

## Minutes of the Selectmen's Meeting June 16, 2020

Members Present: Scott Young, Chairman, Bryant Scott, and Brian Monahan  
In Attendance: Judy Dupré, Aaron Leff, Ashley Rowe

Appointments Scheduled: 6:00 - Non-Public Session  
6:30 - Aaron Leff  
7:00 – tentative -Jeffrey Sanita  
7:20 – Reopening discussion

The business portion of the meeting was called to order at 5:30

Minutes of the May 27, 2020 Selectmen's Work Session and June 2, 2020 Selectmen's Meeting were reviewed and approved. Bills and payroll were reviewed and approved for payment. The Selectmen accepted the resignations of 2 members of the Zoning Board and signed letters of appreciation for their service to the Town. An Intent to Cut Timber and Land Use Change Tax were reviewed and signed.

### **Appointments**

6:00 – Phone appointment with Town attorney regarding pending legal consideration.

At this time a motion was made by Bryant Scott and seconded by Brian Monahan to enter into a non-public session pursuant to RSA 91-A:3 II (e). Roll call was taken as follows:

Scott Young - Aye, Bryant Scott – Aye, Brian Monahan – Aye

The Board entered non-public session at 6:00PM.

A motion was made by Bryant Scott to leave non-public session and seconded by Brian Monahan to return to public session. Roll call was taken as follows:

Scott Young - Aye, Bryant Scott – Aye, Brian Monahan – Aye

Public session reconvened at 6:35PM.

The Board was in agreement to proceed with the legal counsel provided by the Town attorney.

6:30 - Aaron Leff Mr. Leff and the Selectmen discussed his background and interest in serving on the Zoning Board of Adjustment. Mr. Leff has lived in Strafford with his family for 3 years. His background has primarily been in environmental consulting, and he is currently a health and safety officer. While he has no experience with zoning matters, per se, he understands that the board must abide by State RSAs and local zoning ordinances. They also discussed the need to remain impartial in the decision making process, even if the proposal does not meet with his personal approval. The Selectmen, by unanimous decision, voted to approve his appointment to the ZBA. A full member and alternate member position are both open; the Selectmen will decide shortly which one Mr. Leff is to fill. Mr. Leff was given reading materials to begin learning about the workings of the ZBA and was encouraged to take advantage of any training that is available.

7:00 – Mr. Sanita did not attend.

It is necessary for the Board to fill the vacant positions on the Zoning Board of Adjustment; the board must have 5 voting members in order to function. The Selectmen voted to appoint Aaron Leff to the ZBA as a voting member for the vacant 3 year term. Per RSA 673:7, Terri Hyland will also serve on the Zoning Board as well as the Planning Board. With Mr. Hyland's and Mr. Leff's appointments, the board will have the necessary 5 members. The Selectmen's Office will notify all ZBA members that they will be able to conduct business, urging them to meet soon to elect a chairman and schedule a meeting to hear consider new applications. One more resident has expressed interest in serving on the Board and will be considered as a possible alternate once an application is received.

7:20 – The Selectmen held a reopening discussion with any employees or elected officials wishing to attend. Tax Collector, Judy Dupré was in attendance. Building Inspector Dan Howard was not able to attend, but expressed some thoughts in writing. Selectmen began the discussion stating that, with the “Stay at Home” Order having expired, it's time to begin a phased reopening of the Town Offices.

- As of Monday, June 22<sup>nd</sup> the front doors will be unlocked and Town Offices will be open for business. Initially, lobby capacity will be limited to 2 people. Residents will be asked to self-monitor that situation and respect social distancing. 2 of the current lobby chairs will remain in the lobby, distanced from one another by 6 feet.
- With the next several weeks bringing in many residents to pay their taxes, Tax Collector Judy Dupré requested that she be able to continue to use the outside window of the building for the purpose of accepting tax payments through July 8th. She stated that it would assist in keeping lobby traffic down during this time of transition and that it is working quite well. The Selectmen were in agreement with her request, but would ultimately like to see people using her lobby window.
- Foams hand sanitizer dispensers will be located on the wall in the foyer of the building and also as you leave the lobby. Pump bottles hand sanitizer will be located at the Town Clerk's and Tax Collector's window and each office of the Town Hall.
- Counters are to be disinfected following each transaction at the windows.
- Masks will be available for the public and all employees, but will not be required.
- The daily health survey of employees and elected officials will be required until at least July 1<sup>st</sup>. Its continuance will be reconsidered at that time.
- Access and egress is to be through the front door. Public meetings will be held in the conference room; access is through the door on the right hand side of the building which directly accesses the conference room.
- Signage will be placed on the front door notifying those entering to “consider the health and well-being of others” and not enter if they are experiencing flu like symptoms or temperature.
- The Board is aiming for a full reopening on July 1<sup>st</sup>, but will review the initial reopening at the next meeting on June 30<sup>th</sup>.

The Selectmen reviewed and considered Building Inspector Dan Howard's thoughts on reopening. They agreed that Town Hall operations functioned well during the closure, but as a public building, we should begin a phased re-opening. The Selectmen, along with Emergency Management Director Scott Whitehouse, will continue to closely monitor this situation and reevaluate the plan at successive meetings as necessary, welcoming input along the way. The DRAFT of the Reopening Plan was reviewed, amended with consideration of the aforementioned discussion, and adopted as amended. A copy of this reopening plan is attached to the minutes.

