

SELECT BOARD MEETING MINUTES
August 31, 2020

There was a meeting of the Select Board Monday, August 31, 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. Carl Edin of Energy Management Consultants was 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 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

Carl Edin—Energy Consultant: Carl's company, Energy Management Consultants, has been in business for 27 years. They work with all the utility companies in the area, and they have a 3-year contract with Eversource. For the study they did at the school they are focusing on LED light in particular.

His company is a preferred contractor with Eversource which makes them a “low bidder.” They are currently on their third contract with Eversource.

If the town accepts the contract Carl will be providing high-efficiency LED lighting for the school, the town garage and the town offices. The town will see improved light quality. During the job he will always let the town know what is happening—if a dumpster is arriving, etc. His team will also take care of all clean-up and recyclables.

All lamps, fixtures, ballasts, etc. come with a 5-year warranty. The town will receive regular progress reports as well. The report Carl gave to board members reflects the anticipated savings for each building (Town Garage, Town hall/Town Offices/School).

Carl mentioned a program called Smart Start and said he would send information on it. It is an option through Eversource that allows you to finance costs through your electric bill. It is a 0% interest loan. They take a one-time payment of approximately 5%-10% as an administration fee. It's just an option if you don't want to take capital out of pocket

Tom asked if this work should be done before we move anything into the school. Cindy felt all this early work should be done before we moved anything in so it would all be ready and we wouldn't have to remove stuff down the road.

All board members felt positive that when all is said and done, the building would be at nearly 100% occupancy with the Library, the Historical Society, and the town offices. Tom asked how we proceed learning about the Smart Start program and moving forward with the work. Carl said he would send a link to the program so we can study the sample diagrams, etc. Then Carl would simply need a verbal okay.

Kevin made a motion to accept the findings from Carl's study and to move onto the next step with the Eversource plans to improve lighting and efficiency in our buildings. Cindy seconded the motion. A roll call vote was taken and Cindy voted “aye,” Kevin voted “aye,” and Tom voted “aye.” The motion carried.

Carl also mentioned if the project is completed by December 31, 2020, there will be rebate money for the town. Cindy asked how long the rebate would be in effect. Carl said if the project

isn't completed this December, the rebate would apply to the 20-21 year. He said they were very flexible with regard to that, and would take into consideration that the town wasn't signing onto this proposal until late in the year.

APPROVAL OF MINUTES 8.27.2020

Since the board met Thursday, August 27, Kathi did not have a chance to transcribe the minutes before the evening's meeting. She will have them ready prior to the next meeting.

NEW BUSINESS

Building Permit/Paré: Kathi presented a building permit for Raymond and Louise Paré. They lived at 1984 Presidential Highway and their house burned down in May. They have a building permit to replace the house. The old house was a 26' x 36' and the new one is to be 26' x 52'. Built in same spot, same sewer, same water system. The board mentioned since it is a new house they will have to obtain the the New Hampshire Energy Code approval prior to submitting the building permit, and attach their fee. Kathi said she would let them know what they needed in order to proceed.

GOFERR Contract: Kathi said she is studying the GOFERR contract for emergency relief and recovery due to COVID-19. In order to submit their expenses each board member will need to sign the contract and one of them must be authorized to be the designated signing authority for the document. There are many pages that need to be initialed.

Kevin made a motion that Cindy should be authorized as the designated signing authority for the GOFERR reimbursement contract. Cindy seconded the motion. A roll call vote was taken. Cindy voted "aye," Kevin voted "aye," and Tom voted "aye." The motion carried.

TAN NOTE: The bank informed Kathi the \$750,000 TAN note, to be paid off by December 31, 2020, would be offered at an interest rate of 1.39%. It was confirmed that Terri Larcomb, Town Treasurer and Melody Stevens, Deputy Treasurer, would be allowed to request advances from the note on the town's behalf. Kevin made a motion to accept the TAN note from Passumpsic Savings Bank in the amount of \$750,000 at an interest rate of 1.39%. Cindy seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye," and Tom voting "aye." The motion passed.

Building Permit Letters: Kathi sent Select Board members copies of letters tshe will be sending to those residents who have structures built on their property, but who have no building permits on file with the town. Cindy asked if we wanted to mention the trailers down on Israels River Road since we were already mentioning the structure that is there. Kathi mentioned that earlier when this issue came up Tom mentioned he wanted to see the information concerning campers/trailers. Kathi said she does have the RSA information and can bring it the next time. Kevin suggested that two of the letters could go out, but the letter dealing with the campers and new structure on Israels River Road should wait until the board could review the RSA pertaining to it at the next meeting. Tom made a suggestion to change the word structure to "addition" in

one letter to bring clarity for the property owner. The board agreed, and Kathi said she would change the letter.

Cleaning Services: Kathi let the board know she had contacted Trayhan Cleaning Services in Lunenburg, VT, and had scheduled an appointment for them to come Wednesday, September 2, at 10:00 a.m. to give the town an estimate on cleaning the the town hall and the town offices.

NON-PUBLIC (If needed)

PUBLIC INPUT (None)

ANY OTHER BUSINESS

Maintenance: John Silver Jr. joined the meeting to let the board know he was still having trouble with heating issues at the school. They include work to be done for the pellet system and he added the oil burner needs servicing as well. Kathi asked who did that work and John said Siemans does the oil burner. He also needed to call Maine Energy to see if we can find someone to work on the pellet issues. John said he would contract these companies to set up appointments before winter have the issues resolved. Board members agreed he should go forward with the work.

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 8:30 p.m.

The next meeting of the Select Board will be Monday, September 14, at 7:00 p.m. The meeting will be by teleconference.

Respectfully submitted,