

TOWN OF JEFFERSON  
SELECT BOARD  
January 7, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday January 7, 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; Mark Dubois, Highway Foreman

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 14, 2019.

The Chair led the Pledge of Allegiance

**Public input:** None

**Reports of Departments:**

Mark Dubois reported that the bearing on the clutch fan in the Int'l had to be replaced. He stated that about half of the winter sand has been used. The sand should be conserved to make it through the rest of the winter. Mark said that he believes the supply will last until spring. It was good that the extra sand was purchased last fall.

P&R Excavating is doing a house lot on Panorama Drive. They are using a mower to clear the lot. Mark said that P&R gets \$145 per hour for the use of the mower. Mark would like to have the roadside mowed on Panorama to keep the brush back out of the ditch. The Town mows the roadside, however the backside of the ditch can't be reached. Mark said that P&R feels that 4 to 5 hours of work they should be able to do the road. This road would be a good starting point and if the mowing worked well maybe the Town could plan to do a couple of roads a year. The Board agreed to approve five hours of mowing by P&R Excavating.

Mark said that he has been in contact with a couple of sales people to get an update on truck prices for a new highway truck. He should have some figures this week.

Linda reported that the non-public session has been cancelled. This will be rescheduled at a later date.

Linda said that last week she worked with the tax collector regarding filing of the MS-61 which has to be upload to the DRA system, processed request for tax cards and tax map copies. There was a question regarding marriage licenses and who to contact. She assisted a party with the use of the tax maps, answered calls as to the town clerk office hours. There was a party called regarding property boundaries, wanting copy of the tax map. It was explained tax maps are only reference, a survey gives exact lines.

## **Minute Approval:**

Kevin Meehan made a motion to accepted the minutes of the January 2<sup>nd</sup> meeting. Tom seconded the motion. Tom made a motion to amend the minutes making some grammar corrections. The motion to amend was seconded and approved. The motion to approve the minutes as amended passed.

## **Budget:**

Linda stated that she put some figures together for the Board to review. The Executive budget has been increased by \$6000 to show the work being done by North Country Council on re-purposing the school building. The Government Building has been doubled to cover the cost of the school building. Kevin reported that Siemens has completed the installation of the two thermostats as planned. The relay was wired into the panel as well. Also the Highway Budget has been increased to accommodate the increased work needed and the increase of fuel cost. The Highway budget is over, some of that being the \$22,000 for truck repair that was unanticipated. The Solid Waste budget was increased by \$2000. The Library Budget was increased by \$1300 as requested. Cindy asked if the additional expense that was covered by the Highway Block Grant last year is showing. Linda said it is not on the worksheet, however it is a separate item on the actual budget. She will add it to the worksheet. Kevin asked why the Landfill Monitor has doubled. Linda said that they had not billed anything in 2018 and work was done. Linda will check on this.

Linda stated that she had not included any figures for warrant articles that may be needed other than the normal CRF's and the Trust Funds.

Linda asked the Board's opinion with budgeting more funds to be added to the Library Trust Fund not knowing what is happening with the Library. Maybe instead of allotting the \$25,000 reduce this amount to \$10,000. Tom asked how much money is in the Library TF now. Linda said about \$250,000. If the Library was to move to the school building would the Library TF have to be re-purposed. Yes. Tom asked if an article should be done now to re-purpose the money just in case. Linda said that she would think that you would wait until you know for sure what is going to be done. Tom said that the Board was going to have meeting in February that should determine what is going to happen with the building. Cindy asked if a special meeting could be held to do this. Cindy said that she knows that if a move is to happen it won't be quick. Tom said that he would anticipate a move being made this year. That building is not going to sit empty with 80% of the people saying they want a library in there. Linda said that there is still a lot of work that will have to be done before you move in. Kevin stated, that being said you would want money from the Trust Fund to make the renovations for the library. With all this being said Cindy said that she spoke with Michelle at North Country Council today. Now that the Board has the good feedback, we are in a good position to talk about what was found with the public. Cindy mentioned a couple of dates to Michelle for the public meetings. Michelle is going to write down the next steps that the Board needs to think about. The first one would be having the public meeting to go over the survey findings. Michelle is thinking the meeting would be about an hour, one meeting being in the evening during the week and another on a Saturday. January 31 and February 2, which is a Thursday and Saturday or February 7 and 9. Kevin suggest that we set up January 31 and February 2 with February 7 and 9 as snow dates. Cindy said that the second step will be to do an actual feasibility study on the building. Part of this study would need the Planning Board's and other feedback, the Town needs an actual vision from the Town's people to know what they want to see the Town look like and or growth. Kevin said that he thinks that within the first couple pages of the Master Plan is the vision statement. Kevin said that as for the vision statement he thinks that between the Planning Board and the Select Board that this one section could be changed.

