

SELECT BOARD MEETING MINUTES  
July 13, 2020

There was a meeting of the Select Board Monday, July 13, 2020 at 7:00 p.m. The meeting was held by remote teleconference.

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

ALSO PRESENT: Kathi Marshall, Assistant to the Select Board. Norm Brown, Chris Milligan and Mark Dubois were also present.

Tom Brady called the meeting to order at 7:03 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](http://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](mailto: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." Kevin Meehan, Select Board Member, "present."*

## **WARRANTS/ACCOUNTS PAYABLE**

Kathi did the 941 IRS monthly withholding in the amount of \$5,267.04. The New Hampshire Retirement monthly total was \$1,881.89. Actual payroll for the week included Rodney Boudle with 14.25 hours for \$126.42. Bruce Hartford had 20.5 hours for \$197.65. Jimmey Howland had 33.50 hours for \$332.52. Mark Dubois had 8 hours of vacation and 20 regular hours for \$434.59. Mike Kenison had 24 hours of vacation time for \$314.59. Kathi Marshall had 39.75 hours for \$619.68, and Joy McCorkill had 18 hours for \$221.76.

For Accounts Payable Jimmey Howland had \$25.00 for use of his mower, Opal Bronson had \$874.00, A+ Conferencing had \$203.64 for June, Salmon Press had \$211.00 for Planning Board public hearing ads. Eversource Streetlights had \$473.65. Beattie Enterprises had \$1,790.00. A.V.R.R.D.D. was \$2,059.80. Department of Transportation was \$64.40, Mitchell Municipal Group was \$630.50. Neptune Uniforms was \$113.95 for uniform slacks for Norm. Bear Small Engine Repair was \$884.00. New England Traffic Control had an invoice for \$1,116.00 for parade coverage. Kevin added an invoice from Larry Kenison for the partition wall in the amount of \$2,900.00.

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

## **PUBLIC INPUT**

**Dingnan Property:** Norman Brown addressed the board regarding the estate of his neighbor, Paul Dingnan. Norm is the estate administrator appointed by the State of New Hampshire Probate Court, Lancaster Division. Norm has asked for an appraisal of the property (5.1 acres) by the state but has not received that information yet. He would like to get the property back on the tax rolls, since the previous owner had neglected to pay taxes for many years. The most current tax statement, issued by Tax Collector Mary Gross, reflects unpaid taxes for years 2012-2019 in the amount of \$22,384.20. The interest and penalties on that is \$14,613.24. The assets that are available to the estate could be seized by the IRS at any point.

Norm is requesting to negotiate the taxes with the town, allowing the estate to pay \$22,384.20 and to forgive the interest and penalties of \$14,613.24. Norm said he would like to see the town receive some income from these taxes in case the IRS ultimately seizes the property.

Kevin Meehan made a motion to accept the payment of \$22,384.20 to pay the principal currently due on the Dingnan property. Cindy seconded the motion. Tom called a roll call vote. Cindy voted "aye," Kevin voted "aye," and Tom voted "aye." The motion passed.

Norm requested a letter be sent to him, along with the Select Board minutes for this meeting, and he would get the taxes paid promptly. Tom asked Norm if he would accept the signatures of the board members by Kathi, and Norm said he would.

Cindy made a motion to have Kathi generate the letter to Norm along with a copy of the meeting minutes and to sign on behalf of board members authorizing the payment of taxes as agreed. Kevin seconded the motion. Tom took a roll call vote. Cindy voted “aye,” Kevin voted “aye,” and Tom voted “aye.” The motion carried.

**Headstone Cleaning in the Cemeteries:** Chris would like to use some of the extra maintenance money put aside for the cemeteries to build up some of the foundations on smaller stones in Hillside Cemetery. That way they don’t have to use concrete, but can use ledge pack.

Chris also has a pressure washer and he would like to go in and clean some of the stones. There is a product that has been approved by the Cemetery Association for cleaning headstones and he would like to wash the stones and use this solution to kill the algae. He would like to try it on a small scale (a couple gallons) to see if it works well. He would like the approval of the board before he purchases anything.

Kevin felt it was a good idea, and he asked Chris if he felt it was more efficient for Chris to do the cleaning as opposed to a professional company. Chris felt he could do more cost-effectively. Kevin said we should give it a try.

Chris said he and Larry Kenison would do the work together, and Larry would use his tractor, so there would be an hourly fee from him. But Chris said they would do five or six stones and see how it worked out product-wise and cost-wise.

Kevin made a motion to authorize Chris to purchase the materials he needs to clean and restore some of the stones in Hillside Cemetery. Cindy seconded the motion. Tom took a roll call vote. Cindy voted “aye,” Kevin voted “aye,” and Tom voted “aye.” The motion carried.

Chris mentioned he is getting another quote on the furnace and he will have that ready for the next meeting. He said they were going to the Waumbek this weekend to do some brush work so Larry can get in and do the work he needs to do on the wall.

Chris also mentioned they completed the work for Mitch Ingerson doing dust control at the recycling center, and he will submit the related invoices to Kathi.

#### **APPROVAL OF MINUTES 7/06/2020**

Cindy made a motion to approve the meeting minutes from July 6, 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.

#### **REPORTS OF DEPARTMENTS AND BOARDS**

**Highway:** Mark Dubois said he and Mike are nearly finished with Valley Road with grading and ditching. He would like to spread about six loads of gravel there. Tom mentioned that Turnpike Road was beginning to get a little washboard-like. Mark agreed and said they would try to get there in the coming week.

