

SELECT BOARD MEETING MINUTES

March 4, 2021

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, Terri Larcomb, Town Treasurer, Jim Ackerman Sr., Alan Balog, Tim Clinchy, Dale Paschal, Cheryl Marshall, James Ackerman, and Jim Quirk

Tom Brady called the meeting to order at 7:15 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 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 Zoom telephone and internet teleconference, 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 internet access or by phone.
- 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 or online. 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 townofjefferson@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 begin the meeting by taking roll call attendance: Tom Brady, Chair "present." Select Board Member Cindy Silver, "present." Select Board Member Kevin Meehan, "present." Assistant to the Select Board Kathi Marshall, "present," Terri Larcomb, Town Treasurer, "present." Each member was alone in a room of their home and Cindy and Kathi were at the Jefferson Community Center. Public guests identified themselves as well.

PAYROLL/ACCOUNTS PAYABLE

Cindy made a motion to approve the payroll amounts for the week ending February 27, 2021 and to authorize Kathi to sign related reports for the board. Kevin seconded the motion. When asked if there was any discussion Cindy did mention that she would like more detail on the invoices submitted by Larry Kenison for the work he did shoring up the town offices following the fire and for the construction of the new wall at the Jefferson Community Center. Cindy said she would like to see detail on materials used as well as time to do the work.

Cindy then made a motion to rescind her previous motion to accept all payroll and payables and Kevin seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye," and Tom voting "aye." The motion carried.

Cindy then made a motion to approve the amended payroll and payables for the week ending February 27 (holding back the Larry Kenison invoices for more detail), and Kevin seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye," and Tom voting "aye." The motion carried.

PUBLIC INPUT

MEETING MINUTES 2.22.2021

Cindy made a motion to approve the meeting minutes dated February 22, 2021 as recorded. Kevin seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye," and Tom voting "aye." The motion carried.

HIGHWAY-BUSINESS REPORTS

Cindy asked about the truck that needed work done on it. At an earlier meeting Mark told the board about it, and Cindy wanted to know if it had been repaired or not. Kevin mentioned the last time he spoke with Mark that the truck was still in the shop. They had replaced a cylinder but it still had other work to be completed.

Tom mentioned that back on November 16 the board had discussed expenses incurred without specific consent of the board. He told Kathi to have Mark attend the next Select Board meeting (Monday, March 8), and Kathi said she would contact him.

NEW BUSINESS

Update on new town office: Kathi mentioned there were still some issues that had to be taken care of with regard to being ready for reopening. One issue involved the "static IP" that was needed in order for the town clerk to operate in accordance with state stipulations.

Cindy mentioned that when the town does open for business we will still follow safety protocols of requiring masks for those who come in, safe distancing and hand sanitizing.

In other business Tim thanked Tom Brady for his service to the town for the past three years as Tom will not be running for Select Board again this year. He also thanked the board for using

Zoom which has made it easier for the public to join in on the weekly meetings.

New website: Cindy reminded the board that she has been researching the possibility of having a new website for the town. She said we could go with a government website, such as Civic Plus, or we could update the website we have through the website host we are currently using. At the previous meeting Cindy had asked Kathi to reach out to our insurance company and the cyber security experts to see if there were special safety guidelines we should look for in a website company.

Kathi told the board she had spoken to Primex, and they informed her that a website was different than the other work done by the town. Unlike items such as personal employee information that should be protected, a website is actually set up with information you want the public to know. Therefore the insurance company doesn't require any special safety procedures. (They did however, caution the town about the wi-fi service and how far that extended beyond the actual building.)

Cindy said she had been in touch with Notchnet, our current website host company, and they quoted a price of \$3,850 for a new "facelift" of the website including a complete redesign. They would use WordPress software to make it easier for the town to modify or upload certain items and photos to the site. Cindy said it would be similar to what Ashland and Carroll have. Kevin mentioned he liked their websites as they were user friendly. The quote given by Notchnet also included the option for payment processing.

Following some discussion about third-party payment processing Cindy rescinded her motion to move forward with Notchnet's quote to redesign the website until she could do more research into that payment process. Kevin rescinded his second of the motion as well.

PUBLIC INPUT

UNFINISHED BUSINESS

NON-PUBLIC (If needed)

ANY OTHER BUSINESS

Cindy mentioned that John Silver Jr. had been doing all sorts of maintenance work in the JCC building and he was asking the board to allow him to purchase a tool set so he didn't have to move all sorts of tools from his home back and forth to the new offices. He thought a new tool set would probably run around \$200 or so, but he would also need an electric drill—nothing elaborate, just enough to do the job.

Kevin asked if that would be an expense from the building fund, and it was agreed it would be. Kevin made a motion to approve the tool purchase for John up to the amount of \$500, which would include the drill, for John to continue doing maintenance work at the JCC building. Cindy seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye,"

and Tom voting "aye." The motion passed.

Tom mentioned the rate that John gets paid for an unexpected alarm in the middle of the night. Kevin agreed there should be some kind of "on call" fee that was paid for any unplanned situation that occurred at the school requiring John's presence. Tom said that topic should go on the agenda for the next meeting.

Kevin mentioned that he had placed a call to legal counsel regarding the upcoming vote. He told Kathi to expect an invoice to come for a 15-minute phone call.

Kevin asked Kathi about the letter that was sent to Turnpike Road several weeks ago. She said she did not get a response. She told the board that she had asked the resident to call the town office within 30 days to inform the town of his intentions on the property. The board requested the letter be sent again.

Tom asked about the letter to DOT for a meeting for the Town of Jefferson regarding rumble strips. Kathi said she sent two e-mails regarding the rumble strips but had no return contact from DOT. Tom requested she send another letter asking why they are not responding to Jefferson.

Tom also asked about the letter to DOT concerning the blind spot off Ingerson Road into westerly traveling traffic on Route 2. Kathi said she would have it for the next meeting.

Safety Committee Meeting: Tom mentioned the board should have a Safety Committee Meeting before the end of the March, within the first quarter of the year. The date of Monday, March 22, was recommended.

Multi-Board Meeting: Cindy mentioned it was time to meet with the other boards as they had discussed earlier in the year. It might be a good idea to just have the chairs of the Planning Board and the Board of Adjustment meet. The board thought that meeting should be the first or second week of April. Tom asked Kathi to contact Charlene and find out what positions were available on both boards. It would be a good idea to get that information online so anyone who might be interested in serving will know what is available.

ADJOURNMENT

Cindy made a motion to adjourn the meeting. Kevin seconded the motion and a roll call vote was taken. Cindy voted "aye," Kevin voted "aye," and Tom voted "aye." The motion carried and the meeting was adjourned at 8:40 p.m.

The next meeting of the Select Board will be Monday, March 15, at 7:00 p.m. via Zoom conference.

Respectfully submitted,

Kathi Marshall