Linda said that if there are hearings required to make changes to the Master Plan they will still need to be held. Kevin said that the Boards could go through the vision part and draft something then hold the hearings if need be. There was a question as to whether a change to the Master Plan has to go through Town Meeting. It was asked exactly what is meant by the feasibility study. Does this mean the building itself or the best way to make changes to it. Michelle will have to clarify this. If the feasibility means how to redesign the building, the part that would be considered for use as the library some of the money that is in the Library TF might be able to be used. Tom said that he wondering if that whatever money is normally set aside for the Library TF would be better put into a building fund that would go toward the school building. Kevin said that there is already a Building CRF, money could be increased for that CRF. Tom asked if a warrant article had to be written to take money out of that CRF. No, if the Select Board has been designated as agents to expend it is not necessary. Linda will check on this. Kevin asked that if the upgrades to the heating system that are being done or needed at the school building, could that expense come out of the Building CRF. Linda said that she thought the CRF is for building repairs, therefore it could be used. Linda said that it would be an good idea for transparency regarding what has to be done at the school building if an article was presented at Town Meeting. You might just do a warrant article requesting the cost of the repairs and the feasibility study come out of the Building CRF. There were several options discussed regarding the amount of funds that could be requested for the Building CRF. This will be discussed further at the next meeting.

Tom asked if we get to the point of a study for the Library going into the school building can money be taken out of the Library TF. Linda said that she was not sure. The wording on the article establishing the fund will have to be looked at. The majority of the responses from the survey want to see the Library move to the school building. Tom said that if money being spent at the school building is for the Library, the money in the Library TF should be used instead of making people pay more taxes. Linda asked if the Board is sure of what change if any is needed for the Trust Fund. Tom said that we know already what 51% of the voters want, we are going to have the meetings with NCC. At some point the Board has to present something to the voters. There probable are going to be a couple of studies done before moving into the building and the money needs to come from some place and a portion should come out of the Library TF. Cindy said that the TF is for the Library. Cindy said that maybe after the meeting with NCC the Board should meet with the Trustees. Kevin asked when does the Board have to finalize the warrant. Linda said February 11<sup>th</sup>. Tom said that the Board could do what they think is needed for a warrant article and if at Town Meeting we are not ready for the request the article can be passed over. Tom said that we do not want another whole year of maintaining a building that is not being used. Cindy agreed. Kevin said that 87% of the survey responses said to move the Library there now. There should be some kind of a warrant article for perhaps hiring a contractor. Kevin said that there will have to be something for work done before the Library can move down there. The rooms on the back side of the building do not have the outside air exchange system like the front rooms of the building. The air exchange on the back side is done through the roof. The regulations for the type of use the Town is looking to use the building for is different than what was required when the building was being used as a school. Kevin said that in talking with Siemens that they said in doing the space over for a library the Board may want to look at redoing the air exchange system. Siemens said that the air system may be all right as is, but they would recommend looking at making a change. Right now the system is completely shut off. Tom asked if before we get started should the Board meet with the Fire Chief and the State Fire Marshal to see if they have anything they want to inform the Board of. Cindy stated that she had spoken with Stacy Dubois of the Fire Marshal's office awhile back just to get an idea of what might need to be done. Ms. Dubois said that first of all you need to know what you are going to use the building for then go from there. She also said that once the surveys were back and the results are known we can move forward from there. Tom said that he would anticipate someone asking this question at the meetings with NCC. It would be nice to have as much information as possible available for the meetings. Cindy said that she would reach out

