

## SELECT BOARD MEETING MINUTES

January 4, 2021

There was a meeting of the Select Board Monday, January 4, at 7:00 p.m. The meeting was held by remote teleconference.

PRESENT: Tom Brady, Chair, Cindy Silver and Kevin Meehan, all members comprising a quorum of the board.

ALSO PRESENT: Kathi Marshall, Assistant to the Select Board and Mark Dubois, Highway Foreman.

Tom Brady called the meeting to order at 7:00 p.m. He then read the following:

*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 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](http://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 [towwnofjefferson@myfairpoint.net](mailto:towwnofjefferson@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 taken during this meeting will be done by a roll call vote, and please remember the meeting is being recorded.*

Tom took roll call attendance: Tom Brady, Chair, "present." Cindy Silver, Select Board Member, "present." Kevin Meehan, Select Board Member, "present." Kathi Marshall "present." Mark Dubois "present." All were alone at their locations.

### ACCOUNTS PAYABLE AND PAYROLL

Cindy made a motion to approve the accounts payable and payroll items for the weeks ending 12-19-20, 12-26-20 and 01-02-2021 and to authorize Kathi to pay them and sign related reports on behalf of the board members. 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 (None)**

## APPROVAL OF BOARD MINUTES FOR 12.14.2020 AND 12.21.20

Cindy made a motion to approve the meeting minutes dated 12.14.2020 and 12.21.2020 as presented. Kevin seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion passed.

### NON-PUBLIC (None)

#### REPORTS OF DEPARTMENTS AND BOARDS

Mark told the board that the winter was going well—so far it's been quiet. Since there hasn't been very much snow, he would like to tackle some brush cutting. He asked the board to authorize Larry Wells to help with this project. Cindy asked where Mark would be cutting and he said several places—he would probably need a couple days on Jason Avenue as well as Turnpike Road among others. Board members were okay with that.

Kevin asked how we handled Larry Wells' compensation. He said Larry is a member of the Fire Department so he is already set up in payroll. Mark said he would work at the same hourly rate as Mike. Kevin said it would be important to pay him as an employee so he is covered by the town, and to set up an account for him under the Highway Department. Kathi said she would do that. Tom asked Mark to give board members an update on what they accomplished once they get working.

Kathi asked the board if she might relay a request from a town resident that concerned the Highway Department. Winnie Ward called the office to let Kathi know she had been out walking her dog several days prior when she fell and lost hold of her dog. She could not get up and was in an area not easily visible from the road. She did not know what she was going to do.

Mike Kenison of the town Highway Department happened to come up her road and spotted her dog by itself. He thought it was curious since Winnie was always with her dog when she was out. He began to look around. Winnie was waving her arm and Mike spotted her. He went and helped her up and back to her house. Winnie was extremely grateful and even moreso when Mike returned the following day to see how she was doing. She asked Kathi to please let the board know how grateful she was to Mike.

The incident said a lot about small towns and the professional and concerned manner of town employees like Mike.

### NEW BUSINESS

**Building Permit/Beaulieu:** Kathi mentioned the building permit she had presented the week earlier was filled out in the name of an individual who is not listed as a landowner. She spoke with Linda who told her the building permit would either have to be made out in the name of the company that is listed as landowner, or have the individual present paperwork giving him permission from the company to erect a structure on the land. Kathi said she would call the gentleman and hopefully move the permit along to approval. It will need to be signed by board members once completed. Tom said the owner would just need to come in and put the company name on the application and to initial it as well.

Kevin has a question in to Chris regarding inspection of the heating source in this house. Depending on Chris's answer the gentleman may need a partial refund on his fee.

Cindy made a motion to approve the building permit once the name was changed and initialed on the

application, and Chris let us know about the heating inspection. Kevin seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

**Library Donor:** Kathi updated the board members on the potential donor to the library who requested the new town library be named after her late husband who was a physician. Apparently the library trustees accepted the offer, and they received the first of two installments this week (the second installment will be made at the end of fiscal year 2021). That means the library will now have \$500,000 to help them in the coming years.

**Bridge Work on Route 115:** The town received a notification concerning bridge work that will be done on Route 115 this summer that involves cleaning out beneath the bridge and doing some structural repair. The report came from the Department of Environmental Safety.

**John Trumbull:** John Trumbull, who has retired as of December 31, 2020, sent the town a long list of appraisal companies the board may want to contact in order to replace him. Kathi mentioned that 2021 was a “revaluation” year, which implied a heavier work load than normal. John also included a sample “Request for Proposal.” Cindy asked if that was put in the paper or if you mailed it to each individual company. Kevin said the RFP could be mailed or it could also go in the paper. If someone wanted the information they could contact the office.

Kathi said she will run it by Linda to make sure the information is acceptable. She will also ask Linda what a “revaluation year” entails.

**Digital Tax Cards & Maps:** Kathi presented the two proposals from Avitar regarding tax cards online. They could upload the cards in the PDF format at a one-time cost of \$597.00, or we could offer an electronic card from Avitar at a cost of \$1,268 annually. (This price could change year-to-year.) Linda felt the PDF would be sufficient. All board members agreed. Cindy said we could always revisit this next year if the PDF option did not work out.

Cindy made a motion to approve the option to upload PDF files of the tax cards to the website for a one-time fee of \$597.00. Kevin seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

**Memorandum:** This was information Chris Milligan and Barry Nelson submitted to the board regarding building and inspection issues. Kathi asked if the board had a chance to read the material, and if not, did they want to move that item to the following week? The board requested it be moved to the next week's agenda.

**Computer Hack:** Kathi said she spent a good portion of Monday on the phone with the cyber security expert, Jason Sgro, and with Primex Risk Management representative, Cori Kasey, about the cyber security attack on the town computer.

Jason had come to Jefferson and dismantled the set-up the hackers had installed. Currently the computer has no infected files. However both Jason and Cori recommended that this computer be totally stripped down and rebuilt to factory specifications in order to make certain no hidden files were present. They said either do that or buy a new computer. (Rebuild or Replace)

Board members said to check the cost with our IT person on rebuilding the computer as well as checking the price on a new one. Kathi will look into it.

Both men also strongly recommended that the town get a “.gov” e-mail address because there are certain built in protections associated with it. They gave her the name of the person who can get the town set up with a new “.gov” e-mail address.

Cindy agreed the town should get a “.gov” address as suggested. All board members agreed.

**Setting a date for budget meeting:** Board members said they could have a work session on the 2021 Budget Monday evening, January 11, and have a meeting scheduled for Tuesday, January 12, in case they don't complete the work Monday evening. Tom suggested both meetings could be at 6:00 p.m. in order to have more time. Members agreed.

Kathi asked when they would like to schedule the public budget hearing. Kevin asked if the meeting should be on a Monday evening at 6:00 p.m. just prior to the regular board meeting or on a separate meeting date. Cindy said she thought it would be better on its own day. Tom suggested Thursday, January 28, as a tentative date, and to reschedule for the following week if the 28<sup>th</sup> does not work out.

### **UNFINISHED BUSINESS**

#### **PUBLIC INPUT (None)**

#### **ANY OTHER BUSINESS**

Kathi told board members the Transfer Station needs a new cardboard container. She has checked with several local companies but they don't have the size needed or they don't sell them at all. She asked Kevin where to go next and he said Atlantic Recycling. Kathi said she will check out availability and pricing on a new container if they don't have used.

### **ADJOURNMENT**

Cindy made a motion to adjourn. Kevin seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried and the meeting was adjourned at 8:45 p.m.

The next meeting of the Select Board will be Monday, January 11, 2021, at 6:00 p.m.

Respectfully submitted,