

## SELECT BOARD MEETING MINUTES

### August 3, 2020

There was a meeting of the Select Board Monday, August 3, 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 Meehan had been previously excused from the meeting and Tom Brady asked Cindy to chair the meeting since he was attending while travelling and did not want to lose the signal if he passed through a dead zone.

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

Cindy Silver, acting Chair, called the meeting to order at 7:00 p.m. and read the following statement:

*As Acting 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."*

### **PAYROLL/ACCOUNTS PAYABLE**

Payroll for the week included Rodney Boudle with 22.50 hours for \$204.51. Bruce Hartford had 22.50 hours for \$216.94. Jimmey Howland had 36.50 hours for \$362.61. Mark Dubois had 35 hours for \$540.47. Mike Kenison had 30 hours for \$386.00. Kathi Marshall had 40 hours for \$624.14, and Joy McCorkill had 17.50 hours for \$197.04. John Silver Jr. had 14 hours for \$197.04.

For Accounts Payable Waynos invoice was \$285.00. Irving Oil was \$193.57. KMJ Precision Fuels was \$306.69. Spectrum was \$96.98. Capital Alarm System was \$240.00. Sanel Napa was \$92.90. Royal Electric was \$3,969.88 (work on the generator). Jimmey Howland was \$57.48 (mileage to Berlin and use of his lawnmower). US Postal Service for \$55.00. Opal Bronson was \$142.50. Lawns Unlimited was \$660.00 and Carroll Concrete was \$199.70 (9.950 tons of 3/4" crushed gravel).

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

### **PUBLIC INPUT**

**New Furnace for Fire Station:** Chris said he had a couple quotes for a new furnace. The first one was from Calvin Crawford for \$6,041.50. He also had a quote from Fitch Fuel for \$5,276.00. He said the smokestack pipe will need to be replaced as well. Fitch said they could not do that, so Chris is going to check with Calvin to see if he can replace it. If he cannot, Chris knows someone in Littleton who comes highly recommended and he would also check with them. Chris asked the board who they would like to go with for the furnace.

Tom asked Chris who has been doing most of the work on the furnace in the town offices. Chris said Calvin Crawford has been the service person for the town hall and fire station for at least the last six years. Tom said he has also come out at all hours of the night. Chris said he has been very dependable. Tom asked Chris if he would make a recommendation, and Chris said Calvin would be his choice. Cindy said Calvin knows the system well, and he has been very diligent in being present when we needed him.

Tom asked if the cost of the furnace was in the budget, and Chris said it was voted on and approved by the town to replace the furnace. Kathi said the town voted to raise and appropriate a sum not greater than \$18,000 which was to cover the installation of a new furnace and to purchase a fire/smoke alarm for the station as well.

Tom made a motion to move forward with installing the new furnace and having the work done by Calvin Crawford for the price of \$6,041.50. Cindy seconded the motion. A roll call vote was taken and Tom voted “aye,” and Cindy voted “aye.” The motion passed.

Chris also mentioned he has been cleaning headstones at Hillside Cemetery, and things have been going really well. He said the board members should pull in and take a look.

**Historical Society/School:** Joe Marshall and Nancy Greenlee were asking about the space to be set aside for the Historical Society in the school. Cindy mentioned the front room that was previously set aside as a co-working room, but the future of that idea was questionable due to the COVID-19 virus. Joe and Nancy said if that room was available to them they would be very happy with that space. The room at the back was to be shared by the Library and the Historical Society, and Joe said if that was the case, there would have to be a wall of some kind there. He mentioned it might work well for storage.

Cindy said she wasn't sure what Liz was looking at with regard to specific space for the library, and felt there should be some discussion with her as to whether she needed the space in that back corner room. Tom felt it would good to have all board members present, as well as Liz and Joe and members of the Relocation Committee before a final decision was made on those spaces.

Nancy mentioned how much they would appreciate space for exhibits and such and that it would be very difficult to do that with only one room. Having that front corner room would give the Historical Society much desired space and more options for displaying merchandise.

Cindy said there was still some work that had to be done prior to anyone moving into the school. She said she would like to touch base with Liz during the upcoming week to discuss the space and see how she felt about it. She told Joe and Nancy she would keep them posted as to the developments, and that she would not put off a decision, rather she would hope all board members would be present at the next meeting to vote on the space issue.

#### **APPROVAL OF MINUTES 7/27/2020**

Tom made a motion to approve the meeting minutes from July 27, 2020 as recorded. Cindy seconded the motion. Cindy took a roll call vote. Tom voted “aye,” and Cindy voted “aye.” The motion carried.

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

**Highway:** Mark was not present for the meeting.

**Business Office:** Kathi said her week consisted of regular duties.

#### **NEW BUSINESS**

**Building Permit/Hicks:** Bruce Hicks is going to build an 8' x 12' playhouse. All the paperwork was in order and the fee included. All boundary setbacks were good. Tom made a motion to approve the permit and to authorize Kathi to sign on behalf of the board members. Cindy

seconded the motion. A roll call vote was taken with Tom voting “aye,” and Cindy voting “aye.” The motion carried.

**Building Permit/Savage:** Kathi presented a second building permit that was to add a 12’ x 16’ 2-bay lawnmower/utility shed at 275 Presidential Highway. Paperwork was complete and had fee and map attached. Tom made a motion to approve the building permit for the Savages and to authorize Kathi to sign on behalf of the board. Cindy seconded the motion. A roll call vote was taken with Tom voting “aye,” and Cindy voting “aye.” The motion carried.

**Pistol Permit/Grover:** Kathi presented a pistol permit for Cyndra Grover. The application was complete and the fee was paid. Norman Brown did the background check and signed his approval. Tom made a motion to approve the permit and due to the state of emergency, to authorize Kathi to sign the permit on his behalf. Cindy seconded the motion. A roll call vote was taken with Tom voting “aye,” and Cindy voting “aye.” The motion carried.

**Abatement/Deignan Estate:** Kathi had an abatement for the Deignan Estate for the interest and penalties that were forgiven in the amount of \$14,614.24 when the estate paid the accrued taxes for years 2012-2019. Tom voted to approve the abatement and to authorize Kathi to sign on behalf of the board members. Cindy seconded the motion. A roll call vote was taken with Tom voting “aye,” and Cindy voting “aye.” The motion carried.

#### **UNFINISHED BUSINESS**

**Opening town offices:** Kathi let the board know that Servpro was coming Friday to give the town an estimate on the cost of sanitizing the town offices and the town hall.

She also mentioned she has some asbestos removal services to consider for the remediation at the school.

#### **NON-PUBLIC (If needed)**

#### **PUBLIC INPUT (None)**

#### **ANY OTHER BUSINESS**

**Adjournment:** Tom made a motion to adjourn the meeting. Cindy seconded the motion. Cindy took a roll call vote. Tom voted “aye,” and Cindy voted “aye.” The motion carried, and the meeting was adjourned at 8:10 p.m.

The next meeting of the Select Board will be Monday, August 10, at 7:00 p.m. The meeting will be by teleconference.

Respectfully submitted,