

SELECT BOARD MEETING MINUTES

July 27, 2020

There was a meeting of the Select Board Monday, July 27, 2020 at 7:00 p.m. The meeting was held by remote teleconference.

PRESENT: Tom Brady, Chair, and Cindy Silver, members comprising a quorum of the board. Kevin was not able to acquire internet access for the meeting.

ALSO PRESENT: Kathi Marshall, Assistant to the Select Board. Kim Perry, Joe Marshall and Mark Dubois were also present. Gil Finch was not able to join the meeting.

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

For payroll Rodney Boudle had 26.50 hours for \$240.73. Mark Dubois had 28 hours for \$434.58. Bruce Hartford had 20.50 hours for \$197.64. Jimmey Howland had 29.50 hours for \$292.09. Mike Kenison had 24 hours for \$314.59. Kathi Marshall had 39.25 hours for \$611.80. Joy McCorkill had 18 hours for \$221.75 and Charlene Wheeler had 22.50 hours for \$303.80.

For Accounts Payable Opal Bronson had \$366.50. Cherry Pond Designs had \$20.01 which was an overpayment on taxes. Health Trust had their monthly invoice for \$970.66. Carroll Concrete had \$881.58 which was for 49.75 tons of 3/4" crushed gravel. Aubuchon had an invoice for \$63.94. Crawford Plumbing was \$85.00 for furnace repair in the Fire Station. Fire Tech & Safety of New England had \$533.30 for air pack flow testing and was okayed and signed by Chris Milligan. White Mountain Regional School District was \$150,000.

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

PUBLIC INPUT

Building in town without permits: Tom said there were structures that seemed to be going up around town that may not have building permits. He told Kim he felt it was wise for the Select Board, the Planning Board and the Board of Adjustment to get together to discuss these issues so all three boards were on the same page. Tom mentioned he hoped at some point all three boards, along with all their members, could meet monthly or quarterly. He felt a lot could be gained by through discussion about these buildings, or topics such as noise ordinances, airbnbs, and more. Kim agreed it would be a good idea. Cindy said she has been getting questions from different townspeople asking about these types of activities. She said some of these concerns are just beginning, and it would be good to set up guidelines that all boards agreed with and put some policies in place that made sense to all.

Kim said he has seen some of these buildings as well—some may be temporary. He felt it would be a good idea to speak with these people and ask them. Newcomers may not even know what the procedures are to put up a structure.

Tom said he gets asked about regulations on travel trailers as well. A meeting with all the boards involved would help each board to learn how the other operated and would benefit the town with regard to having people comply with town regulations. Tom said we really need to reaffirm the procedures and to get them up on the website.

Kim said he would be happy to do monthly meetings and then ultimately maybe do quarterly meetings. Tom asked if he would go back to his board and talk about it so the town could move forward and plan those meetings. Cindy mentioned putting together a welcome package for newcomers to town. She said it could have a welcome letter, important phone numbers, office hours, procedures, etc. Kim felt that was a great idea.

Tom said when Kevin was able to be present, hopefully within the next couple weeks, a meeting could be set up for all three board chairs. Kathi said she would set it up.

Meeting for Library/Historical Society: Joe called in to find out if there were specific ideas about how the spacing in the school was going to be laid out for the library and Historical Society. Tom suggested to Joe it might be a better idea to set up a separate meeting so the members of the Historical Society Relocation Committee and the Library representatives could discuss their ideas with the Select Board and not be crunched for time. Joe said they are trying to make plans about the rooms, and where things would go, etc. Cindy mentioned there was a room that was originally intended to be a sharing space, but with the virus still a factor, that may not be happening. Joe agreed the board should discuss it and then there should be a meeting with the two groups to discuss their proposed space so they could move forward with some preliminary plans.

APPROVAL OF MINUTES 7/20/2020

Cindy made a motion to approve the meeting minutes from July 20, 2020 as recorded. Tom seconded the motion. Tom took a roll call vote. Cindy voted “aye,” and Tom voted “aye.” The motion carried.

REPORTS OF DEPARTMENTS AND BOARDS

Highway: Mark Dubois said he and Mike have been working in and around the thunderstorms and rain. They changed a couple culverts during the week. Tom told Mark the board members did not have a chance at that point to go over the quarterly reports to see if it was a good idea to purchase the liquid chloride this year. He asked Mark if he could wait one more week before they had an answer on the financing. Mark said that was fine.

Tom said he was inclined, without Kevin's input, to just stay with the dry for this year and go with liquid next year. But if Mark could wait one more week they would get Kevin's input and give him a definitive answer.

