

SELECT BOARD MEETING MINUTES

July 20, 2020

There was a meeting of the Select Board Monday, July 20, 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. Joe Marshall and Mark Dubois were also present.

Tom Brady called the meeting to order at 7:01 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." Kevin Meehan, Select Board Member, "present."

PAYROLL/ACCOUNTS PAYABLE

Payroll for the week included Rodney Boudle with 26.75 hours for \$243.36. Bruce Hartford had 19.5 hours for \$188.01. Jimmey Howland had 35.50 hours for \$352.25. Mark Dubois had 24 hours for \$374.35. Mike Kenison had 40 hours for \$504.00. Kathi Marshall had 39.25 hours for \$611.81, and Joy McCorkill had 18 hours for \$221.75.

For Accounts Payable Opal Bronson had \$709.50, Jimmey Howland had \$64.96 for 2 trips to Berlin with electronics, Chris Milligan had a reimbursement check for \$97.03 for air pack and flashlight batteries he purchased himself. Cathy Conway had \$1,100.00 for the application and design fees on the septic at 25 Meadows Rd. Larry Kenison had \$2,900.00 for the wall he constructed. Larry Wells had \$775.00 for dust control work at A.V.V.R.R.D. NH Dept. of Corrections had \$87.35 for a street sign—Boots Hollow Drive. KMJ Precision Fuels had \$218.39. Josselyn Sports Turf had \$775.00 for mowing, trimming, soil fracturing and fertilizer for the ball field. Waystack Frizzell had \$275.00 for lien research. Eversource Energy was \$448.21. Bear Small Engine Repair was \$125.00. Consolidated Communications was \$228.07, and Allied 100 was \$609.40 for the AEDS and accessories.

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

New Community Building: Joe Marshall said the Historical Society Relocation Committee met last week and they are anxious to move forward with regard to relocating to the school. Joe had several questions for the board. He asked about a timeline with regard to having the town offices relocated. Tom said we don't have an exact date but are currently undergoing an energy audit at the school to determine what types of grants or allowances we might obtain, particularly with regard to energy efficiency.

Cindy said the audits are pretty much complete, and the next step for the board will be to address the remediation of the asbestos in the building. The work is definitely moving forward, but at this time we don't have a specific time for relocating everything.

Joe also asked how the energy audits might affect the spaces designated for the library and the Historical Society. He said that shared space is one of the spaces that needs to be remediated, meaning they can't really do any preliminary work until that is done.

Joe said he had gone into the building and he asked about the type of wall that will go in to separate their space from the library. He said there is some kind of large heat pump or air-handling unit in that space as well as a window. He believes the wall will fall right in the middle of the window, so he was curious as to how the space would be divided.

He wondered, in the meantime, if the other four members of the committee might gain access to the building so they can pool their ideas together for the future? They would really like a visual

to have a more concrete idea of how to pull together some early plans. (The Relocation Committee consists of Joe Marshall, Nancy Greenlee, Debbie Dubois, Adele Woods and Nancy DeCoursey.) Tom said if they all wore masks and were careful to social distance themselves, he saw no issue with them going into the school. Kevin said he would arrange a time with Joe and be there to let them in.

APPROVAL OF MINUTES 7/13/2020

Cindy made a motion to approve the meeting minutes from July 13, 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 received a quote from All State regarding the cost of the liquid chloride and all the accessories and supplies that would be needed. For the sprayer bar, 735-gallon spraying unit, 2 three-thousand gallon tanks and the plumbing needed, would be a one-time charge of \$10,250. The chloride itself would be \$1.05 per gallon for a 35% calcium liquid mix. Mark said the price for the chloride is much better than the other company price which is about \$1.65 or so. Mark felt it would be more practical to own our own equipment as opposed to renting it.

Kevin agreed with Mark that it would be best to have our own equipment and to take care of it ourselves. He asked Kathi if she could prepare a profit/loss statement for the next meeting so board members could check on spending issues before making a decision.

Cindy asked Mark if this change with regard to liquid chloride could wait until next year if necessary or if it was imperative to do it this year. Mark said since he is getting ready to reorder it would be good to know one way or the other.

Tom asked if the liquid chloride had to be used up each season or if it can remain stored until the following season. Mark said it can be stored. In addition it can also be used for ice and snow melt in the winter. With the bags of chloride, once you open a bag you have to use it. It does not store well and is therefore, less efficient.

Business Office: Kathi said most of what she worked on during the week will come up during the meeting. She is behind on some reports for DRA due to her lack of experience with the website and Linda is coming in Wednesday to help her with those. She also received several complaints and concerns from residents, which she had to follow through on, some of which will be presented to the board tonight.

NEW BUSINESS

Building Permit/Davis: Aaron Davis has submitted a very thorough application to build a 28' x 88' one-level home at 603 Meadows Road. He included a detailed map, his fee and his approved Residential Energy Code Application and approval number. Kevin made a motion to approve the building permit for Mr. Davis contingent upon Chris Milligan checking the application and making sure everything was in order, and to also authorize Kathi to sign the permit on behalf of

the board members. Cindy 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/Quirk: Kathi presented a second building permit that was to add a 20’ x 16’ shed at 39 Chambers Road. Paperwork was complete and had fee and map attached. Cindy made a motion to approve the building permit for Mr. Quirk with the stipulation that Chris Milligan make sure everything was in order 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.

