

SELECT BOARD MEETING MINUTES
September 14, 2020

There was a meeting of the Select Board Monday, September 14, 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
- 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."

ACCOUNTS PAYABLE AND PAYROLL

Cindy made a motion to accept the payroll figures and the amounts for accounts payable and to authorize Kathi to go ahead and pay the invoices and payroll. Kevin seconded the motion and a roll call vote was taken. Cindy voted “aye,” Kevin voted “aye,” and Tom voted “aye.” The motion carried.

Kathi mentioned an invoice that had come in for sanitizing wipes that had been ordered by Jimmey at the Transfer Station. Kathi said Jimmey called her and told her to refuse the delivery when it came. He said he had kept telling the salesperson he couldn't order it, He kept refusing it. He said she was so pushy he felt he had to say “okay” in order to hang up. When the order came Kathi did refuse it, but now the company is charging them over \$200 for return postage and a restocking fee. Tom asked if the invoice had been paid, and Kathi said it had not.

Kathi wanted to know if she should do the ordering or if the gentlemen at the Transfer Station should be ordering their own supplies. She told the board she has dealt with a couple companies who are very aggressive, and in one case when she specifically told them not to send an order, they did anyway. She supposed this same thing happened to Jimmey.

Cindy made a motion to reconsider the passing of the previous accounts payable. Kevin seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.”

Tom singled out the invoice from Metropolitan Compound, the company in question. Tom said he did not believe we should pay the bill until they provide proof he placed the order.

Kevin said he knows Jimmey argued with the salesperson and told them “no,” but he couldn't guarantee that Jimmey may have said, “yes,” in order to end the call.

Cindy said Kathi should be the one making those purchases, as requested by Bruce and Jimmey at the Transfer Station. Kevin said that was grounds for us to refuse to pay—that Jimmey was not authorized.

Kevin made a motion to accept the expenditures and payroll for the period of 9.5.20 through 9.12.20 with the exception of the invoice from Metropolitan Compsounds, Inc. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

REPORTS OF DEPARTMENTS AND BOARDS

APPROVAL OF MINUTES 9.9.2020

Cindy made a motion to approve the meeting minutes from 9.9.2020 as recorded. Kevin seconded the motion. Tom took a roll call vote and Cindy voted “aye,” Kevin voted “aye” and Tom voted “aye.” The minutes were approved.

NEW BUSINESS

Abatements: Kathi presented two abatements from Trumbull and Associates. John Trumbull had some lengthy explanations of his decisions so Tom asked if Kathi would scan the abatements and e-mail them to board members so they could more easily read and comprehend the comments being made. Kathi said she would do that. Tom mentioned they would vote on the abatements the following week.

Building Permit: Paré Kathi had presented Mr. Paré's building permit the previous week, but the board wanted Chris to look at it since it is a new home, and to have Mr. Paré look into obtaining the New Hampshire Energy Code Requirement for his new house. This is a modular home and is currently approved for the NH Energy Code Approval the state requires. The current septic system has been previously approved by the state and should be good for a 3-bedroom house. The board members questioned the approval of the septic for a 3-bedroom house. The footprint will be the same although the new house is a little longer which is one of the reasons he must have a building permit. Kevin said Mr. Paré should check to make certain the septic is good for a 3-bedroom house. The board would like to see evidence that it is suitable. Kathi said she will contact him and let him know.

MS-1 Summary Inventory Evaluation: Kathi said Linda completed this report that will need to go to the DRA and to the Auditor. The report needs to be signed by all three board members. It was supposed to be filed with the state by September 1. Tom said each of them will come to the office and sign the MS-1.

Christmas Festival: Kathi had someone ask if the town was going to have the festival. Cindy said no, it was cancelled. She mentioned all the other things that have already been cancelled in Lancaster. So due to the virus there won't be any Christmas Festival this year in Jefferson.

Trayhan Cleaning Service: Kathi said she has an estimate from a cleaning company out of Lunenburg. He came last week and went through the town hall, bathrooms and office area. He has given us an estimate for weekly cleaning service that includes emptying trash, dusting and sanitizing all work spaces and touch points, complete restroom cleaning and sanitizing, vacuuming all flooring, wet mopping all hard floors for \$80 a week. They will do the town hall cleaning "as needed" for \$30 a job. They did not ask for a contract.

