

SELECT BOARD MEETING MINUTES

March 15, 2021

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

ALSO PRESENT: Kathi Marshall, Assistant to the Select Board, Terri Larcomb, Town Treasurer, Charlene Wheeler, Planning and Zoning Board secretary, and Mark Dubois, Road Agent

Board Chair Cindy Silver called the meeting to order at 7:10 p.m. The following letter was read:

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 and clicking on the Zoom Meeting link. The meeting number is 752 621 9315 and the Passcode is 0rAf0p.
- 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
- 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
- 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: Cindy Silver, Chair "present." Select Board Member Kevin Meehan, "present." Select Board Member Norman Brown, "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, Norm and Kathi were at the Jefferson Community Center.

Prior to the business portion of the meeting members of the public and members of the board welcomed Norm Brown to the Select Board. Norm was elected to the board in the March 9 town election.

ACCOUNTS PAYABLE/PAYROLL

Kevin made a motion to approve Accounts Payable and the Payroll items for the week ending March 13, 2021 and to authorize Kathi to pay invoices and payroll. Norm seconded the motion. A roll call vote was taken with Norm voting "aye," Kevin voting "aye," and Cindy voting "aye." The motion passed.

PUBLIC INPUT (None)

MEETING MINUTES 3.08.21

Kevin made a motion to approve the meeting minutes from March 8, 2021 as recorded. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” and Kevin voting “aye.” The motion carried. Norm was not a board member on March 8 and so recused himself from the vote.

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

REPORTS OF DEPARTMENTS AND BOARDS

Mark Dubois said they were getting ready to do repairs on the grader—one of the tires is bad. He said the oil and filters need to be replaced. The tube for the tire will probably be around \$300, and the oil and filters will also be around that price. Mark anticipates the entire repair cost on the grader will be \$900-\$1,000. Northern Tire will take care of the tube and Mark and Mike will service the grader and take care of the oil and filter changes.

Board members accepted the Highway and Business Office reports as submitted.

NEW BUSINESS

Live On-Site Meetings: Charlene Wheeler is the secretary for the Planning Board and the Zoning Board. She told the board that members of the Planning and Zoning committees would really like to meet in person. She said they have trouble viewing large maps over Zoom, and it’s always difficult acquiring the necessary signatures when you are not meeting together. She currently has five applications pending and moving through the process with these would be much simpler if meetings could be in-person, and of course, following safety protocols. She felt the school offered sufficient space for people to attend safely. She also mentioned there would be access to copiers and such when copies have to be made during a meeting.

Norm asked what the public attendance is at a regular meeting. Charlene said it’s usually less than ten people unless the topic is controversial. Norm said he has no issue allowing the boards to go back to on-site meetings if they follow safety guidelines.

Kevin said the gym area in the building will hold up to about 45 people with safe distancing. Cindy agreed it was time to meet face-to-face and have people attend in person.

Norm said in order to give people appropriate notice we should begin in-person meetings on April 1, 2021. Kevin thought we should still have the option of calling in or being on Zoom so everyone can attend the group meeting. If that was not possible perhaps a single camera and microphone for those who can’t or won’t go to a meeting in person.

Norm thought there will always be a connectivity issue depending on where someone lives. He said if we had a phone set-up more people would have access as opposed to only Zoom, since many people do not have adequate internet access. Charlene mentioned if you use Zoom someone has to monitor that throughout the meeting.

Norm said he wonders if we’re just complicating the entire issue. He said maybe we should just leave it as it used to be with the meeting only. Cindy said she would rather work with people in person without having to worry about all the technical issues that often arise during a Zoom or teleconference meeting.

Norm made a motion to begin live, on-site meetings on April 1, 2021. Kevin seconded the motion. A roll call vote was taken with Kevin voting “aye,” Norm voted “aye,” and Cindy voted “aye.” The motion passed.

UNFINISHED BUSINESS

“On Call” Pay Rate: Norm wanted to clarify that the “on call” pay rate is not for someone who is waiting to

receive a call, but rather someone who gets called to a site in response to an alarm or other emergency. If a town employee gets called out and goes to a site where he is working on the issue, that employee must get paid. Norm said if a different rate is suggested for a night call, that will be up to the board to decide. He did not believe there should be a different rate of pay, but stated that employee should definitely get paid for responding to the call.

Kevin agreed with Norm and said getting called to a site out of regular working hours is a part of the job. And he acknowledged the person should receive the same rate as his regular wage.

Approval of New Website Upgrade: Norm asked if the quote of \$3,850 included the maintenance of the website. Cindy said Veronica from Notchnet submitted a proposal to the board. Cindy asked Kathi to make sure Norm received a copy. In addition Cindy said we could ask Veronica to come to a board meeting to explain her proposal in detail, and Norm thought that was a good idea. Kathi will check with Veronica to schedule her.

