

SELECT BOARD MEETING MINUTES

January 11, 2021

There was a meeting of the Select Board Monday, January 11, at 6:00 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, Joe Driscoll, legal counsel, and Paul Ingersoll, Health Officer

Tom Brady called the meeting to order at 6:01 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
- 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.
- 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." Joe Driscoll "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 week ending 1-9-21, 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.

NON-PUBLIC

Cindy made a motion that the Board go into non-public session pursuant to RSA 91-A:3, II(c), to consider appropriating funds consistent with RSA 147:17-a. Kevin seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye” and Tom voting “aye.” The motion passed. Members disconnected the public teleconference number and redialed into the non-public teleconference number.

APPROVAL OF BOARD MINUTES FOR 1.04.2021

Cindy made a motion to approve the meeting minutes dated 1.04.2021 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.

PUBLIC INPUT (None)

REPORTS OF DEPARTMENTS AND BOARDS

Board members approved the Highway and Business Reports for the week ending 1.09.2021.

NEW BUSINESS

Abatement-Andrew Plant: The tax collector submitted a request for an abatement for Andrew Plant who purchased property by paying back taxes due.

Kevin made a motion to approve the abatement as outlined in the letter from the tax collector in the amount of \$891.00 on 2020 property taxes. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

Computer Hack/New Processor: Kathi said she spoke to the IT person regarding breaking down the town office computer and rebuilding it to factory specifications as suggested by the town's risk management representative and the cyber-security expert. The IT person still felt it wasn't necessary. The town's insurance company was adamant with their instructions to “rebuild or replace” the computer. Kathi said they wouldn't need to purchase an entire computer, merely the central processing unit. Equipped with the specs they would need she estimated it would probably cost around \$500. They could continue to use the monitor and printer they currently have. Linda said it would probably cost more in time and labor to strip down and rebuild the old computer than it would to purchase a new CPU.

Kevin made a motion to go ahead and purchase a new processing unit for use in the office. Cindy seconded the motion.

Tom then asked Kathi to check with the cyber security expert to see if viruses could hide in the printers as well. She said she would check it out. He and Kevin both agreed she should price a new printer.

Kevin then made a motion to amend his previous motion and to add a new printer to the cost of the processing unit. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The amendment passed.

Kevin then made a motion to approve the purchase of a new central processing unit and a new printer for the office. Cindy seconded the motion. A roll call vote was taken with Cindy voting “aye,” Kevin voting “aye,” and Tom voting “aye.” The motion carried.

Cardboard Container: Kathi said she had no luck finding a used container for the transfer station to hold cardboard. She called Atlantic Recycling Equipment. They have no used containers, but gave her a

quote on a new 40-yard open container (22-feet long) for \$7,350 with freight charges of \$960. Total would be \$8,310.

Tom asked if we would have to budget that amount. Kevin said they could or there could be a warrant article for it. There is also a Transfer Station fund as well. Tom said they could discuss this purchase at the working budget session and board members agreed.

UNFINISHED BUSINESS

PUBLIC INPUT (None)

ANY OTHER BUSINESS (None)

BUDGET

Board members moved on to the budget plans for 2021. Kathi presented the proposed figures. Tom asked about the increase in the Executive Category and Kathi explained that the previous year they had budgeted less than \$2000 for cleaning the town offices because they anticipated having someone come in every other week or so. Due to Covid-19 the town now employs a professional cleaning service that raised that budget \$2,000 annually. Another significant cost was the use of teleconferencing, again due to Covid-19. That also increased the budget over \$2,000.

The Select Board Assistant salary category Tom commented seemed to be overspent. Kathi told him that the salary that was to go into “office assistant” was recorded there because Linda was doing that work and they couldn't change her salary code in the accounting system. A change in the middle of the year would affect her W2s and other withholding. Kathi told Tom they were going to change it with Linda's first paycheck of 2021. In addition, that figure included Kathi's first year of employment and there was a significant amount of overtime during the budget season last year, and when Covid-19 began as well.

As they proceeded through the budget Tom questioned the amount budgeted for fuel costs and electricity at the Community Center. He felt that this year especially, while work was ongoing, there would be a good deal of electricity being used as well as fuel if the furnace was going and doors were partially open, etc.

Tom asked the board members if the Revaluation figure was acceptable. In years past it was \$10,800 annually because the town appraiser charged \$900 monthly. He is now retired and Kathi explained a new company will probably charge more than we are used to paying. She said she did not want to budget \$10,800 if a new company would charge \$1,100 monthly, so she estimated at \$15,000 to be safe. Kevin thought \$15,000 might not even be enough. Tom said we would look at that again.

A good portion of the meeting consisted of discussion about individual cost centers and how the budget should reflect overages or shortages in budget categories, even if the overall annual expenses came in under budget. Cindy asked Kathi to check with Linda on how it was done in the past, and Kathi said she would.

ADJOURNMENT

Cindy asked if they could end the budget meeting at that point and continue on at the next meeting, and members agreed. Cindy then made a motion to adjourn the meeting. 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 9:22 p.m.

The next meeting of the Select Board will be Monday, January 18, 2021, at 6:00 p.m. It will be a working budget session.

Respectfully submitted,