

TOWN OF JEFFERSON  
SELECT BOARD  
January 2, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Wednesday January 2, 2019 at 7:00 pm

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

OTHERS PRESENT: Linda Cushman, Assistant to Selectmen

Cindy Silver opened the regular Select Board meeting at 7:00 pm. The Highway and Transfer Station report was reviewed.

The warrants were signed for the payroll and accounts payable.

Invoices were approved for payment January 7, 2019.

The Chair led the Pledge of Allegiance.

The Chair asked that the minute approval wait until after John Silver, Jr. has updated the Board.

John presented the work report from Capital Alarm regarding the magnetic lock on the front outside doors. There was a loose wire.

John presented the Board his hours for the past month.

John stated that the relay on the oil burner went (he showed the Board pictures of the old and new relay). The defective relay was reading a fake high flame. The new relay tells you everything the oil burner is doing. Cindy asked how old was the old unit. John said that he thought it was about seven or eight years ago when it was replaced. The red and white wires coming out of the new relay is what Capital Alarm needs to hookup to their alarm to get the flame out alarm. There is no reading coming through because there is no internet or WiFi connection so the unit can't make a connection. Cindy asked then we have to have internet and WiFi connected in order for this to work properly.

The relay should be in either tonight or tomorrow. Siemens would like to get it installed Friday. They had asked that Capital Alarm also be there. However, the technician is not available. Siemens has said that they can make all the necessary connections without Capital Alarm being there. In the gym there is a bypass which is not working properly and has to be replaced. It regulates the PSI for the boiler. This regulator is off right now. John says that when he goes into the building he will open this up if needed to bring the PSI up to where it should be.

The pumps that run the school located over the boiler that does the gym and kitchen won't turn on because there is no internet or WiFi. The only way to operate the pump is manually to circulate warm water through the kitchen and gym to keep the pipes warm so they won't freeze.

John said that he asked Capital Alarm about putting in eight more freeze sensors. This would cost

between twelve and fourteen hundred dollars. Siemens also recommends doing this. Kevin asked if this would cover all the zones on the system. Yes, once they get them up and running & WiFi.

John said that he needed to purchase two new thermostat for Siemens to make the necessary changes. They needed a thermostat that was programmable for day and night. He presented the Board with the bill for the two thermostat which he was able to get a 10% discount by charging them to his business account. You will still need to purchase eight more. Also with having the new thermostatic you could heat just one room rather than the entire school. With the installation of these two new thermostat the heat will be able to be controlled to a certain extent. Once the rewiring is done these thermostatic will work.

John said that there is something working on the phone line because it controls the fire box. John said that he does not understand all of the computer talk. There is a way that Siemens can hook into this you just will not have the WiFi capabilities.

John said that in rewiring the two problem rooms this will help keep from having a freeze issue. He said that he changed the filters. Some he had to cut to size. Kevin asked if there were enough filters left to do another change. No. John said that he would look into getting more filters.

Regarding the pellet boiler. There is a control unit that needs to be replaced. The part is on order until it is received and installed, the pellet boiler is not operating. Tom asked if this was the dial on the front of the boiler. Yes. This part cost around \$400. Kevin asked if the service person was bringing the part when he came back. Yes, it is on order from Maine Energy, not sure how long it was going to take to get the part because of the holidays.

John said that he checked the oil today and there is about 14 inches in the tank which is equal to just under 500 gallons.

Linda said that there is another oil delivery scheduled for January 11.

In the ceiling of the gym the District took out the fan, however there is part of the modine heater left there. This heater was used to provide extra heat for the gym if you needed it. John said that Siemens thinks that they can get a modine heater to replace that old one. Everything is there to connect to. Siemens did not give a price to do this.

The the oil filters were changed, went through the oil burner, cleaned the eye, and found the time-out switch wasn't working.

Linda asked if the estimate for the work to rewire everything for manual control had been done. No, some of the cost would have had to do with the thermostat as to whether the Town purchased them or if they were purchased through Siemens.

Tom said to recap, the part for the pellet boiler has been ordered. Yes, then it will be thoroughly cleaned. John said that one of the problems with the silo is that there should never be any pellets left in the silo over the summer because of condensation collecting in the pellets. When the pellets swell it causes a clogging issue in the pipe.

Tom asked if internet was needed for everything to communicate and operate at the school building. John said yes from what he understands. There was some discussion as to whether a computer and software has to be connected as well. John said that someone who understands all this should talk with

Siemens when they are doing the work at the building Friday.

