

## SELECT BOARD MEETING MINUTES

March 8, 2021

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

**ALSO PRESENT:** Kathi Marshall, Assistant to the Select Board, Terri Larcomb, Town Treasurer, Mark Dubois, Norman Brown, John Silver Jr., Dave Passios, James Ackerman Sr., Tamsen Boyko, Tim M., Cheryl Marshall, James Dzieken, Jason Call, Joe Monahan, and Katherine Wallace

Board Chair Tom Brady called the meeting to order at 7:20 p.m. and read the following:

*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 telephone and by Zoom conference, 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 going to the Town of Jefferson website at [www.jeffersonnh.org](http://www.jeffersonnh.org) and clicking on the Zoom Meeting link. The meeting number is 810 2753 0702 and the Passcode is 874794.
- 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. 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 accessing the meeting, please call 603.586-4553 or e-mail [townofjefferson@myfairpoint.net](mailto:townofjefferson@myfairpoint.net)
- D. 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." Road Agent, Mark Dubois, "present." Terri Larcomb, Town Treasurer, "present." Each member was alone in a room of their house, and Cindy and Kathi were at the Jefferson Community Center.*

Prior to the business portion of the meeting Tom suggested the board members consider having the agenda uploaded to the website on a weekly basis so people could see what was going to be discussed that upcoming week. He said to include the Zoom meeting number and passcode on it as well. It would be good to get it on the website no later than Friday, earlier if possible.

## **ACCOUNTS PAYABLE/PAYROLL**

Cindy made a motion to approve Accounts Payable and the Payroll items for the week ending March 6, 2021 and to authorize Kathi to sign accompanying paperwork on behalf of the board. Kevin seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion passed.

## **PUBLIC INPUT**

The Board recognized Jim Ackerman, Sr., who asked if it was possible that the town consider having a sign of some kind at the intersection of Route 115 and Route 2. He said in Shelburne and Gorham they use signs asking the truckers to please refrain from using their jake brakes when slowing down, and using only their air brakes. Jim said at one or two in the morning it is incredibly loud. Tom asked if it was okay that Jim’s request be placed on the agenda for the following week and Jim said that was fine—he was in no hurry. The board agreed to put the item on the following week’s agenda.

Terri Larcomb then mentioned the visibility at the intersection of Meadows Road and Presidential Highway (immediately beside the Old Corner Store), was minimal because the snow was piled so high there. She said there was no reason for that to be piled right there as you are trying to pull out into traffic.

## **MEETING MINUTES 3.01.21 AND 3.04.21**

Cindy made a motion to approve the meeting minutes from March 1, 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. Cindy then made a motion to approve the meeting minutes from March 4, 2021. Kevin seconded the motion. There was a brief discussion with Cindy asking to remove one line of the meeting minutes. Kevin mentioned the line in question was later explained, and Cindy acknowledged that and said to leave the line in. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried and the minutes were approved.

## **NON-PUBLIC RSA 91-A:3 (If needed)**

### **HIGHWAY-BUSINESS REPORT**

There were no questions with regard to the Business Report so Mark Dubois gave a brief report on the Highway Department. He said things were going well, the weather had been good. He told the board they put on road bans that day. He also mentioned the Dodge was back from the shop, and the cost for repairs was going to be approximately \$10,000.

Kevin asked what had changed. Originally a cylinder had to be repaired. Mark stated there was work that needed to be done to the power steering system, the pump, the rear brakes, the clutch as well as the original cylinder. Cindy said the board wasn’t aware the expense would be so high.

Tom stressed it was important when work is being done, that if the cost is going to be higher than anticipated, the protocol was to inform the Chair of the Board. He said it could be done directly or through Kathi in the office, but between meetings only the Chair was allowed to act with regard to these types of expenditures. He also said if a board member okays an expense outside a board meeting they can be asked to pay that bill. He said Mark could contact Kathi in the office and she would e-mail board members individually. The chair would decide if they needed an emergency meeting to resolve the issue.

Cindy and Tom thanked Mark for the work he does, and the board approved the Highway-Business reports.

## NEW BUSINESS

**Building Permit/Hicks:** Kathi presented a building permit from Stacey and Forrest Hicks regarding new work they propose to be done on the Odd Fellows Hall in order to make it a wedding chapel/church. They included a detailed diagram of how the building was to look when completed.

Cindy made a motion to approve the building permit for Stacey and Forrest Hicks. Kevin seconded the motion. A discussion followed with Kevin asking if adjustments were being made to the windows, and there would be oil heat, shouldn't they have to obtain energy code compliance approval. Tom suggested they approve the permit with the stipulation that they acquire approval of the energy code.