Kevin mentioned the town was using the powdered chloride and he wondered why we have switched between the powder and the liquid, and what the town was looking at using in the future. Mark said a few years back the town tried to make the chloride in order to save money, but it wasn't really cost effective. He has done some research with other local towns to see what they use and who supplies them. Mark said one company will rent the town the equipment in order to get the town to order their product. All State will sell the equipment to the town for cost at approximately \$6,000 including three tanks and sprayer bar. Then the town would have to contract with their company to have the liquid chloride supplied. They quoted an approximate price of \$15,000 for chloride use in Jefferson annually.

Mark said the liquid chloride has assets because you don't have to wash down all the equipment after putting it down on the roads. Kevin asked about the sprayer bar and tank the town already has, and if they could be used. Mark said they are not in optimal order, and it would be better to go with the set up being offered. Kathi asked if there was some kind of warranty on the equipment if the town made such an investment. Mark said this company will come and replace your pump automatically every couple years.

Kevin asked if Whitefield was using All State and Mark said they were. Dalton is using the other company. Mark felt if we owned our own equipment, as opposed to renting it, we would save in the end. Kevin also wanted to know how many gallons would be delivered each time and Mark said about 7,000 gallons. All State also said their mix of chloride was much stronger than what the town is using now—30% more as opposed to about 12%. It meant when the roads were treated, it would last much longer.

Cindy asked if we stored that or if the company delivered it. Mark said they would install the tanks and then come and fill them up. Cindy also wanted to know if we would keep the dry chloride on hand, and Mark said we would not. It's not the perfect thing to store, it only lasts for about a year.

Cindy said years ago they used to use the dry chloride to thaw out culverts. Mark said they don't do that any longer. He said they get the dry chloride in 2,000 pound bags which fills the spreader in the sand truck. He said if you open one of those bags, you've got to use it within a day because it can become ineffective very quickly. Again, not really cost-effective. Mark said if they go to spread that on a quarter-mile road, they have to use that 2,000 pounds which is about \$800 every time they load the spreader. The liquid form is more efficient.

Mark said All State is working up a quote for the town. Cindy asked Mark to call in again next week with the estimate of what that project will cost the town before any decision is made.

**Business Office:** Kathi said she did her regular duties, but wanted to mention she did some work for John Trumbull getting him the information on the 2019 building permits. She didn't realize how much time it took to gather it all--an entire day to complete it, along with regular business interruptions. In addition to that she believes she has found a computer for the office. She mentioned Linda needs a station to work at since she has a good deal of work to do in August.

Kathi said she will send the information to board members before the next meeting. Kathi also mentioned Linda and John will need a printer at their work station as well, so she is also looking at a new laser printer.

Tom told Kathi to get all the prices finalized and present the information to the board the following week. Kathi said she would try to send the information to them before the meeting so they could see the figures beforehand.

### **NEW BUSINESS**

**Building Permit/McGibbon:** Kathi presented a building permit that was to erect a 30' x 40' 3-stall pre-fab garage at 272 Bailey Road. No heat, no water. The application was complete, along with permit fee. He is at least 50' away from any property lines. Cindy made a motion to approve the building permit of George McGibbon and to have Kathi sign on behalf of the board members, and Kevin seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye," and Tom voting "aye." The motion carried.

**Building Permit/Bond:** Kathi presented a second building permit that was to add a 12' x 16' carport at 101 North Road. She said the paperwork was filled out completely including the map illustrating the distance to each boundary. Cindy made a motion to approve the building permit for Marie Bond and to authorize Kathi to sign on behalf of the board. Kevin seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye," and Tom voting "aye." The motion carried.

**Structures without permits:** There was a complaint concerning a large amount of ground work being done on Presidential Highway, and the resident wanted to know if there was a permit for that work being done. Tom mentioned if there was only ground being moved that would require an "Alteration of Terrain" permit from the state. Tom did mention it appeared a deck had been put on at that same residence and that did not have a building permit.

Tom said it is important to treat all residents the same with regard to building permits. He suggested board members think about the locations where they see structures going up without permits and to give that list to Kathi during the upcoming week. Then at the next meeting the board could go over those lists and send a letter out to those property owners.

### **UNFINISHED BUSINESS**

**25 Meadows Road:** The homeowner has signed giving her permission to have the new septic system installed on her property. Kathi forwarded the signed permission to Cathy Conway and Cathy sent it to DES. DES is trying to get this approved as soon as possible.

**Opening the town offices:** Kathi has had members of the public ask about booking the town hall and whether or not the town was ready to do that. Tom said at this time we still have an issue with gatherings due to the number of people allowed, who will be monitoring the safety protocols, and the liability to the town. He also wanted to know who we had as a professional

sanitizing company who can clean the town hall after every use? And what would the cost be? Tom felt we were not in a position to open the hall to the public right now.

Kevin suggested we contact Serve-Pro to see if they do sanitizing cleanings, and what that cost would be. Tom agreed that type of cleaning should be done by professionals.

Cindy asked if the office was cleaned out with regard to furniture and such. Kathi said nothing was cleaned out because there wasn't really much that could be done until the table was removed. Kevin said he would check out the table and see if Mark and Mike would help move the table out.

**NON-PUBLIC (If needed)**

**PUBLIC INPUT (None)**

**ANY OTHER BUSINESS**

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

The meeting was adjourned at 8:35 p.m.

The next scheduled meeting of the Select Board will be Monday, July 20, 2020 at 7:00 p.m. The meeting will be by teleconference.

Respectfully submitted,