Cindy made a motion to hire Trayhan Cleaning Service to clean the town offices on a weekly basis and the town hall when needed. The weekly price to be \$80 per week. Kevin seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye" and Tom voting "aye." The motion carried. Kathy said she will notify them and find out when they can begin.

Tom asked if there was any reason the offices couldn't be open immediately. Cindy mentioned the new entrance was never done. Tom asked if we ever received a quote on that and Kevin said "no." Tom mentioned an idea that perhaps Mark and Mike could shovel out a walkway and put down some ledgepack. Tom said we would need some type of cover because those steps will be slippery if they're wet or if the temperature drops and water is on the stairs.

In the meantime Tom suggested we use the front town hall entrance and let people come through the hall into the office area. This would be temporary until the new entrance was completed. Kevin suggested perhaps we should have the town hall cleaned weekly as well until we stopped using it as the main entrance.

Kevin made a motion to open the town hall offices to the public, using the main town hall entrance until the new entrance is created, and contingent on the ability to sign this cleaning company to a weekly cleaning schedule beginning by the end of next week. Cindy seconded the motion.

Tom asked if there was any discussion and Cindy mentioned the bathrooms will be closed to the public at this time and Kevin agreed. Cindy mentioned locks can be placed on the doors so bathrooms can be used by employees only.

A roll call vote was taken on this motion with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion passed.

ANY OTHER BUSINESS

Office Opening Guidelines: Cindy mentioned the opening guidelines and how they should be posted for the public. Kevin said it should go on the website and also at the entry of the town hall. Tom thought it would be a good idea to let people know the building will be cleaned weekly. It was determined that the offices should open Monday, September 21. Kathi asked about people wearing masks and if they refuse to. Board members agreed they must wear masks inside the building. If they refuse they will be asked to leave. If they argue, they should be asked to call a board member and Kathi should post the board members phone numbers on the door.

Job Descriptions: Cindy had asked this subject to be added to the agenda so the board members could re-look at some of the job descriptions and the duties described. She believed members of the Highway crew should be calling into these meetings to update the board on the jobs they were working on—not necessarily every week, but every other week. Cindy asked Tom and Kevin to read through the job descriptions in their manual, including the gentlemen at the Transfer Station. She said calling in to update the board is a part of all their job descriptions. It's good to know if they have questions or concerns. Kevin mentioned it would be good to get back into a regular schedule of having Safety Committee meetings. Tom asked if Kathi would schedule a Safety Meeting for the 28th of September. Kevin said it could be at 6:30 p.m., and the board meeting could be at 7:00 p.m. Members agreed.

Tom said we should put Job Description on the agenda every week under “other business.” That way if the meeting was short and they had time, they could review it. If it was too busy, they could move the topic to the following week. Tom said they should look at the Road Agent first.

Letter for Campers and RSA guidelines: RSA guidelines were made available for the board members because they wanted a specific camper issue to be added to a letter to this landowner

about the structure that was on his property without a building permit. Since Kathi was going to write to him regarding the permit for his structure, the board wanted her to address the campers that were also on the property. Kathi sent them each a copy of the **RSA 216-I: 4, II** dealing with this issue. She told the board the landowner was supposed to have let the board know that campers were coming and what he was doing to insure that waste products were going to be taken care of within the guidelines of the RSA. The RSA also instructed that there should be no residents in a camper on private property for more than 7 days.

Tom said this is the topic that should be brought up by the different boards to see what action is appropriate to take in this instance. Cindy said she still thought the letter should go out. That there were campers there throughout the summer. Cindy said it was brought to her attention that electricity was run down there and there was also some plumbing or piping going to the river. Kevin said in the future we need to get these letters out as quickly as possible. Kevin added that any of these infractions can incur a fine of up to \$100 per day once the letter has acknowledged the infraction to the property owner. This policy has been in place in Jefferson for a long time. The penalties help to defer some of the costs of court cases should they be necessary.

Complaint for the board: Kathi had a complaint from a town resident and Tom suggested she have the person put the complaint in writing and forward it to the board so they can study it. Kathi said she would

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 9:15 p.m.

The next meeting of the Select Board will be Monday, September 28, at 7:00 p.m. The meeting will be by teleconference.

Respectfully submitted,