

SELECT BOARD MEETING MINUTES
August 10, 2020

There was a meeting of the Select Board Monday, August 10, 2020 at 7:00 p.m. The meeting was held by remote teleconference.

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

ALSO PRESENT: Kathi Marshall, Assistant to the Select Board. Joe Marshall and Nancy Greenlee were 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." Kevin Meehan, Select Board Member, "present."

PAYROLL/ACCOUNTS PAYABLE

Payroll for the week included Rodney Boudle with 17.50 hours for \$156.73. Bruce Hartford had 11.25 hours for \$108.47. Jimmey Howland had 33.50 hours for \$332.52. Mark Dubois had 43 hours for \$677.28. Mike Kenison had 40 hours for \$504.00. Kathi Marshall had 40 hours for \$624.14, and Joy McCorkill had 17 hours for \$209.43.

For Accounts Payable Opal Bronson was \$202.00. Jimmey Howland was \$25.00 for the use of his mower. Mary Gross was \$77,714.86 which was for 2019 tax liens. Larry Kenison was \$2,000 for the work done at the Waumbek pool wall. A.V.R.R.D.D. was \$2,516.40. Eversource Streetlights was \$478.22. Trumbull & Associates was \$900.00. Riff Flowers was \$60.00. Beattie Enterprises was \$2,625.00. Perras Ace was \$94.96. Carroll Concrete was \$620.88. IRS was \$3,022.80 for 941 Quarterly Withholding. New Hampshire Retirement System was \$1,450.26. And the Coös County Registry of Deeds was \$12.00.

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

Historical Society/School: Joe Marshall and Nancy Greenlee were following up on the previous week's meeting regarding the rooms at the school and which areas the Historical Society might be able to utilize for displays and exhibits. Joe said they are definitely interested in the two rooms that were discussed as opposed to a split room, shared with the library.

Cindy mentioned she had a conversation with Liz Milligan about the space in the school. She mentioned the Historical Society would like the front corner room in addition to the room they were already assigned. Liz was fine with the Historical Society taking the two full rooms. They spoke about the split room being used for storage. Liz said she is on board with the Select Board decision as long as the library keeps the space originally designated for it. They may also be able to use half of the split room.

Kevin mentioned that with COVID-19 it will be harder and harder to utilize space for co-working or sharing. He also mentioned if the Library and/or the Historical Society didn't really need the split room space, the town could use it for storage. He reminded everyone we are still seeking to set up an emergency shelter for the town, and he was just looking ahead for needed storage for cots, tables, etc. He didn't feel we needed the entire room, so if the library wanted the other half for storage that would be fine.

Joe said the Historical Society could get by with the two rooms, but they could always use the extra space if the town did not need it. Nancy said they have been going through all their stored items and they are hoping to purge the unnecessary things so they are not overwhelmed with items that will just sit in storage. However, she did mention they could definitely use any additional space if it became available to them.

In summary Joe said they would be very happy with the two full rooms alone if the town or library need the split room. Cindy said she wanted to be sensitive to the fact that the library may need some of that space, and she would double check with Liz.

Cindy said she had no problems with the Historical Society's committee moving some boxes and such into the school as they sort through their inventory. Nancy said the extra space will allow them to enhance the story of Jefferson and let them show more history than they have previously been able to.

The board members agreed the Historical Society should be allowed to utilize the first two full rooms in the school to set up and display their historical artifacts. They were very grateful for the extra room.

Kathi said she didn't know what the plans were for the town offices, but she felt there was an excellent opportunity for work space there, especially with the new renovations and layout. It would be handy to rent out for small businesses or work stations.

APPROVAL OF MINUTES 8.03.2020

Cindy made a motion to approve the meeting minutes from August 3, 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 was not present for the meeting.

Business Office: Kathi said the week was very busy. She met with Servepro about cleaning the town hall so we could reopen to the public. She worked a lot on Cindy's wish list, making calls and gathering information. She also moved more books and bookcases in the office and she has two more items that will need to be moved in order to set up the new workplace. She has touched base with Mark and Mike and they will help next week to move the big desks over onto the other side.

NEW BUSINESS

Building Permit/Akthakul: Kathi presented a building permit for a deck on the ground floor around a house located at 978 Presidential Highway. It will be 20' x 32'. All surrounding setback distances are good. The applicant attached her permit fee. It will be located under an existing deck that is already there, but will extend out by 10'. It's wood frame, wood foundation. No heat. Cindy made a motion to approve the permit and to authorize Kathi to sign on behalf of the board members. 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/Colburn: Kathi presented a second building permit for a 10' x 16' addition to an existing camp located at 161 Ingerson Road. The addition will be on piers and the roof will be steel. There is also a Zoning Board Notice of Decision attached that the appeal of Glen Colburn

for a variance to build the addition that will bring it closer to a lot line than usually allowed has been granted. There are no conditions and the Decision was signed by Kim Perry. Cindy made a motion to approve the building permit for Glen Colburn 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.