Kevin made an amendment to approve the Hicks building permit with the stipulation that the energy code compliance approval be obtained. Cindy seconded the motion. Tom then asked if the energy compliance applied to a building that was not a house. He said he would suggest approving the permit with the stipulation of obtaining the energy code compliance, *if necessary*.

Cindy withdrew her motion to approve the building permit, and Kevin withdrew his second. Cindy then made a motion to approve the building permit for Hicks, with the stipulation that they obtain the energy code compliance approval if necessary. Kevin seconded the motion. In the discussion that followed Kevin said they did not need the energy code compliance approval because the permit specifically says "home," not church or other building.

Cindy removed her motion and made a motion to approve the building permit of the Hicks' without stipulation. Kevin seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye," and Tom voting "aye." The motion carried.

**Building Permit/Lauze:** Kathi presented a building permit for William Lauze who would like to build a retirement home at 56 Sunset Paradise Rd. The proposed structure would be 28-feet by 30-feet, with a wood frame, complete foundation, steel roof with wood heat. The application was complete.

Cindy made a motion to approve the building permit for William Lauze with a stipulation that the permit fee would be obtained. Kevin seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye," and Tom voting "aye." The motion carried.

**Estimates for Fire Debris Remediation:** Norm Brown had submitted two estimates for asbestos and lead testing at the fire site. One estimate is from GEM, a local company out of Littleton. The total is \$3,100. The other company is Acadia out of Maine, and their estimate was \$3,000. Norm did ask another company in Colebrook for an estimate, but they are several weeks out before they can take another job. Norm said Chris is familiar with GEM and says they do a great job. He felt it would be a good thing to work with a local company. He also explained this estimate refers to the testing for asbestos and lead. Lead is based on the volume of debris, so there shouldn't be an issue with the lead content. Asbestos will be the issue, if any, and we will need a testing certificate to get us into Mt. Carberry with this debris.

Cindy made a motion to approve the GEM bid, and Kevin seconded the motion. A roll call vote was taken with Cindy voting "aye," Kevin voting "aye," and Tom voting "aye." The motion passed.

## UNFINISHED BUSINESS

**"On Call" Pay Rate:** Tom deferred as to discussing the issue of pay rates for emergency night calls to the Community Building. He said he felt these upcoming bigger decisions should be made by the board once their new member was sworn in.

**Approval of New Website:** Cindy said she has not heard back about payment processing on the new website but she would like board members to approve the estimate for the upgrade. Again, Tom said this was a larger issue to be discussed and should be put on the agenda for the new board following the elections.

**Positions Available on other Boards:** The previous week Tom had asked what positions were available on the Planning Board and the Board of Adjustment. Kathi said the Zoning Board has a 5-member staff and right now they have five regular members. They would like some alternates if possible. The Planning Board has one position open for a regular member.

Tom reminded everyone that the selection of a person to fill a position on the Planning Board or the Zoning Board is a decision made by the Select Board. He felt these openings should be advertised in the paper and that residents should know what is available to them with regard to serving the town.

Cindy made a motion to advertise these positions in the paper as Tom suggested. Kevin seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

**Letter to Turnpike Road:** Kathi sent board members copies of letters she prepared in response to a variety of issues. The first was a letter to a resident who has several vehicles in his yard, some unregistered and/or undriveable. Kevin asked if we had written a letter before and Kathi said she had. There is no hard copy of the original due to the fire. Tom suggested the wording in the letter be changed somewhat, and Kevin said he would be in the office the following day because of the elections. They could work on it then.

**Blind Intersection Letter:** Tom asked Kathi to find the name of the person to address at the Department of Transportation for the letter that concerned the blind intersection coming off Ingerson Road to traffic moving westward on Route 2. He asked Kevin to help reword portions of that letter as well before it was sent out.

**Eversource Letter:** Tom asked board members if they wanted to authorize Kathi to sign the letter she wrote to Eversource on behalf of the board members. Cindy made a motion to have Kathi sign 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**

Norm Brown thanked Tom Brady for his service and hard work—especially over this last year. He also pointed out Tom’s years of service to the Town of Jefferson. Cindy thanked Tom for all she had learned from him throughout the years serving on the board. Kevin also extended his gratitude for Tom’s service and dedication.

Tom Brady, who is stepping down as Chairman of the Select Board and will not be running again, expressed his thanks to the town for allowing him to serve for nine years. He said it has been very rewarding and he has enjoyed his years of service. He said, “Thank you for giving me the opportunity to serve you. I really appreciate it.”

#### **ADJOURNMENT**

Kevin made a motion to adjourn the meeting. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion passed and the meeting was adjourned at 8:36 p.m.

The next meeting of the Select Board will be Monday, March 15, 2021.

Respectfully submitted,