm Brown, go out to the homeowner's address and explain to her why it was in her best interest to sign the approval form. Cindy seconded the motion. Tom Brady took a roll call vote and Kevin voted "aye." Cindy voted "aye," and Tom voted "aye." The motion carried.

The board members then decided to move on to voting on possible Planning Board members as recommended and submitted to them by the Planning Board. Prior to voting on the members Kevin Meehan made a motion to accept the resignation of Jeffery Young and to send him a "thank you" for his years of service. Cindy seconded the motion. Tom took a roll call vote. Kevin Meehan voted "aye," Cindy Silver voted "aye," and Tom Brady voted "aye." The motion carried.

Kevin Meehan then made a motion to approve Rob Roy to serve as an alternate on the Planning Board. Cindy seconded the motion. Tom took a roll call vote. Kevin Meehan voted "aye," Cindy Silver voted "aye," and Tom Brady voted "aye." The motion carried.

Kevin Meehan then made a motion to approve Jason Call being removed from serving the Planning Board as an alternate member, to serving as a regular member. Cindy Silver seconded the motion. Tom took a roll call vote. Kevin Meehan voted "aye," Cindy Silver voted "aye," and Tom Brady voted "aye." The motion carried.

Kevin Meehan then made a motion to approve Wayne Kelner to serve as an alternate on the Planning Board. Cindy seconded the motion. Tom took a roll call vote. Kevin Meehan voted "aye," Cindy Silver voted "aye," and Tom Brady voted "aye." The motion carried.

Headstone Cleaning: Tom mentioned that Chris Milligan had a proposal regarding cleaning the headstones in the cemetery. He told Kathi to reach out to Chris and see if he could phone in the following Monday evening, July 13, to explain the procedure and costs to the board. Kathi said she would contact him and get him on the agenda for the next meeting.

Adjournment: Kevin Meehan made a motion to adjourn the meeting. Cindy Silver seconded the motion. Tom took a roll call vote. Kevin Meehan voted "aye," Cindy Silver voted "aye," and Tom Brady voted "aye." The motion carried.

The meeting was adjourned at 1:40 p.m.

The next scheduled meeting of the Select Board will be Monday, July 13, 2020 at 7:00 p.m. The meeting will be by teleconference.

Respectfully submitted,