Mark said Central Paving was going to stop by and put the asphalt on the end of Davenport Road so they can get that project completed. The funds for that were voted on at Town Meeting.

Business Office: Kathi let the board know she is working on several reports and has nothing special to relay other than some things on the agenda she needed answers to in order to get back to townspeople who had questions.

NEW BUSINESS

Pistol Permit/Crocker: Kathi presented a pistol permit for which Norm had done a background check. The check was okay and Norm signed off on it. Kathi told the board the actual permit needed a signature from the Board's Chair. Cindy made a motion that due to the state of emergency, Kathi be authorized to sign the pistol permit for Tom, Chair of the Select Board. Tom seconded the motion. A roll call vote was taken with Cindy voting “aye,” and Tom voting “aye.” The motion carried.

PPE Pick-up: Kathi told the board the NH Division of Homeland Security and Emergency Management is working with the NH Secretary of State in order to deliver all the PPE supplies the town will need for election day. They want to make sure all 234 towns get their supplies before the end of August. A survey must be filled out with a designated person to go pick up these supplies. The person picking up the materials must be identified in the survey and must sign for the supplies at the time of pick-up. They must have a pick up truck or larger vehicle. A small pick-up or SUV will not be large enough. Supplies include masks, sanitizing fluids, wipes, etc. They will be open Monday-Friday in August from 10 a.m. until 6:00 p.m. There is a pick-up station in Lancaster and Littleton.

Cindy said John had a pick up truck and enclosed trailer he could use. Cindy told Kathi to text John about when and where to go for the delivery. Kathi asked Cindy if any days were not good for John and she said his best days are Mondays and Tuesdays. Kathi said she would text him and set it up.

Fire Station Furnace: Chris presented two quotes for work to be done on replacing the furnace in the Fire Station. Fitch Fuel had a slightly lower price, but said there is work that needs to be done on the chimney and they did not do that, a professional chimney company should. Chris asked if he should go with Fitch or see if Crawford Plumbing and Heating might be able to do the chimney work.

Tom felt it would be best to get Chris's thoughts on this. Cindy asked if this replacement was in the budget and Kathi confirmed that it was. Tom asked Kathi to have Chris join us the following Monday evening to share his thoughts on the chimney situation.

UNFINISHED BUSINESS

25 Meadows Road: Kathi had e-mailed the legal team, but the lawyer she had been working with on this issue is on vacation until August 4. They asked Kathi to summarize the situation, particularly the two questions board members had regarding the lien on the property and whether or not the town could collect interest on that lien. The paralegal said she was going to present it to the other two lawyers and she would get back to Kathi. They were not able to reconnect Monday, so Kathi has to call them Tuesday morning.

Opening the town offices: Kathi told the board she cleaned out the one side of the office where staff will be, but she will need help from Mark and Mike to get some of the larger pieces moved and the heavy stuff put down into the basement. She also mentioned Kevin was supposed to have an update on the deck and walkway. Tom said we would have to have Kevin touch base with Larry Kenison to see about the quote and the work to be done there.

Kathi mentioned they had talked about the necessity of having the town hall and the offices sanitized before reopening. Kathi suggested calling Servepro now and setting up an appointment just to get the estimate of what it will cost. Tom suggested getting an estimate for the town hall separately from the offices. That way, in the future, we will know what it will cost to have it done on a semi-regular basis. Kathi said she would contact them.

Cindy said once the entire office is cleaned we need to set up specific safety protocols to protect staff and the public. She suggested looking at the library guidelines. Then we need the guidelines to go up in the kiosk, the website, etc.

Tom said before the walkway is put in the public could use the town hall entrance instead.

NON-PUBLIC (If needed)

PUBLIC INPUT (None)

ANY OTHER BUSINESS

Starr King Road/Parking: Kathi informed the board that Norm went up to Starr King on Friday and Saturday to check out the parking problems there. He photographed all the vehicles, along with their license plates. He issued some warnings. He said we need signs that indicate the road where all the residential homes are, should be a towaway zone. He also mentioned the sign that designated overflow parking on Route 2 has been taken, so no one knows where the overflow parking goes.

Kathi asked the board if she had permission to order signs for the road to indicate roadside parking was not allowed and that it is a tow-zone. The board said she could order the signs. Tom also said it would be a good idea to set up a meeting with someone from the Forest Service to see how we might make this situation better. Tom even wondered if we might close that road to all but residents.

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

The meeting was adjourned at 8:50 p.m.

The next scheduled meeting of the Select Board will be Monday, August 3, 2020 at 7:00 p.m. The meeting will be by teleconference.

Respectfully submitted,