

SELECT BOARD MEETING MINUTES

May 10, 2021

PRESENT: Cindy Silver: Select Board Chair, Kevin Meehan and Norman Brown: Select Board members, all comprising a quorum of the board.

ALSO PRESENT: Kathi Marshall: Assistant to the Select Board, Liz Milligan: Library Trustee Chair, Joy McCorkhill: Librarian, Jeannie Kenison and Brenda Roy: Library Trustees, Jason Call: Trustee of the Trust Funds Chair, Terri Larcomb: Deputy Town Treasurer, and Cheryl Marshall: Trustee of the Trust Funds, Member

Cindy Silver called the meeting to order at 7:04 p.m., and those in attendance stood for the Pledge of Allegiance.

ACCOUNTS PAYABLE/PAYROLL

Norm made a motion to approve Accounts Payable and Payroll items for the week ending May 8, 2021 and to authorize Kathi to pay invoices and payroll. Kevin seconded the motion. The motion passed, and accounts payable and payroll were approved.

NON-PUBLIC RSA 91-A: 3 (Legal)

Cindy made a motion to enter into a Non-Public session, and the motion was seconded by Norm. Visitors were asked to temporarily vacate the board room, and the board members proceeded to meet in a closed session at 7:09 p.m.

The public session of the Select Board meeting reconvened at 7:26 p.m. At that time Kevin made a motion to seal the minutes of the non-public session. Norm seconded the motion, and the motion passed.

PUBLIC INPUT (None)

APPROVAL OF MINUTES FOR 5.03.2021

Kevin made a motion to approve the meeting minutes from 5.03.2021 as recorded. Norm seconded the motion. The motion passed, and the minutes were approved.

REPORT OF DEPARTMENTS AND/OR BOARDS

Board members read and accepted the Highway and Business Office reports.

NEW BUSINESS

Members of the Jefferson Fire Department will be participating in a training exercise on Sunday, May 16 in Bethlehem. The Fire Chief from Bethlehem requested a letter stating that Jefferson's personnel were covered under the town's insurance policy. Kathi drafted a short letter and presented to the board members for signatures.

UNFINISHED BUSINESS

Lancaster Ambulance: Representatives from the Lancaster Ambulance were invited to attend the board meeting, but could not make it that evening. They will be present at the next meeting Monday, May 17. Norm prepared several questions and had Kathi forward them to Lancaster, asking for their response prior to the May 17 meeting. Among the issues Norm would like to address are a) how many calls Lancaster responded to in 2018, 2019, and

2020, b) how many of those calls from 2018, 2019 and 2020 were uncollected, c) what number were recovered through insurance, Medicare or Medicaid, d) how many of those calls went to collection, and e) how much was recovered in that process. The contract also stated there were attached fees and charges, but we did not receive those. Kathi requested the responses before the Monday, May 17, meeting.

Building Permit/Williams: Kathi presented a building permit from Darren and Diane Williams to build three sheds on their property at 65 Jason Avenue. The application was reviewed by the Planning and Zoning boards, as well as by Fire Chief Chris Miligan. Board members approved the permit and signed the application.

Job Applications: The job posting for Building Maintenance had been posted for nearly three weeks. Norm asked how many applicants we had. Kathi said four people came and took applications, but only one returned the paperwork. Norm said the board can look over the application. References will be checked and then an appointment will be set up for the applicant.

ANY OTHER BUSINESS

Ball Field Maintenance: Even though activity on the ballfield had been slow since the onset of Covid-19, the board wanted the field mowed and trimmed. Cindy mentioned that the area around the Snack Shack where people sat and ate was especially overgrown. Norm asked Kathi to contact Mike Josselyn and ask him to take care of the thick overgrowth there. Kathi said Mike responded and said he would be happy to do it.

The question arose about maintaining the portable toilet at the field, since there was not a lot of activity there. Cindy felt it should still be maintained because sometimes kids just go there to play on their own. She felt the cost was not that great to keep it available and in good condition for the public to use if they needed.