Tom asked if internet was in the building. No, cable is available at the site it would have to be activated.

Linda said that she is confused. When talking with everyone earlier it was said there had to be a computer and special program set up in order to have all this remote access. Kevin asked if when Siemens is there can they check the operation of the heating system. John said yes, but it can't be done remotely. There is still a question as to whether just internet service is all that is needed or if there has to be a program and computer purchased. Kevin said that Siemens should be able to answer this. John said that is why he would like someone that understands the computer side of this to be there to talk with Siemens. Kevin said that he will not be back in Town until 3 pm Friday if they are still there.

John said that he really wanted to get Capital Alarm and Siemens at the building at the same time so that the system could be tested and find out exactly what more is needed if anything.

John did say that something to think about for in the future is changing the hot water tank so that it runs off one of the boilers during the winter and then runs off of electricity in the summer. The cost to do this is estimated to be about \$200.

Tom commented that he believes that John has put a lot more time into checking on this building and all the issues than he has submitted time for. Tom said that he knows how many times John has called him from the building. Tom said that he wanted to thank John for all he has done. John said that he just wanted to help out and that the Town had not budgeted a lot of money for this.

Cindy said now that John has gone that she would like to revisit the \$10 an hour wage that is being paid to John. Tom asked if a job description has been done yet. No, Cindy said that she would do a draft before she leaves tonight. Tom asked if this could be discussed at the end of the meeting.

Tom made a motion to approve the minutes of the December 17, 2018 Select Board meeting. Kevin seconded the motion. Tom said that has some minor grammatical corrections. Kevin seconded the motion to amend. Motion carries. The motion to approve the minutes carries.

There was some discussion as to how the Board was referring to itself, "Select Board or Selectmen." Cindy said as there is a woman on the Board that she thinks that it should be "Select Board." Tom said in that case then the Assistant to the Selectmen should be changed to Assistant to Select Board." If a job title is going to be changed there should be a vote of the Board to do so.

Tom said that about a month ago there was a town in New Hampshire that officials changed the name from Selectmen to Select Board. It took an official vote. Linda said that the RSA's reference is to Selectmen. Cindy will research this to find out the appropriate way to make the change.

Regarding the web site, Linda was asked to put a lead statement for the purpose of Ms. Gilmore's letter. There should be something under the "your opinion matters" section thanking people for responding to the survey. It was suggested to use the first comments made by Ms. Melone and letting them know that the results are included with the Select Boards minutes.

Tom asked what the letter corresponded to that states the Town owns the property at 178 Meadows Road. Linda said that Siemens wanted something on the Town's letterhead stating the Town owned the property at 178 Meadows Rd. It had something to do with their billing.

**Public input:** None

**Reports of Departments:**

Linda reported that Mark Dubois went to Manchester last Friday to pick up a part for the Int'l because the supplier would not be open again until January 2 and he didn't want the truck down that long. Linda said that she believes that it was a bearing for the fan.

Linda reported that the auditors will be in next week to do preliminary review. They will be back the second week of March to do the audit.

Linda reported that she had not gotten a log ready yet. She has responded to email inquires about how to find real estate deeds from back in 1800's, requests for tax maps and numerous phone calls asking for the clerks office hours and did some overdue filing.

The Town Hall had to be cleaned before it could be used Monday for the reception that was held here.

Linda said that she had provided copies of the article from Laconia regarding Airbnb's. Cindy said that it is interesting that the property owner has to appear before the Zoning Board to get a variance. It apparently is causing a lot of issues. It is interesting to see what is going on in other locations regarding this matter. Kevin said that we are not the only ones concerned with this. Kevin said that the whole situation is not fair to the hotels and other business. Other businesses have to go through strict regulations and guidelines. These properties are just able to go out online and rent with no regulations. Cindy said that there are different levels of rentals from one room to a whole house.

Linda said one other thing is that she spoke to John Trumbull about some assessing issues. She asked him when he was going to be able to come into a meeting. Mr. Trumbull said that he had talked with Tom Brady and everything had been taken care of. Tom said that he has asked if Mr. Trumbull needed or wanted his own computer and if he had remote access to the compute. Linda said that she had talked to Mr. Trumbull about the remote access. John said that he was going to look into this. Tom said that Mr. Trumbull told him that he does not need a computer.

