

SELECT BOARD MEETING MINUTES

February 22, 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, Joe Marshall, Community Building Committee, Terri Larcomb, Town Treasurer and Chris Milligan, Jefferson Fire Chief

(The meeting scheduled for February 15, was cancelled due to the ice storm in Texas. A+ Conferencing is based in Houston and their cyber network was compromised. Due to the inability of anyone to access the Select Board Meeting, it was cancelled and rescheduled for Monday, February 22, 2021.)

Tom Brady called the meeting to order at 7:04 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 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 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,” Joe Marshall, “present,” Terri Larcomb, “present” and Chris Milligan, “present.” Each was alone in a room of their home.

PAYROLL/ACCOUNTS PAYABLE

Cindy made a motion to approve the payroll amounts for the week ending February 20, 2021 and to authorize Kathi to sign related reports for 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 carried.

PUBLIC INPUT

Joe Marshall: Joe mentioned the Community Building Committee had a round table follow-up meeting after some of the work had been done in the office area of the building. The rooms have been painted, new flooring has been installed and ServePro came and cleaned the area. It was supposed to have been a two-day job, but when they were finished committee members were not impressed with the cleaning job that had been done.

The dividing wall is up and is nearly complete. Norm brought in a dumpster for all the debris, and Joe, Norm and Larry Wells went to pick up the office furniture Eversource donated to the town for the new offices.

Joe mentioned he would give Kathi the name of the Eversource contact who gave the final approval for the furniture to be donated so she can write a “thank-you” to the company.

Terri informed the board that she has been working with Polly and both of them really appreciate all the help Charity in Lancaster has given to them. She suggested the town send her flowers or some kind of “thank-you” as well.

Joe mentioned that some committee members believe this team should be disbanded since they have accomplished what they intended. They suggested a new committee be formed to move forward with the upcoming projects that will need to be done. Joe anticipates that once the weather warms up, the paperwork that is stored in the trailers can be gone over to see what can be salvaged.

Joe has Consolidated Communications coming to the building on Wednesday to hook up the four lines of phone cable—one for the security system, one for Kathi, one for Polly and one for Chris. He said Spectrum is to set up a static IP address for internet hook-ups, and that could take seven to ten days.

Larry Kenison is still working on the dividing wall and John Silver Jr. is going to help put the new desks together. At this time the committee has spent approximately \$8,477.

Cindy and Tom thanked Joe and the entire committee for all the work they have done to bring the town to this point.

Chris Milligan: Chris informed the board that DES should be contacted concerning the removal of the fire debris. They may require an inspector, a certified asbestos removal company or something similar. He let the board know that Larry Kenison got water into the station.

Chris has been in touch with Royal Electric to see about reconnecting the generator to the fire station. The quote at this time is \$3,615. Eventually he said we would look into a generator for the Community Building.

Chris has been looking into a fire/smoke alarm system for the fire station, and it was part of a warrant article that was voted on at the March 2020 town meeting. He got a quote from Capital Alarm of \$11,000 for installation. Royal Electric has given an estimate of \$7,260. Both companies will have fees for annual monitoring. Chris is also getting information for a quote for the town garage to have an alarm system as well.

Larry Kenison replaced the door at the fire station. It had damage from the fire and could not be opened. Calvin Crawford came to work on the fire station furnace and told Chris all is well.

Chris also let the board know that the state replaced all the PPE supplies the fire department had on hand, and they will not be charged for the replacements.

Chris has purchased some items he needs to continue functioning, and they include a fire hose, a thermal imaging camera, a carbon monoxide meter, and the AED. He asked if the board would like to replace the AED that was in the town hall, and Cindy and Kevin said, “yes, absolutely.”

Chris is also looking into replacing radio equipment that was in his office. He received a quote from Tac 2 Communications for those items and the total was \$18,000. There was a base station on Kathi’s desk in the old town offices, and he felt there should be a base radio in the new offices. It would cost about \$3,600 installed. Cindy asked about a list of expenses, and Chris said he would keep them informed.

There has been some damage to the new tanker—left-side fender took some heat damage. Ron Sheltry said he would be happy to do the repair for the town.

Kevin made a motion to accept the quote from Royal Electric and to move ahead with installing a fire/smoke alarm in the fire station. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion passed.

MEETING MINUTES 2.08.2021

Cindy made a motion to approve the meeting minutes dated February 8, 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

Board members approved the Highway/Business Office Reports for week ending February 20, 2021.

NEW BUSINESS

Kathi informed the board that when the fire/water/smoke damaged the office, it wiped out all the accounting information on the computer. In addition, the external back up that automatically recorded a daily update of the accounting program was lost as well. Kathi told the board that she has been backing up the system the old fashioned way—on a flash drive that she puts in her pocketbook and takes off site so it cannot be damaged. She contacted QuickBooks, the program they use for their accounting and asked the company if they could set up their accounting in the cloud. She checked with the town's IT expert and both agreed it was the safest way to store sensitive information. Kathi said if they go to QuickBooks Online it will ultimately cost the town approximately \$1,300 annually. QuickBooks will give the town 50% off for the first year, so the cost to set up the program and use it for a year will be approximately \$650. The new system will save information in live time—as you enter it. The system cannot be hacked, and you can work on the accounting program from any location.

Cindy made a motion to approve the new QuickBooks set up, paying approximately \$650 the first year, and approximately \$1,300 after that. 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

UNFINISHED BUSINESS

Lighting Incentive: Cindy mentioned the 2020 Lighting Incentive through Eversource that that reflected work done at the Community Building required a sign-off signature to designate the work was now complete. Kevin asked if they got to the town garage, and they did. Kevin made a motion to authorize Cindy to sign on behalf of the board to confirm the lighting project was complete. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion passed.

Zoom Meetings: Cindy mentioned again how important it was for the town to hold their meetings through the Zoom app. so participants could be seen and heard more clearly. Terri mentioned she has a Zoom account and she would be happy to set it up for the board so we can begin Zoom meetings once the public is informed how to access it.

Town Website: Cindy asked Kathi to check with the cyber security expert through Primex if the town should stay with a local website host or if it would be safer in any way to set up a government website through a company such as Civic Plus. Kathi said she would check it out.

NON-PUBLIC (If needed)

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 8:33 p.m.

The next meeting of the Select Board will be Monday, March 1, at 7:00 p.m.

Respectfully submitted,