### **Continuing Business**

At the May 27<sup>th</sup> work session the Board adopted a plan and procedure for the enforcement of the newly passed junkyard ordinance. Proceeding with counsel from the Town attorney the Board, by unanimous decision, voted to rescind the formerly adopted plan. They voted to adopt the procedure for handling junkyard violations outlined below and will impose civil penalties in accordance with RSA 676:17.

RSA 676:17 authorizes the Town to impose civil penalties of \$275 for the first day of a violation, and \$550 for every subsequent day. The first day of the violation for purpose of imposing penalties will begin on day 181 if the property remains noncompliant. That statute also allows the Town to collect its attorney's fees to enforce a violation when the Town has to go to court and prevails. If the Town goes to court to enforce and prevails, there would be an attachment granted by the court and then filed at the registry to secure collection of any monies awarded to the Town. If the Town requests and is granted authority by the court to enter the property and do the cleanup itself, the Town may also request an attachment to secure collection of those costs as well.

The following procedure will be followed. When a violation of the ordinance is noted, i.e. an official signed complaint is received, the Town's Code Enforcement Officer "shall document and photograph the existing prohibited use(s)". The property owner in violation will then be invited to a Selectmen's meeting to discuss cleanup and work out a reasonable plan to bring the property into compliance within the 180 day time frame, as stated in the ordinance. Subsequently, a certified letter will be sent to the property owner with an official notification of the 180 day deadline. If the property is not brought into compliance within the 180 day period, penalties consistent with RSA 676:17 will be imposed.

The Selectmen also noted that, according to our attorney, there is nothing in the newly adopted junkyard ordinance that specifically creates any grandfathering rights. In general, to be grandfathered, the use must have been legally established when it first started and must have continued without abandonment since.

The Selectmen's Office, under the guidance of the Town attorney, will develop a letter of notification for the violation of the junkyard ordinance.

The Selectmen will proceed with an eviction from property tax deeded to the Town if the property is not redeemed in the legally allowed time period.

### **New Business**

The revised NHDES Wetlands Permit for work on the Barn Door Gap bridge was reviewed and signed by Chairman Young.

With the annual 4<sup>th</sup> of July fireworks cancelled, the Selectmen along with the Bow Lake Camp Owners Association had considered the idea merely postponing the celebration until Labor Day. Upon consideration of advice from insurance, the uncertainty of the virus situation, social distancing limitations, and potential liability, it was agreed that the fireworks will be cancelled altogether for 2020.

The Board reviewed upcoming appointments and business scheduled for the June 30<sup>th</sup> meeting.

With no further business to discuss, it was moved and seconded to adjourn the meeting. With a vote in the affirmative, the meeting was adjourned at 7:40PM.

## **TOWN HALL RE-OPENING OPERATIONS PLAN (RE: COVID-19 CLOSURE)**

The following plan has been reviewed by the Health Officer and Board of Selectmen, adopted June 16, 2020, to be effective June 22, 2020.

**EMPLOYEES, ELECTED AND/OR APPOINTED OFFICIALS – IF YOU HAVE A TEMPERATURE, COLD, ANY OTHER FLU LIKE SYMPTOMS, OR CHANGES IN TASTE AND/OR SMELL, STAY HOME.**

Health Screening Questionnaire to be completed daily.

### **FACE MASKS, HAND SANITIZER AND/OR DISINFECTANT WIPES**

Although not required, face masks will be available  
Hand Sanitizer and/or Disinfectant Wipes will be available

### **SOCIAL DISTANCING**

Lobby - Chairs placed 6' apart. Limited to 2  
Conference Room – Chairs 6' apart.

### **MEETING ACCESS**

Meeting access via door on left side of the building leading directly into the conference room.

Lobby door into conference room will be closed. Sign posted on door - **“MEETING ACCESS VIA DOOR ON LEFT SIDE OF THE BUILDING LEADING DIRECTLY INTO CONFERENCE ROOM”**.

### **SERVICE WINDOWS (TAX COLLECTOR, TOWN CLERK)**

Sneeze-screens installed  
Service counters are to be wiped between customers

**EMPLOYEES, ELECTED AND/OR APPOINTED OFFICIALS ARE RESPONSIBLE** for wiping their own workspace/equipment as necessary

### **NOTICE TO BE POSTED ON THE FRONT DOOR AND THE CONFERENCE ROOM DOOR**

#### **BEFORE ENTERING THIS BUILDING**

**IF YOU HAVE A TEMPERATURE, COLD OR ANY OTHER FLU LIKE SYMPTOMS, PLEASE CONSIDER THE HEALTH AND WELL BEING OF OTHERS AND DO NOT ENTER THIS BUILDING.**

**ACCESS FOR BUSINESS PURPOSES** IS VIA THE FRONT DOOR. **THE WAITING AREA IS LIMITED TO 2 (TWO) AT ONE TIME.** PLEASE WAIT OUTSIDE OR IN YOUR VEHICLE UNTIL A SPOT OPENS UP. MANY TRANSACTIONS CAN BE COMPLETED ONLINE AT STRAFFORD.NH.GOV

**PUBLIC MEETING ACCESS** IS VIA THE DOOR LOCATED ON THE LEFT SIDE OF THE BUILDING, DIRECTLY INTO THE CONFERENCE ROOM.

**\*\*PLEASE COMPLY WITH SOCIAL DISTANCING\*\***