

## SELECT BOARD MEETING MINUTES

Monday, July 26, 2021

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

**ALSO PRESENT:** Kathi Marshall: Assistant to the Select Board, Cathy Conway: Environmental Engineer, Christian Gainer: Santa's Village Owner, Terri Larcomb: Deputy Town Treasurer, Cheri Marshall: Trustees of the Trust Funds Member, Charlene Wheeler: Zoning and Planning Board Secretary, and Nancy DeCoursey: Conservation Commission Member

Cindy Silver called the meeting to order at 7:01 p.m.

### ACCOUNTS PAYABLE/PAYROLL

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

### APPROVAL OF MINUTES FOR 7.19.2021

Norm made a motion to approve the meeting minutes from 7.19.2021 as recorded. Cindy seconded the motion. The motion passed, and the minutes were approved.

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

### PUBLIC INPUT

**Santa's Village:** Cathy Conway and Christian Gainer appeared before the board to discuss an upcoming project at the Village concerning various access points as well as a possible crosswalk on Route 2 for pedestrians crossing from the opposite side parking area to the park itself. Cathy and Christian have been working with the Department of Transportation to study logical solutions to some of these proposed safety issues.

At this time it has been agreed that Santa's Village will close some of its entrance points (3-4) for good. The remaining entry points will be widened to allow easier access for larger vehicles to enter. Lanes going in and out will be clearly marked, and entry and exit point corners will be rounded off to allow large vehicles to move into traffic easier without having to cross into the other lane.

The proposed plans also include a crosswalk for pedestrians to walk between the parking area across from the village and the village proper. The DOT has stipulated that a crosswalk cannot be put in there unless the speed limit is 30 mph or less. The only way the speed limit can be changed is through approval by the town.

A discussion ensued concerning the speed dropping to 30 mph in that location. Since Route 2/Presidential Highway is a trucking route, would large trucks be able to climb the hill in winter conditions after dropping to 30 mph right at the bottom.

Christian suggested a sign similar to the ones in school areas that tell motorists when the light is blinking the speed limit is 20 mph. It would be turned off in the winter when the Village isn't open, so vehicles could maintain speed to get up the hill.

Jason said he felt the other boards should be included in the discussion on the proposed plans. Kevin said there will

also have to be a public hearing regarding the crosswalk and speed change proposal. It was also stipulated that Santa's Village will have to acquire separate driveway permits for each final driveway.

Cathy Conway will draft a letter regarding the proposal to change the speed limit and put in a crosswalk. She will forward to the Select Board so a public hearing can be set up to address the issue.

### REPORT OF DEPARTMENTS AND/OR BOARDS

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

#### NEW BUSINESS

**Weeks Dispatch Change:** Board members signed the Dispatch Change Acknowledgement form that notifies the town Weeks Hospital will no longer be dispatching emergency calls. The dispatch service will be handled by the Grafton County Sheriff's Office beginning September 13.

#### UNFINISHED BUSINESS

**Water Testing:** Kathi received final word on the status of the Jefferson Community Center building with regard to water testing. The building is no longer considered a public water source, therefore the state will not require us to test the water within the building. They did strongly recommend that we test now to determine the water's safety level, and because there may be public gatherings here in the future, such as breakfasts or dinners, we should continue to test quarterly. The water tested does not have to go to Concord, but can be tested in Gorham.

Norm said since Jimmey goes to Berlin with electronics on a regular basis, he could take the samples over and drop them off. Bruce can take the water samples and give them to Jimmey. Cindy mentioned we can't keep the samples for longer than 24 hours before having them tested. Norm said Bruce and Jimmey could easily work that out. Norm also said the actual testing bottles can be obtained from DOT or from Troop F.

**Update on GOFFER funds:** The application was completed by Norm and has been submitted successfully. Kathi said we are simply waiting for the check.

**Update on Veterans' Memorial Fund:** There were no new donations to the Memorial Fund this week. Norm mentioned that he met with Mae Cyr this week. She will be doing some renderings of what the new memorial will look like when it is completed. He and Joe are going out to measure the area and once they have a clear vision of what the changes will be, Norm will bring the rendering so everyone can see it.

**Audit Update:** Kathi and Linda worked with the auditors for two days, giving them the reports and invoices they needed to do the job. They are still working with them, now it is by e-mail request, and Kathi will scan and e-mail back any reports or data they need. But the major part of the audit is done.

**New Website Update:** Cindy informed the board that she and Kathi had done some training with Veronica from Notchnet. She has asked Veronica if the website can go live on Friday, July 30. Cindy will be the point of contact for awhile since Kathi has not had time to use the site and familiarize herself with the editing procedures. The calendar is still a work in progress, so it may not appear on Friday, but will be added shortly.