Septic System at Jefferson Community Center: Norm wanted to check on the status of the septic system at the Jefferson Community Center and whether or not it needed to be cleaned out. Kathi spoke with White's Septic and they told her the septic was last pumped out in July of 2018. It was done immediately after the school was closed and ready to go to the town. They had it done after all the children were out, and they were ready to leave the premises so it would be good to go for the town. White's recommended to leave the system as it is for now, and to pump it out in the spring. The tank is very large and will certainly accommodate the small number of people who are currently working there. Then in the spring they will have a better idea of how often it will need to be done going forward.

Trailers/Presidential Highway: In recent weeks some concerns have been expressed about a piece of property on Presidential Highway that seemed to have several trailers located on it. There was some question as to whether or not there was an approved septic system on site. The board suggested sending the town Health Officer to the location to determine what the living conditions were. The Health Officer was not able to make the meeting, however Kathi had spoken with the property owner during the week and had discovered that there were two trailers on the property. One camper was being used by a couple whose house is being worked on, but who could not find a place to rent in the meantime. They were offered one of the trailers on the property. Kathi asked the property owner how long she intended for the renters to stay and was told until their house was completed, which should be in November. When asked about ultimate plans on the property the owner said she is using one trailer for storage and she would like the other to be her weekend camp or getaway. She would also like to bring

electricity up into the lot, but the power company will not bring it in until she has a legitimate 911 address which Kathi is working on with her. Board members felt it was still important to send someone to the site to check the waste disposal arrangements and any other safety issues that may be present.

TVs for Meetings Use: Norm would like to obtain a flat screen television and recording equipment to carry on with covering Select Board meetings with Zoom capabilities, but with a larger screen for people to be able to participate and observe more conveniently. Kathi checked with Veronica at Notchnet about the equipment she used at Town Meeting. Veronica said she prefers the Samsung flat screen televisions as they are very simple to operate and set up. She also mentioned she uses a smaller webcam for filming. (Some of the flat screen televisions have a camera built in, but they are not easy to manipulate in a meeting setting.) She said a small webcam would run the town about \$50 dollars or so.

Kevin mentioned that when they have meetings at the school where he works they use Owl which is a 360-degree camera and mike set-up that automatically tunes in the speaker wherever they are sitting. A condenser mike picks up the voice so it is easier to hear over any background noise. Norm said we needed to collect information on the Owl system and on a 70-inch or 80-inch television to determine cost. Board members agreed.

Norm announced he had put out four inquiries seeking bids on the septic installation, and he heard from two of the four. Forrest Hicks gave the town a quote of \$20,000, and Mike Grey came in at \$16,500. Norm explained this septic was a charity issue and was being done for safety reasons. He went on to make a motion to approve and accept the bid from Mike Gray to install the septic system for the price of \$16,500. Kevin seconded the motion, and the motion passed.

Terri Larcomb asked the board about the Savard Memorial Fund and why that money was not in the trust funds. Norm said it was probably due to the fact the balance was less than \$1,000 dollars. A discussion ensued about the war memorial and the work that was planned in order to restore it and reinforce the base. Norm said the money in the memorial fund today would no longer cover the cost to repair it. Cheryl Marshall asked about fundraising and volunteered to reach out to local businesses and residents for help. The board members accepted her offer.

PUBLIC INPUT

Jason said he spoke with the fireworks rep once again, and Errol will be having their fireworks on Saturday, July 3. Jason thought Jefferson would most likely be Friday, July 2, but he is waiting for confirmation on that.

NON-PUBLIC RSA 91-A:3 II (None)

ADJOURNMENT

Norm made a motion to adjourn the weekly Select Board meeting. Kevin seconded the motion. The motion passed, and the meeting was adjourned at 8:20 p.m.

The next meeting of the Select Board will be Monday, May 17, 2021 at 7:00 p.m. in person at the Jefferson Community Center.

Respectfully submitted,