

SELECT BOARD MEETING MINUTES  
August 17, 2020

There was a meeting of the Select Board Monday, August 17, 2020 at 7:00 p.m. The meeting was held by remote teleconference.

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

ALSO PRESENT: Kathi Marshall, Assistant to the Select Board.

Tom Brady called the meeting to order at 7:02 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."*

## **PAYROLL/ACCOUNTS PAYABLE**

Payroll for the week included Rodney Boudle with 16.00 hours for \$142.90. Bruce Hartford had 20.5 hours for \$197.64. Jimmey Howland had 29.5 hours for \$292.10. Mark Dubois had 32 vacation hours for \$495.80. Mike Kenison had 8 regular hours and 24 vacation hours for \$409.79. Kathi Marshall had 40 hours for \$624.15, and Joy McCorkill had 18 hours for \$221.75.

For Accounts Payable A+ Conferencing was \$229.16, CAI Technologies was \$875.00, Charlene Wheeler was \$10.48, Chris Milligan was \$2,020.00, Consolidated Communications was \$230.07, Eversource Energy was \$407.71, KMJ Precision Fuels was \$123.44, Mitchell Municipal Group was \$356.50, Department of Labor was \$250.00 (boiler inspections), Opal Bronson was \$90.50, Rymes Propane was \$90.47, TAC-2 was \$152.04, and the US Postal Service was \$76.00 (library post office box).

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**

### **APPROVAL OF MINUTES 8.10.2020**

Cindy made a motion to approve the meeting minutes from August 10, 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 and Mike were on vacation the previous week and were not present for the meeting.

**Business Office:** Kathi said in addition to her regular duties she worked at length with the lawyer regarding the procedures to be followed for 25 Meadows Road. She did the NH Retirement monthly report. She called and asked about COVID-19 expenses and what would be covered, she checked on the availability and accessories for the new computer, and she spent a good deal of time moving furniture and books in the office to allow room for Mark and Mike to move the photocopier and large desk to the “office” side of the newly renovated town office. She called several times to get Servpro to nail down a date to sanitize the offices and town hall. (Servpro will come on the 26<sup>th</sup> to sanitize.) Kathi also called asbestos-removal companies to see about estimates.

Tom asked if it was possible for Kathi to prepare, in advance, the Business Office and Highway reports, as well as type up the list of payroll and accounts payable items and e-mail them to board members ahead of upcoming meetings so they could be reviewed in advance of the meeting. He felt that would help them spend more time on issues at hand, rather than running out of time at the end of the evening and trying to rush along discussions or leave topics off the

agenda and move them to the next week. Kathi said she types up the lists anyway, so it would not be a problem for her to get those reports to the board members in advance of meetings. All board members agreed it was a good idea and would save time.

### **NEW BUSINESS**

**Building Permit/Roth:** Kathi presented a building permit for 903 Presidential Highway for an 8 x 8 shed for storage. It will sit on gravel, asphalt roof. No heat. Boundary setbacks are good. Fee was attached. Kevin 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 Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

The second permit was for Roth but at 905 Presidential Highway for a 10 x 20 storage shed for lawnmowers and tools. New construction, sitting on gravel, asphalt roof. No heat. Boundary setbacks are good. Fee was attached. Kevin 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 Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

**Pistol Permit/Dobson:** Kathi presented a pistol permit application for Kenneth Dobson. The background check was attached, and Norman Brown signed his approval to the report. The fee was included. Kevin made a motion to approve the permit and to authorize Kathi to sign on behalf of the Select Board Chair. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

**Intent to Cut/Hanson:** Kathi presented an Intent to Cut application from Scott and Kathy Hanson. Chris Nelson will do the cutting at the location on View Top Drive. There are 3.78 acres. Cindy made a motion to approve the permit and to authorize Kathi to sign on behalf of the Select 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 reminded the board that a complaint had been issued about work being done on the property identified as the Iron Dog. David Govatski said it involved work in the stream on the property. Kathi told the board she received a copy of the letter the Department of Environmental Services sent to the property owner explaining to him there were no permits on file for the work he was doing. David was going to work with him personally.