to Ms. Dubois now that we have the surveys back and let her know the dates for the meetings with NCC. Tom said just an idea what if the Board created a new fund just for the school building asking for \$25,000. That would be the money that would have normally gone to the Library TF and then ask for \$25,000 to be taken out of the Library TF just for the school building. This should give the Board the funds to do all the necessary work/study at the school building. This would let people know what it is costing. Kevin said that he thinks this is another option if the Board decides to repurpose the funds that normally go to the Library TF, it could be used there. Then money being used for work/study other than the library could come out of the Building CRF. There was a question as to exactly what the Library Trust Fund would allow for use of the funds as it was written now. Linda will look into this and report back to the Board. You may be able to use some of the money from the Library TF to do the work/study for the part of the building that would be used as the library. Tom said that he does not want people to think he is trying to raid the Library TF, because he is not. He is just thinking that cost directly related to the library moving into the building should come out of that fund. Linda said that is why you would do an article asking to use money from the Library TF to do this. Tom said that it would be nice to know exactly what the Library TF can be used for.

### **Old Business:**

Cindy asked if the Board had a chance to review the job description for the building maintenance. This should be reviewed and approved tonight. Kevin said that he thought it looked good. The description of the building was discussed. It was determined to best describe the building by "the former Jefferson school building." Supervision received by the Select Board will be added. Cindy asked Linda to format this job description in the same manner as the other job descriptions. Kevin made a motion to approve the "building maintenance" job description. Tom seconded the motion. Motion carries.

Cindy asked if there were any other updates on the job descriptions for highway foreman, truck driver/laborer, transfer station attendant, town clerk, tax collector, or treasurer. Cindy said that one job description reads "summer road maintenance will be 40 hours or less and she is not sure what that means. Linda explained that at the time the Board felt that unless there was an emergency during the summer there is no reason to work overtime. Kevin said that in recent times he did not believe this has been an issue. The Board had no changes at this time.

Kevin stated that he met with Dave Daigler of Siemens on the 4<sup>th</sup>. Mr. Daigler explained that when the District switched from Honeywell to Siemens to monitor the heating system that the District basically omitted the Jefferson School. Siemens does not have any equipment in the school to monitor with. Mr. Daigler said that in his opinion that it did not make sense for the Town to go to the expense to set the building up so that Siemens could monitor the system. Mr. Daigler said that if he could meet in the building with Capital Alarm they could go over the system and determine where Capital could install sensors that would notify the Town if there was a problem. With this all being said the only way to check the boiler and fan motors is to physically check them. The reason for putting in the new thermostats is that the thermostat can be monitored without any other system. They will monitor themselves. If there is Wifi in the building you could monitor the thermostat through your cell phones. This would allow you to see if there is a problem in a specific room, then you could check to see why. This could be done via the internet. With internet access you can check what is happening in each individual room. You will not be able to monitor the boiler, however if you see a room is not heating as it should then you know the boiler should be checked. The new thermostats would work in conjunction to installing additional sensors in key locations. Mr. Daigler said that the way the system is working now it is an isolated system. The system is working, but you have no way of controlling it. This is why the recommendation of single room thermostats. New thermostats have been installed in two rooms. Mr. Daigler recommends installing new thermostats in the other eight rooms as soon as

possible. Mr. Dagler said that if he is present in the building he can manually operate the system through the panel that is there, however he must be present. This is why he recommends the new thermostats. This will give the Town control and when there is an issue they can take care of it rather than having Siemens come. Mr. Daigler said that it takes him about two and a half hours per thermostat to rewire them. Kevin said that Mr. Daigler knows the building and wiring which allows him the ability to do the rewiring in minimal time. Mr. Daigler said that the Board could look around to find someone else to do this work if they wanted to. The problem in working with someone new is that they will have to figure everything out from scratch, which would probably cost as much if not more than to have Siemens do the work.

