

SELECT BOARD MEETING MINUTES

April 26, 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, Joy McCorkhill: Librarian, Jason Call: Trustee of the Trust Funds Chair, Terri Larcomb: Deputy Town Treasurer, and Ken Gianlorenzo

Cindy Silver called the meeting to order at 7:09 p.m.

ACCOUNTS PAYABLE/PAYROLL

Kevin made a motion to approve Accounts Payable and Payroll items for the week ending April 24, 2021 and to authorize Kathi to pay invoices and payroll. Norm seconded the motion. The motion passed, and accounts payable and payroll were approved.

PUBLIC INPUT

Library Update/Liz Milligan and Joy McCorkhill: Joy presented copies of the proposed layout for shelving in the area the library will occupy in the Community Center. There will also be seating and tables. The quote for the shelving and its installation is \$42,000, which is much lower than originally anticipated. They received a better rate due to the quantity of shelving they needed. The quote and design are based on the current layout, but changes will need to be made to entryways (handicap-accessibility), and flow-through, room-to-room access as well. They plan on having a keypad entry so the doors can be locked by a passcode.

Liz mentioned she had discussed the library project with Norm, and she mentioned that some windows would have to be replaced. She said they are debating on whether or not to keep the bathroom in that area and thought the contractor would be able to help them with that decision. Norm asked about lead time for the shelving, and Joy said it will probably be 2-3 months once approved and ordered. Covid-19 has been causing delays, but perhaps when they're ready to order delivery times will be back on schedule, and the wait won't be so long.

Cindy asked about flooring in the library, and Liz said they are considering carpet tile. They may do all the rooms the same color, or perhaps different colors for the kids' area, etc. There will be a children's room, a room for fiction and one for non-fiction. Liz also mentioned the carpet tile will have to reflect a specific fire rating before they can select it.

Cindy asked if we had a contractor for the job. Norm said he had inquiries out to several places including Dan Hebert out of Colebrook and a mechanical engineering firm out of Littleton. He said the priority will be the ventilation system for the building. He added they should consider a dry powder fire-suppression system, as well as a video monitoring system. The locksmith recommended a high-quality keypad system that would allow six users—each with a separate combination—so you always knew who was going in and out of the rooms. These keypads could be over-ridden by a master key.

Liz said a portion of the money in the Capital Reserve Fund is supposed to go toward utilities such as setting up lighting, electric, etc. Norm explained once we have an efficient heating/ventilation system there will be a need to insulate certain walls and portions of the roof due to current heat loss. He added that some windows may have to be removed as well. Liz mentioned that natural sunlight caused damage to books. Norm added the concern was

also one for the Historical Society. They did agree that whatever was done, it should be done completely the first time so changes wouldn't have to be done again in the future. Norm said the board would let Liz know as soon as they settled on a contractor so she could be present to discuss the options.

Jason said there was currently \$283,000 in the Capital Reserve Fund. Liz added the library has a building fund that currently contains about \$68,000. They also have a donor fund that contains \$250,000. Liz said when the actual move occurs they are having a professional library-moving company to pack and deliver the books.

Library Trustee Seat: Liz said since Norm has assumed the position of Select Board Member, it leaves a vacant seat for a Library Trustee. They need to find someone to serve in completing this current term until voting takes place next March at Town Meeting. The trustees are required to bring forth a recommended name to fulfill that role. Liz recommended Brenda Roy who currently subs at the library and is a member of the Friends of the Library. Joy said Brenda was paid when she subbed, but is aware that if she serves as trustee, she would not be paid.

Cindy asked if there was any further discussion regarding Brenda Roy assuming the position of Library Trustee, and there was none.

Library Meeting: Joy asked the board if it would be possible for her to hold a meeting in the Community Center on Tuesday May 25, at 7:00 p.m. She will be doing two presentations via Zoom, but would like to have people who do not have access to Zoom, to be allowed to come in person to one of the meetings. She estimated she would have about a dozen people, and she would implement safety protocols. The board agreed it was okay.

APPROVAL OF MINUTES FOR 4.19.2021

Kevin made a motion to approve the meeting minutes from 4.19.2021 as recorded. Norm seconded the motion. The motion passed, and the minutes were approved.

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

REPORT OF DEPARTMENTS AND/OR BOARDS

Board members accepted the Highway-Business Office Report for the week ending April 24, 2021.

NEW BUSINESS

Veteran's Tax Credit Application: Kathi presented a tax credit application to the board for signatures. Norm noted the applicant qualified for the total disability category due to his service injuries. Kathi said she would amend the application and return it for signatures.

