

SELECT BOARD MEETING MINUTES  
August 27, 2020

There was a meeting of the Select Board Thursday, August 27, 2020 at 6:00 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. Cheryl Meehan and Christine Smith, Supervisors of the Checklist, Lynne Holland, Town Moderator, and Jeffery Young, Assistant Moderator were also present.

Tom Brady called the meeting to order at 6:02 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 [townnofjefferson@myfairpoint.net](mailto:townnofjefferson@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 Week Ending 8.22.20**

Cindy made a motion to approve the expenditures for payroll and accounts payable 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**

**Supervisors of the Checklist and Town Moderator:** Cheryl, Christine, Lynne and Jeff were present to work out the new procedures and protocols for the upcoming primary election on Tuesday, September 8. Lynne said there are several things we must do in order to comply with the rules set down for the election. Cheryl said the priority is possibly the aspect of people refusing to wear a mask, but coming to vote. We cannot restrict them from voting. Absentee balloting is also an issue.

Lynne said the instructions regarding physical barriers are going to be difficult. She felt Kevin couldn't do it all alone. Kevin said Friday before the election they should begin to set up in the hall so it's done ahead of time. Lynne said we need to make sure that Polly is available.

Cheryl said other places were doing outside voting areas for folks who wouldn't wear masks, but she mentioned Kevin had another idea that may work just as well. Kevin suggested setting up a table right inside the front door near the town office side of the building. The table could be more or less right inside the door. Lynne said we would need something for protection in case of rain. Kevin said he had access to an "easy up" that would serve the purpose.

With a set-up there, no one could enter the building because the table would bar the way. But at least they would be able to vote. Lynne said we want to be able to accommodate everyone this time because what works now should work for the many more people who will come in November for the actual election. She also mentioned we need to keep social distancing in mind as well.

Lynne asked if Tom could not make it to the primary, would he appoint a representative, and Tom told Lynne that Mike Meehan would be his representative. Tom asked Kevin and Cheryl if they would decide on a time for everyone to get together to set up the hall and prepare for the election. They decided Friday, September 4, at 1:00 p.m. was fine.

### **APPROVAL OF MINUTES 8.17.2020**

Cindy made a motion to approve the meeting minutes from August 17, 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.

### **NEW BUSINESS**

**Green Up Jefferson:** Kate Savage sent an e-mail to the Select Board wanting to know if the board members had any feelings about the Friends of the Public Library to adopt, replant and maintain the care of the garden and the Roll Call Monument next to the Old Corner Store. Cindy thought it was great they would take that on, and it would be beneficial to the town. Kevin agreed it was a thoughtful offer and Tom asked Kathi to pass along the board's compliments and gratitude.

**TAN Note:** Kathi mentioned the town applies for a Tax Anticipation Note every year, so she brought the information that night in order for the town to acquire that line of credit. Tom said they usually vote on the amount and the interest rate. At the time of the meeting Kathi had not heard back from the bank as to what the interest rate would be. Tom said when she got that information, board members would vote on it.

**Lancaster Fire Department:** Kathi is still trying to line up a meeting with the Lancaster Fire Department regarding rising costs with ambulance service, but they have now mentioned they would like to include the town manager from Lancaster or a Select Board member from Lancaster. So Kathi is waiting for them to confirm a day and time.

**Building Permit Letters:** Kathi wrote letters to those people in town who appeared to have structures erected on their properties, but for whom we have no building permits on file. After discussing the letters Kevin suggested Kathi send a copy of them to each board member so they could see what was being said in each letter before they were sent out.

**Servpro:** Kathi told the board that Servpro had to cancel on her for sanitizing and cleaning the hall on Wednesday. They have rescheduled for Friday, August 28.

**Renting the town hall:** Again people are asking to rent the town hall and Kathi was asking board members what the plan was going forward. Cindy said we really can't commit to anything until after the election. The hall still needs to be cleaned. We have to wait and see what the governor is allowing us to do. Kevin said we were leaving the town hall closed to renters until we heard back from the insurance company and our legal counsel. That liability issue remains unsolved. Tom said we still need a cleaning service to follow through with cleaning issues after there are events in the hall, and currently we have no one to do that.

Kevin asked about the election and if a major cleaning had to be done after all those people came in to vote. He asked if there were any guidelines from the governor's office specifying what we needed to do.

**Cleaning Services:** Kathi said she has spoken with several cleaning companies, and one is now retired. The other only does residential jobs. She does have the name of a company that Twin Mountain uses weekly. They are out of Lunenburg, VT, and she can call them to have them come out to give the town an estimate. Board members said to go ahead and get an estimate from the cleaning company. Tom mentioned it might be better to have a professional or commercial cleaning service as opposed to a private person. Kathi said she would set up an appointment.

## **UNFINISHED BUSINESS**

**Forestry Service:** Kathi is trying match up the Waumbek and the Forestry Service in order to address the issue at Starr King Road. Kathi felt if she could go ahead and deal with the Waumbek alone it would at least establish that we can use the parking lot for overflow parking and put a new, larger sign there so it was easier for people to see.

Starr King residents are anxious about Labor Day traffic on the road, and Kathi was trying to get something in place that would be more substantial than temporary saw horses and signs. She will reach out again to Forestry Service.

**Update on Lary Kenison:** Kevin said Larry is really busy this time of year, and Larry is also working on the best use of material for the walkway. Larry also mentioned that as the walkway got closer to the door we may have to put in some type of ramp depending on regulations concerning handicap access.

**25 Meadows Road:** Kathi is trying to set up an appointment with the Health Officer and with legal counsel in order to begin moving forward with the septic issues at 25 Meadows Road. She has e-mailed Paul Ingerson and has asked Joe Driscoll when he will be available for a meeting to go over the non-public information and the letter that will be from the health officer. Board members agreed it would be a good idea to have both of them present at the meeting before we move forward. We want to all be on the same page about the procedure.

**NON-PUBLIC (If needed)**

**PUBLIC INPUT (None)**

**ANY OTHER BUSINESS**

**Playground Signs:** Cindy mentioned that John noticed there were children playing in the playground at the school. She felt there should be some signs up that say the playground is closed until further notice. Kathi asked about the size of the signs and Tom thought they should be about 16x24 inches. Kevin told Kathi to check with Mark to see if he had any poles or hardware with which we could mount the signs on temporarily. They felt the signs should be made of metal 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 7:45 p.m.

The next meeting of the Select Board will be Monday, August 31, at 7:00 p.m. The meeting will be by teleconference.

Respectfully submitted,