Kevin said that he and Mr. Daigler walked through the building and looked at the different units. Mr. Daigler said at this point the air transfer is not a big deal, even if in the future you use the space for a meeting it still is not a big deal. Again this is a question that should be asked of the Fire Marshal, what do we need to have.

Kevin said that Mr. Daigler thought that things were connected now so that Capital Alarm should be able to read the flame out now.

Cindy mentioned that Capital Alarm will be at the building Tuesday the 8<sup>th</sup> to fix the display as it is blank. Capital will also look at the flame out relay in the boiler room.

Cindy asked the Board what they wanted to do about installing the eight additional thermostats. She said that John Silver, Jr. is happy to purchase them through his business account as he gets an additional 10% discount and get reimbursed for the purchase. The Board approved the purchase of eight more thermostats, the cost about \$860. Kevin said that he believes the Town needs to have control of the heating system. It will take about another sixteen hours of labor for Siemens to install the thermostats. Kevin said that when all the work is completed that the panel by the old principals office will have no function only to feed the wires through, the control will be in each individual room.

Linda asked if the Board wanted her to contact Spectrum and have the internet reconnected or just to get a cost for the service. The Board said to call and get a quote for service.

Kevin said that one more thing is the oil tank in the boiler room. John (S) had told the Board that the sensor in the tank had been replaced. Mr. Daigler said that he believes this tank is grandfathered. The new set up is once the fuel comes from the in-ground tank it goes to a pressure vessel in the boiler room. This is a unit that is setup to handle pressure with the proper switches that so it doesn't over pressurize and erupt. As the system is now it is good. Mr. Daigler did say that the sensor should be checked and changed every two years. Mr. Daigler also said that if the Town is going to be upgrading things in the building to replace the inside oil tank to a pressure tank would be wise.

Linda said that she had forwarded the Board an email from Carol Miller, Advocate of Broadband Technology regarding renewal of cable franchises. There is no RSA that states the a cable company can still operate without a signed renewal, however there is an evergreen clause that allows continued service. Carol works for the Division of Economic Development, Department of Business and Economic Affairs in Concord.

Tom said that now there is a job description for the position that John Silver, Jr. has that the rate of pay should be visited. Tom asked how many hours are envisioned to be needed to do the work at the school building once all the current issues are resolved. Cindy said that once everything is operating properly as it should have been when the property switched hands she expects that maybe

two hours or it could be less. John(S) will go into the building once a week to check everything. If everything is running properly it should take one to two hours a week. Kevin said that in case something did come up he would estimate two to five hours a week. This would be an effective way to estimate this position, giving adequate time should a problem arise. Kevin said that he thinks now the Board has a better understanding as to what is involved at the building than when the position was first discussed. Kevin stated that after being involved with some of the things going on at the building, that \$10 per hour is underrated with the contact and getting other feedback that is needed at times. Kevin said that the position is more in line with the \$15 per hour rate. He would not have a problem increasing the current rate. Cindy recused herself from this part of the conversation.

Kevin made a motion to increase the wage for the Building Maintenance position to \$15.00 per hour effective January 1, 2019. Tom seconded the motion. The Chair called for a vote. Motion carries. The Chair abstained.

**Public input** – None

**Non-Public(if needed):** - Cancelled

**Other Business** -

Linda reported that she would be out of the office Wednesday afternoon and Thursday morning. She will post a notice.

The auditors will be in Tuesday to do preliminary work. The audit will be conducted the second week in March.

Cindy said that on the web site Linda has updated the “your opinion matters” section. It looks good. Tom agreed.

The next meeting will be January 21, 2019 at 7:00 pm.

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

The meeting adjourned at 8:42pm.

Respectfully submitted,