Building Permit/Dutkewych: The building permit from Adrian Dutkewych was presented to board members for signatures. It had been seen by Chris Milligan, Fire Chief, and the Planning and Zoning boards. The building permit was approved by the board with the stipulation that Mark Dubois, Highway Foreman, check the driveway for any safety/location issues.

Building Permit/Byrne: The building permit from David Byrne was presented to board members for signatures. It had been seen by Chris Milligan, Fire Chief, and the Planning and Zoning boards. The building permit was approved by the board without stipulations.

Mask Policy: Kathi asked what the current mask policy was for people entering the building. Cindy said since the mandate has been removed, we should follow the governor's directives. Kevin mentioned the CDC was coming out with new guidelines on social distancing, and he felt we should follow their guidelines moving forward. Norm

said since more and more people are being vaccinated we should allow people to do what is comfortable for them. He said at town meeting we will have masks at the door if anyone wants one, and people will still distance 6-feet.

Underground tank inspections: The inspection of the underground fuel tank at the Community Center has a three-year inspection cycle. This year the tank is due for inspection prior to June 19. Kathi will contact DES to set up the appointment and notify Chris and John so they can be present for the inspection itself. She will also update the registration form as it is still registered to the school.

Town Meeting Date: Kathi asked if she needed to do anything regarding the town meeting date. The Town Report was printed before the meeting date was changed. A resident questioned her about it. Cindy said it was mentioned in meeting minutes and is published at several public places around town as well as on the website. The board felt that was sufficient.

Rock and Gem Meeting: This club used to meet regularly in the town hall and asked if they could meet in the Community Center in May and then monthly moving forward. Norm said they do not use the kitchen so they could meet in the same space the scouts use. Kathi will get the date of the meeting and the times so the building can be opened for them.

UNFINISHED BUSINESS

ANY OTHER BUSINESS

Tent Permit: Kathi asked the board if they required a tent permit for people who want to set up a tent for wedding receptions or gatherings for approximately 30 people. The board does not require a specific permit, but a tent must be inspected by Fire Chief Chris Milligan for proper set up and safety features.

Quanset Hut Permit: Kathi also asked about permits for quanset huts. Board members discussed the issue and said these structures present interesting questions. Are they temporary? Are they anchored in with concrete? Ultimately it was decided if they are not permanent and are not set in concrete they should not need a permit.

Vault concern: Kevin mentioned a concern had come to him about the opening of the vault from the old town hall. The concerned citizen felt it was something that should have been discussed at town meeting as to whether or not it should have been opened and removed from the building. Kevin told the person it was a safety concern. There was mold and mildew inside and no ventilation in that portion of the building. The building was not stable either, and it was decided the best course of action was to move it out and check contents. Norm went on to say the insurance company has given the okay to have the documents inside given to a company (Belfor) that does document stabilization. The cost will be \$17,500 which will be covered by insurance.

Turnpike Rd. Auto Business: Back in March a resident came before the board to discuss a possible business on his property. He had several automobiles and other items and wanted to start an auto service where he could work on vehicles on his property. The board members informed him he needed to contact Charlene Wheeler, Secretary to the Planning Board and Zoning Board for instructions on how to proceed. Charlene wanted the board members to know that she had heard from the resident, and he was bringing in his paperwork this week.

Website Update: Cindy informed board members the new website upgrade will be ready by Memorial Day. If anyone has any updated photographs, they can e-mail them to Kathi (as a *jpeg* file), so she can get them to the website

design team. She also said once the website is up each department will be able to update their own page, which will remove some of that responsibility from Kathi.

PUBLIC INPUT

Ken Gianlorenzo told board members about the culvert by his house that is backing up. The ground is falling out from underneath it. He said he hoped the town would address it. He would dig it up himself with his backhoe, but he said he would have to close the road. It is a town culvert, but the water is going into his basement. He said the town road crew has been doing a great job, but it's just backed up again. Norm said Mark will be back from vacation next week, and we will have him take a look at it.

Mr. Gianlorenzo also mentioned he has several trailers on his property, and he is paying taxes on them. Norm said that would be a question for the assessing department. He went on to say the town has just acquired a new company to do the town's assessing and they are in the process of catching up on things. They will be available in the near future to address issues such as this.

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 8:25 p.m.

The next meeting of the Select Board will be Monday, May 3, 2021 in person at the Jefferson Community Center.

Respectfully submitted,