**Opening Town Offices/Servpro:** Kathi asked the board if they wanted to set a date for the town offices to open once Servpro was finished sanitizing the buildings. After discussion, board members agreed there were still renovation items taking place. Kevin suggested the important item was the ongoing cleaning of the buildings to follow up on the work done by Servpro. Due to the virus, it would be very important to maintain the cleanliness of everything and perhaps a

professional cleaning service should be considered. Tom asked Kathi to check with some professional services to ask about costs and schedules.

**Opening Town Offices/Safety Protocols:** Kathi wrote guidelines for the safety protocols for the public once the town offices are opened. These safety issues were discussed earlier and Kathi was asking for permission to print up notices for the public. She specified that people would temporarily be using the main town hall entrance as opposed to the entrance they used to use off the parking lot. A mask would be required for anyone entering the building. If they did not wear a mask they would not be served by a town employee and would be asked to leave the building. A “no touch” hand sanitizing station would be in the town hall and in the town offices. Before paperwork was exchanged, or payment of any kind, people would be asked to use the hand sanitizer. No more than two people would be allowed into the office space—others would have to wait in the town hall and socially distance from one another.

Tom asked if we had any further information on the costs and expected work date for the porch with cupolo and walkway. Kevin said he would check with Larry Kenison to get those answers.

**Starr King Road Update:** The forestry service went up to Starr King and put up saw horses and colored tape to restrict roadside parking and they also posted temporary road signs. Residents were happy with their response, but would like a more permanent solution.

There seem to be a couple options, including signs indicating a tow-away zone there. In addition, there used to be a sign indicating Starr King Overflow Parking across Route 2, where the parking used to be for the Waumbek swimming pool, but the sign was stolen. Now people don't know where to park.

Tom suggested a conference call with the Forest Service, the Waumbek and the Select Board. We want to make sure the town can still use the parking lot, and that the Forest Service and the town are in agreement about the actions to take to stop parking on Starr King. Kathi said she would see if she could get them all on board for a meeting.

**NON-PUBLIC (If needed)**

**PUBLIC INPUT (None)**

**ANY OTHER BUSINESS**

**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 4<sup>th</sup> of July account.

Kevin made a motion to purchase additional hardware for the town banners using the 4<sup>th</sup> 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.

**603 Meadows Road:** Cindy asked how many building permits were on file for 603 Meadows Road. Kathi said there were two. One was for a 16 x 32 foot shed and the other is for a 28 x 88 one-story house. Cindy said she was sure there were two sheds on the property. Tom said the second one needs a permit so a letter needs to be written to the homeowner that he is in violation. Cindy made a motion to authorize Kathi to write a letter on behalf of the board members requesting another building permit for the second shed located at that property. Kevin seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion passed.

Tom asked if a letter had been sent to the property owner where all the campers are parked. Kathi said she did not send a letter because she thought they were going to meet with the other boards to determine which properties were in violation and to send letters to all at one time. She also said the Planning Board said the campers were in violation of a specific RSA. Tom agreed the camper issue is separate from buildings going up without permits. This property has a shed that has been put up and needs to get a letter requesting a building permit for the shed.

Tom also mentioned the property on Presidential Highway known as the Iron Dog where the deck has been added on the back side. That property owner also needs a letter requesting a building permit be submitted.

Kathi had questions regarding storage pods that some people are keeping on their property. Tom said he would like to see the ordinance where it outlines the regulations for their use. It was a topic the board will examine in the coming weeks.

**Next Select Board Meeting:** Neither Cindy or Tom will be available for the Monday night meeting on August 24. Tom suggested Thursday, August 27, and everyone agreed the date would be fine. Kathi said she would notify the Supervisors of the Checklist for that agenda. Tom said we needed to get the Forest Service and the Waumbek and the Lancaster Ambulance on the next agenda if possible.

**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 Thursday, August 27, at 6:00 p.m. The meeting will be by teleconference.

Respectfully submitted,