Cindy also pointed out that each board, the Library and the Historical Society will each have their own page and can add, delete or edit on their own. They can add their own minutes, post photos, announcements, etc. Charlene

asked if she will be able to post notices, such as hearings, on her own. Cindy told her she would be able to do that. Cindy also told Charlene that we will set up time for her to have instruction so she will become familiar with the procedures.

### ANY OTHER BUSINESS

**Tax Collector's Tax Refund:** The tax collector submitted a letter to the board requesting a refund check for a taxpayer who had overpaid their 2020 taxes and wanted a refund, as opposed to applying the overpayment to their taxes for 2021. Norm asked if the taxpayer had submitted a request for the refund in writing, or if it had been a conversation. Kathi said it wasn't specified. Norm said he felt we should get those types of requests in writing so we have a paper trail of the transaction.

**Use of old Town Hall parking lot:** A group of bicyclists will be riding through Jefferson on Monday, September 20, on their way to Gorham. They would like to use the end of the old parking lot to bring in one vehicle with refreshments for the bicyclists. They will set up a table on the grass, and the riders will stop for about 15-20 minutes to get a bite to eat before they move on to Gorham. They were approved for this last year, but because of Covid they did not do the ride. Cindy said she would like a written request from this person as well, just to maintain a paper trail of who requested this and approximately when they will be there and be finished.

**Realtors' Inquiries as to Airbnbs:** Kathi has received several questions regarding people who are interested in purchasing property with the idea of owning an Airbnb. She asked the board for an effective response to the question. Norm said to stay away from implying that the board or boards are working on regulations, because that is not true. We are waiting for updates from the state and, once we get those, the Select Board will enforce those new mandates.

Charlene mentioned the Land Use Ordinance and the "special exceptions" for tourist accommodations and short-term rentals. Jason agreed and said there is a special exception under lodging and it would have to be obtained from the Zoning Board. Kevin said, to sum it up, that the town does allow these properties under a special exception, and that special exception must be obtained through the Zoning Board. Charlene added it would be fine to refer those inquiries to her in the future.

Jason said by going through the Zoning Board it also gives the abutters of these properties a voice—a chance to come forward and express their concerns. Kevin said it is also important for the town, or for Chris Milligan, to look at these buildings to be sure there are no safety concerns when inviting the public to stay. Kathi asked if homeowners were expected to obtain separate insurance coverage for liability to cover the public. Jason said some mortgages specifically forbid sub-letting or renting. Norm said if they are offering services to the public they should have a business policy.

**Mower Repair:** Rodney told Kathi the mower broke down this week and he was given a loaner. The repair included a new pulley and some other parts, and they also tuned it up. The invoice will be about \$200. Kathi also spoke with Mark and he said it might be a good idea to consider a new mower when budget time comes up. Kevin suggested we look into a commercial mower and Norm agreed. Cindy said to check with Mark about how many hours are on the mower we currently have.

**CONSOLIDATED COMMUNICATIONS:** Norm will be meeting with Consolidated Communications in the near future to walk around the building to see what we will need in the future for phones, broadband, etc. He mentioned that Zoom conferencing and website hosting are a part of their communications package.

Norm mentioned the job description for a Building Maintenance person is still on the website and it should be taken down. The position has been filled by Bruce Hartford.

Norm said he has had questions about the structure of meeting minutes and weekly agendas and when they are posted. He said the agenda should not be held until Monday afternoon to hopefully get someone on the agenda. If people have not signed up by Friday they should be relegated to the following week's meeting.

A discussion followed as to the best way to disseminate Select Board meeting minutes and the next week's agenda in a timely fashion. Up until that time the policy had been to upload the minutes to the website after they had been approved by the board. That meant that weekly minutes were always a week behind.

Norm suggested the agenda be posted on Friday before the Monday night meeting. It should be taken down from the website on Tuesday so the outdated agenda is not on the website for the coming week. Kevin suggested the "draft" minutes be posted on Friday as well. They are to reflect the word "draft" on the face of each page because they will not yet be approved. The draft will give the public a chance to see what occurred at the meeting the Monday night before. The next Monday evening the draft will be approved. Once approved the word "draft" will be removed and the approved minutes will be uploaded in place of the draft version.

#### **PUBLIC INPUT**

**Playground:** Terri mentioned the great amount of thistles all over the playground out behind the Community Building. Board members said the playground is a work in progress, and they are aware of the thistle issue. The probability is that some sort of spray will be needed to eliminate them, but Norm said we have to be careful about the possible harm to children or animals.

#### **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 8:43 p.m.

The next meeting of the Select Board will be Monday, August 2, 2021 at 7:00 p.m. in person at the Jefferson Community Center.

Respectfully submitted,