UNFINISHED BUSINESS

Possible Building Without Permits: Kathi received an e-mail from David Govatski who informed her there was work going on at the Iron Dog on Presidential Highway. A citizen made an inquiry about work being done in the stream. Dave said he could not find a wetland permit for this work. Dave said he will work with the landowner to inform and direct him in the proper procedures for that type of work. Kathi told him about the upcoming meeting for the Planning Board, Board of Adjustment and Select Board to discuss situations where people are building structures or doing work that requires a permit, but they do not obtain one. Dave said he would like to be included in that meeting so we are all on the same page with regard to following through on these infractions so everyone abides by the rules in place. Board members agreed Dave should be invited to the meetings.

Kathi said Charlene Wheeler also mentioned to her the Planning Board and Board of Adjustment wanted the Select Board to know there are other issues that need to be addressed in town where permits are lacking. Kathi asked board members if August 24 would be a good time to set up a meeting with the other boards to discuss these permit issues, and members agreed it was fine.

Opening Town Offices/Servpro: Kathi met with Servpro and they can clean and sanitize everything including the town hall, the ceiling in the town hall, all windows, bathrooms, hallways, and town offices for \$850.00. This will be a COVID-19 expense. The Servpro representative said they would ordinarily break down the job by individual work which would come to a much higher price. (Floor would be one price, each window would be one price, etc.) He said the single price would include the team's labor, travel time, all materials, etc. The team will use a sanitizing product that kills all bacteria, including healthy bacteria, so the office must be closed the day they do the work. The offices will be ready the following morning. Board members agreed the price was reasonable.

Kathi said she would schedule them to come and do the cleaning. She will also request they come on a Wednesday or Friday so the Town Clerk's office hours would not be affected.

Kevin made a motion to approve that Servpro come in to clean and sanitize the building at a cost of \$850.00. Cindy seconded the motion. Tom took a roll call vote. Cindy voted “aye,” Kevin voted “aye,” and Tom voted “aye.” The motion passed.

NON-PUBLIC (If needed)

PUBLIC INPUT (None)

ANY OTHER BUSINESS

Safety Protocols for Reopening: Kathi had drawn up the safety protocols for reopening the town offices, but she was unsure about what to do with the bathrooms. The new guidelines will specify that anyone coming into the town hall will have to be wearing a mask or they will not be served. No more than two people will be allowed into the room newly created for the public to deal face-to-face with a town employee. Before papers are passed back and forth people will be asked to use hand sanitizer. The public will now use the main town hall entrance until the new entrance is completed.

Kathi recommended the new “no touch” free-standing hand sanitizer stations. One could go in the town hall and the other would be right beside the window where people would conduct business. She asked board members if she could have authorization to purchase them. They cost \$225 each, and they would be covered under the COVID-19 expenses.

Kathi said if the bathrooms are opened up to the public, they will have to be cleaned regularly—perhaps several times a day. Board members felt bathrooms should be for staff only. Kathi said they have been dealing with the public now for nearly five months with the offices closed and not one person has asked to use the restrooms.

Tom said we need to require masks before people enter the building. He said they are available everywhere, and if you put them at the door people will be handling them and that will totally defeat the purpose of the mask itself. They would be contaminated. Cindy agreed people should not enter without their own mask.

Cindy made a motion to authorize Kathi to purchase two “no touch” free-standing hand sanitizing stands at \$225.00 each. Kevin seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

Additional Banner Hardware: Cindy said we currently have 5 red velvet banners and 5 Town of Jefferson green banners. We need additional hardware to hang them. Cindy would like to order that hardware for \$330.00 so we can hang all the banners when needed. The expense would go under the 4th of July account.

Kevin made a motion to purchase additional hardware for the town banners using the 4th of July account in order to purchase them at a price not to exceed \$350.00. Cindy seconded the motion. A roll call vote was taken with Kevin voting “aye,” Cindy voting “aye,” and Tom voting “aye.” The motion carried.

Asbestos: Kathi mentioned that in the mail that week she received a mailing from an asbestos-removing company. She also researched online and found others in the state. Cindy did as well and forwarded the information to Kathi. Kathi said she was happy to call these companies to see if they would come and give us an estimate on the cost to remediate the asbestos, but she did not feel comfortable talking with them about where it was located in the school building or how much was there. Tom asked Cindy if John would be able to meet with these companies and show them into the school so they could estimate the work to be done. Cindy said she would speak to him, and was confident he would be happy to do that.

Planning Board Survey Results: Just prior to the onset of the COVID-19 virus, the results of the Planning Board's survey came in and they planned a town meeting to share the results. The virus closed everything down. Kathi informed the board that now the results are posted on the town's website for everyone to read.

Abatement: A couple weeks previous to the night's meeting the board members voted to approve an abatement on the Paul Deignan property forgiving interest and penalties. Kathi said Mary Gross presented an amended abatement because the tax program the town uses would not allow her to enter the previous abatement in the amount approved. She submitted an amended abatement in the amount of \$11,406.71.

Kevin made a motion to authorize Kathi to sign on the board's behalf the amending of the Deignan property abatement, to comply with the town's tax program in the amount of \$11,406.71. Cindy seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye," and Tom voting "aye." The motion carried.

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 8:45 p.m.

The next meeting of the Select Board will be Monday, August 17, at 7:00 p.m. The meeting will be by teleconference.

Respectfully submitted,