Linda did say that Mr. Trumbull has gotten some of the picture load and the descriptions for the camper trailers input into the assessing records.

**Old Business:**

On January 7<sup>th</sup> the remainder of the job description will be reviewed and updated. Tom asked if tonight we could do a draft of the job description for John so that Linda could work on it this week. Cindy asked Linda to write something up for John. Cindy said that the Board needs to decide what the position actual is. Is it a building maintenance or a maintenance position. Does the Board want John to maintain the building only or the building and grounds. Kevin said that currently he would like it to be just the building until we find out more of what may be needed if anything. Other Town employees are taking care of the grounds. The Board agreed that at this time the job description would be written as building maintenance. In the future if the Board wanted to this could be updated. Tom asked if Cindy and Linda could get something put together and forwarded to the Board for review on the 7<sup>th</sup>.

Tom stated that a job description has to be established before you can make any adjustments to a wage.

Cindy asked if any feedback had been provided to Argent. Linda said no, she thought that everyone was going to look over what was requested and see what we could provide.

Cindy said that she had a question regarding automatic renewal. She's not sure what this meant. Linda said that from previous meetings with people regarding the cable renewal that it was stated that even if the renewal agreement was not signed that the cable company could continue to operate. She said that she thought that it was Carol Miller who had stated this. Carol works for the State in their broadband department. Tom asked if we could get verification on this from Ms. Miller.

An amendment was presented to the service agreement with North Country Council(NCC) for the work they are doing on repurposing the school building. Cindy said that in looking at this the only difference is the payment schedule.

Kevin made a motion to accept the NCC contract amendment and authorize the chair to sign. Tom seconded the motion. Motion carries.

Cindy said that the next step in the NCC process would be putting something together in January or February for the public.

In early October the Board had authorized the Chair to reach out to all the other Boards to see if they were onboard with meeting together to start a conversation around Plan NH charrettes. We are now moving forward with the survey results getting to the next step. Does the Board want to keep these conversations separate or in these conversations ask the question of the Plan NH application questions to start dialog. Cindy said the two things means NCC which is bring the Towns people together with the survey results and asking for dialog at that moment. The second is the Plan NH charrette application. Kevin said that he believes that the Plan NH charrette is separate from NCC and what we are doing with the school. Not that the question couldn't be asked. The charrette is more focused on a broader plan where the survey is more dedicated to the future of the school building. Kevin states that until you have a warrant article saying this is what the charrette is, this is the application and this is what it is going to cost. Kevin said at this point he thinks that these are two separate goals. He said that keeping the application going for the charrette is fine, it should just be separate. Tom thinks that they are two separate things. He states that we should have our meetings on the school as the Board said. We need to precede with the school as we have had 51% respond to the survey which was awesome. Tom believes that we should do a warrant article for the charrette and if it passes then we precede and if they say no the application is gone. Cindy said that she believes there could be some good dialog come out. Tom agrees. Kevin said that on thing that has come up in all of this is updating the Master Plan. This is going to have to be done and we should start talking about this as well. It has been twenty years since there was an actual update. The last change was more of a revision than an update. There will need to be some dialog with the Planning Board. The PB secretary has been talking with NCC and June Garneau regarding this. Cindy states that it is good timing now. Kevin said that you would be looking at 6 months to a year before this gets underway. Tom asked if Plan NH should be done before the Master Plan. Kevin said that he didn't believe the Plan NH did master plans. They use the Master Plan for direction. Cindy said that the information that comes out of the Plan NH charrettes could be used as long as people know that the Master Plan will be updated later. The Master Plan reflects the vision what the town wants and that information is what Plan NH uses to help make their recommendations.

There are concerns about cost. There are a lot of changes taking place, and we need feed back.

The Board agreed to keep the NCC school survey and Plan NH application separate.

It was determined that February may be the better time for NCC to make the public presentation to the Towns people. Tom said that in planning this meeting that we should hold one during the week and a second on a Saturday giving everyone the opportunity to attend. It was also recommended that these meeting be held at the school building. Cindy will contact NCC for available dates. Tom said that he would not be available January 19, 26, February 14 through 18.

The next meeting will be January 14, 2019 at 7:00 pm.

**Public input** – None

**Non-Public(if needed):** None

Kevin made a motion to adjourn the meeting. Tom seconded the motion. Motion carries.

The meeting adjourned at 9:20 pm.

Respectfully submitted,