Update on Town Clerk opening: Kathi said the IT person had been working with Concord DMV to get Polly up and running and at that point the town had done all it could to comply with the computer issues. They are waiting on the state to get back to them with any further instructions and are hoping to have Polly up and running before the end of the month.

Cindy said she would like to have a conversation around opening up the building officially. Norm said the committee that got the two offices set up, has accomplished its goal. That committee would like to disband or retire. Norm said it's time to look for a method by which the Select Board can choose a new committee to get the school building moving forward to accommodate the other entities that will be part of the Jefferson Community Center.

Joe Marshall said everything is pretty much completed and he wanted to retire the committee at this point as well. Cindy thanked him for all his work and the work of the volunteers who came forward to serve in that capacity.

Kevin said we should post the office hours even if Polly is not yet open. The administrative office hours should be advertised. We can keep the office hours the same as they were.

Kathi said it might be worth discussing that Polly might work on a Monday evening as opposed to a Thursday. On a Monday there would be other people in the building, and she would not have to work alone. Everyone could leave the building together. Cindy said that would have to be reviewed with Polly to get her thoughts on it.

Kevin said we will be getting letters to go on the kiosk out by the road and we will be able to post office hours out there as well as in the kiosk right outside the front door.

Route 115/Route 2 Braking Issue: Jim Ackerman Sr. asked the previous week if there could be some kind of sign asking truckers not to use their jake brakes as they slowed for the intersection, but their air brakes only. In the middle of the night the noise caused by the jake brakes is incredibly loud.

Norm said they had issues years back and sent letters from the board as well as letters of support from senators and the executive councilor, but they got nowhere. He told Jim there are new people in those positions now, and they may change their minds if they get a letter with support from legislators. He also said the letter would have to contain specifics as to which stretch of road, how long, etc., so they know exactly where we are referring to as opposed to them making the decision themselves.

Jim said Gorham and Shelburne have signs to that effect, and he wondered how they got signs and Jefferson can't. Norm said no one can put signs up on a state road except for the state. Unless they agree to it, there is nothing we can do. If Gorham and Shelburne submitted their letters to people serving who were okay with it, it was done. It depends on who is serving at the time the request is made.

Norm told Jim it would be a good idea to write down his thoughts and description of the road where he would like the sign and to e-mail it to the town.

Uni-First Carpet Runners: Norm asked Linda to look into several runners for the Jefferson Community Center's floors. This company will change these mats out each week and replace them with freshly cleaned and maintained carpets. The cost will be about \$45 weekly. Norm felt now that the building is being used on a regular basis, it will be important to protect the floors throughout, especially the hallways that deal with the foot traffic. He said the floors are pretty tender and are coming apart.

Norm made a motion to go forward with the carpet runners until we are in a better position to clean and maintain them on our own, or come up with a better alternative. Kevin seconded the motion. A roll call vote was taken with Norm voting "aye," Kevin voting "aye," and Cindy voting "aye." The motion passed.

ANY OTHER BUSINESS

Cleaning/Maintenance: Norm suggested the board look into obtaining a part-time custodial/cleaning person to do basic upkeep in the building as we open. Offices and bathrooms will need to be cleaned on a regular basis in order to do basic upkeep on the building. He recommended advertising the position for a period of approximately two weeks.

Kevin agreed with Norm and asked him if that was something he could pull together with regard to job description, etc. Norm said he could do that. He will estimate a pay range and a job description and bring it to the next meeting for discussion.

Building Permit/Santa's Village: Kathi presented a building permit for Santa's Village to build 5 cabanas on the premises. Kathi asked what the building permit fee would be—if there would be a \$10 fee for each cabana. Norm said the buildings would be assessed individually so it would be a \$50 building permit fee.

Norm made a motion to approve the building permit for Santa's Village and Kevin seconded the motion. A roll call vote was taken with Kevin voting "aye," Norm voting "aye," and Cindy voting "aye." The motion carried.

DOT Blind Intersection Letter: Kevin asked Kathi what the status was of the letter to the Department of Transportation regarding the blind intersection at Ingerson Road and Rte 2. Kevin had made changes to the original and forwarded them to Kathi. She told him she mailed the letter to DOT.

Kevin also asked about the Turnpike Road letter. He said he was working on that wording. Kathi said she had the original and with Kevin's edits the board could discuss the letter at the next meeting.

PUBLIC INPUT

Norm asked the status of the Town Report. Kathi said she has sent them material and has some articles left to send. Norm said it would be good if we could move the town meeting up from June 5, and we would need the report so the public would have access to the financial information prior to the meeting. Cindy asked Kathi to give the board an update at the next meeting.

ADJOURNMENT

Norm made a motion to adjourn the meeting. Kevin seconded the motion. A roll call vote was taken with Kevin voting "aye," Norm voting "aye," and Cindy voting "aye." The motion passed and the meeting was adjourned at 8:15 p.m.

The next meeting of the Select Board will be Monday, March 22, 2021.

Respectfully submitted,