Library/ADG: Kathi received an e-mail from Liz Milligan regarding cars that are parking in the library parking lot throughout the day as well as overnight. Some of their senior library patrons have not been able to access a parking space due to the cars parked there. They believe the cars belong to the property next door.

Tom suggested having Norm go over and check out the situation and have the owners move their vehicles to allow space for patrons of the library. Kathi said she would contact Norm.

Starr King Road: Kathi also mentioned she has received concerning complaints from residents on Starr King Road. On the weekends hikers are parking their cars all along the road in order to go up the hill to hike. There are signs there that say overflow parking is on Route 2, and there is no roadside parking, but people are ignoring those signs. The residents were upset about the inconvenience this causes them getting in and out of their driveways, but were much more concerned about the fact that no emergency vehicle would be able to get through when hikers were parked there.

Residents have called the Forest Service, but the Forest Service say they already have a sign at the top parking lot, and it is not their jurisdiction. Residents have also called state police and the sheriff's department, but both say this is a town road and the town needs to address this.

Tom asked Kathi to bring Norm up to date on what is happening there and to have him go up on the weekend to check out the situation and to see if we need additional signage that includes letting people know they are subject to being towed. Kathi said she would speak to Norm.

Library/ADG: Liz Milligan let Kathi know that Joy has been working with a company on the shelves that will ultimately go into their library space in the new community building. They can't go any further until they speak with ADG regarding floor plans and such. Tom said we a little bit ahead of ourselves at this point, and Kevin agreed. Kathi mentioned the feasibility study was complete and paid in full at this time. She didn't know if we would be using ADG or another contractor to work out floor plans and workflow in the new building. Kevin said we will get the asbestos out of the building and then select a contractor to do that type of design work. Until then Joy will probably have to hold up on the shelving plans until we have a better idea of how things will lay out.

UNFINISHED BUSINESS

Opening town offices: Kathi said Serve Pro from Littleton will give the town an estimate on sanitizing the town hall and offices before they are reopened to the public. Before they came Tom said we have to get the office space cleared out so everything will be ready to open once the place is thoroughly cleaned.

Kathi said there is nothing she can really move around the office other than the chairs and books. She will need a couple strong people to help move the desks, file cabinets and book cases from place to place. Kevin said he has spoken to Mark and Mike and suggested Kathi call them to see what their schedules were like and when they might be able to help.

25 Meadows Road: Kathi informed the board that the approval came through from DES for the construction of the septic system at 25 Meadows Road. She forwarded the information to Tom and he gave an update on the situation. He briefly spoke with Forrest Hicks about the project, letting him know the approval had come through. Tom told Forrest this was an emergency situation, and he hoped Forrest might consider doing the work.

Tom did forward a copy of the septic system design and the approval information. Forrest will review it and then give the Select Board members an estimate on the work to be done. Forrest did say he could probably have the job completed within a few days.

Tom asked to recess the meeting in order to give Forrest time to work up his proposal and to bring it to the board. Tom stressed it was an emergency situation and would require a unanimous decision by the board to wave the bidding process and grant a construction project.

NON-PUBLIC (If needed)

PUBLIC INPUT (None)

ANY OTHER BUSINESS

Adjournment: Cindy made a motion to recess the meeting until Thursday, July 23, 2020, at 2:00 p.m. 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 recessed at 9:00 p.m.

This meeting of the Select Board will be reconvened Thursday, July 23, 2020 at 2:00 p.m. The next regularly scheduled meeting of the Select Board will be Monday, July 27, 2020, at 7:00 p.m. That meeting will be by teleconference.

**Select Board Meeting Reconvened
Thursday, July 23, 2020 2:00 p.m.**

Present: Tom Brady, Chair. Cindy Meehan and Kevin Meehan were also present comprising a quorum of the board.

Tom reconvened the meeting at 2:07 p.m. and read the following:

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:

- E. 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.
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- H. 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."

25 Meadows Road: Tom spoke with Forrest Hicks about the septic design and installation at 25 Meadows Road. Mr. Hicks said the plan was very large and his fee would be \$14,000 to put it in. To date the town has received nothing in writing.

Tom would like to review the quarterly report at the upcoming weekly meeting of the Select Board so the members can discuss where the funds will come from before they commit to starting the job.

The board also has questions regarding the lien. Do we need documentation on file regarding the lien and indicating it cannot be transferred until the town is paid back. In addition, can the town recoup any interest on this as well? The town should not proceed until we know.

Opening Town Offices: Kevin is going to check with Larry Kenison about the sidewalk into the side porch. Larry does have a question before he gives the town a quote on the work to be done.

He is concerned about the height. He is thinking perhaps a bed of stone walkway to allow water to go through versus raising the walkway itself. He also asked about a vestibule over the door so people are not standing in the rain, and a question as to whether or not the walkway should be near the wishing well.

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, and the meeting was adjourned at 2:25 p.m.

The next meeting of the Select Board will be Monday, July 27, at 7:00 p.m. The meeting will be by teleconference.

Respectfully submitted,

Kathi Marshall