

TOWN OF JEFFERSON  
SELECT BOARD MEETING MINUTES  
January 13, 2020

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday, January 13, 2020, at 7:00 p.m.

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

**OTHERS PRESENT:** Kathi Marshall, Assistant to the Select Board; Mary Gross, Bob Lottero and Jeff Young were also present.

Members of the board signed warrants for payroll and accounts payable. Invoices were approved for payment January 20, 2020.

**Meeting Minutes Approval:** Cindy made a motion to accept the January 2, 2020 and the January 6, 2020 minutes as recorded. Tom seconded the motion, and the motion carried. (There were two weeks of meeting minutes because of the cancellation and rescheduling of the December 30 meeting.)

**Report of Departments and/or Boards**

**Highway:** Mark was not present.

**Office:** Kathi said her week was very interesting. She had representatives from HealthTrust, the town's health-care provider, come in to explain this year's policy. Kathi said she had many conversations with the Department of Environmental Services regarding the Old Corner Store. They also had questions about the Gingerbread House, and whether or not anyone was present there. During these discussions Kathi asked about the status of the request she sent to have someone come up and test the water run-off behind the Old Corner Store. They confirmed they had received the Select Board request and were in the process of scheduling an on-site inspection.

Kathi also mentioned Linda had come in to help her with some of the "year-end" issues with which she was not yet familiar. Kathi said between the budget, the audit, the regular year-end requirements and the town report, it was quite intensive.

She also mentioned she was reading the paper one night at home and noticed all these notices regarding candidates, the checklist, budget meetings, etc. and realized she had never dealt with those issues before either. Her concern was to know exactly what she was to do and when.

**Public Input**

**Right of Way:** Bob Lottero has been talking with Bruce Cameron regarding the proposed snowmobile trail and access to it. Bruce has already spoken with Mike Kenison about the trail going over a portion of his property, and now they need access through a portion of the town property. Bob says they are aware of the leech fields behind the town office. Once established the trail would be sanctioned by the snowmobile club and would be covered, with regard to liability, through their insurance with no risk to the town. Bob asked if that was a possibility and Kevin said he thought it would be. The next step will be that Bob and Bruce will come over so Bruce can be involved in establishing the most practical route while keeping within any stipulations the Select Board may dictate. They will then seek final approval from the board and the club. Tom said there will have to be an agreement set up (the town could do a one-year lease), and make sure the club's insurance company had a binder naming the town as an additional insured. Kathi asked about damage to the land as she had experience with that in her

previous job. Kevin said the club is usually very diligent about maintaining and grooming the trails. They even close the snowmobile trails when conditions are not suitable in order to minimize damage. Tom said in New England it is important to support the industry because the snowmobilers support the towns with their patronage.

**Mary Gross:** Mary presented a list of campground trailers that did not seem to be at the campground any longer. She was seeking an abatement for them. She has gone through the entire list of campers to make sure we have covered everyone as to their location there or not. The abatement is for \$756.00, so she wants to finalize these and get them off the books.

She pointed out that Linda is the deputy tax collector and has been helping her quite a lot with regard to assessments. Now that Linda doesn't work in the office Mary felt it was important to compensate her in some way for the work she does for her. Cindy asked if Linda had always done this work, particularly while she was working in her position as Assistant to the Select Board. Mary said she did do that assessment work when she was employed at the town office. Cindy said Mary's request could be put on the agenda for the board to discuss, and Kathi said she would add it.

Cindy made a motion to accept the campground abatements presented by Mary Gross in the amount of \$756.00. Tom seconded the motion, and the motion carried.

### **Unfinished Business**

**Town Hall Rental Agreement:** Kathi had the board members sign the new Town Hall Rental Policy. She said she will post the new policy information in the town office and add a blurb to the website in order to let people know where they can access the rental information.

**Fire Extinguisher Inspection Quote:** Kathi presented the latest quote for fire extinguisher inspections for the upcoming budget. Tom asked if the Fire Department paid for the inspections in all locations (town office, transfer station, library, etc.). Kathi said she would check previous bills and see how they were coded—if everything was charged to the Fire Department or if it was charged to each location. Tom also asked if the estimate was just to go into the budget or if it needed to be approved immediately. He didn't want any inspection to lapse on a fire extinguisher. Kathi said she would check with Chris.

**Furnace for the Fire Station:** Kathi asked if she should put an ad in the paper for quotes on a new furnace for the Fire Station. Kevin said we should take Crawford's quote and summarize that as to what we are looking for so everyone is bidding on the same thing. Tom said if we put a total amount on the quote we have, and list that in the budget, it signals to other bidders how much they can charge you.

Kevin said in the past we have asked for a particular figure and most bids come in under that number. If we ask for bids right now and then vote on a proposed amount at the town meeting, by the time we okay a bid the price could conceivably go up because several months have gone by. Kathi said the Fire Department doesn't need the furnace this winter because they are using the one that was repaired.

Tom said with the fire truck the warrant article reflected the exact price because they already knew where they were buying the truck. Tom said you could also do a bid with a contingency that the money would have to be passed at town meeting. But the bids would have to be back early enough to go into the town budget. And it would have to be specified that the price would hold until after town meeting.

Kevin said the ad could simply state, "Invitation to Bid" with what we're looking for, where it is to be installed, and then give them contact information to the office for more details.

**Hauling Cardboard for Santa's Village:** At the previous meeting Kathi said Santa's Village called and wanted to make sure they could still obtain a container from Beattie, fill it with cardboard, and have it hauled to Berlin at the town's expense. Board members discussed how they have been doing this in the past. During the week Kathi checked to see how many times we had done the hauling for Santa's Village, and she told the board that in 2019 they had made 5 trips to Berlin with cardboard. Kathi asked

if she could tell them the town would still honor that arrangement, and the board agreed. Tom asked if another business in town should request to have the town haul cardboard we must have a clear policy. Kevin said as long as the people or the business pay for the container, the town will pay to haul it to Berlin. (If they took it to the transfer station we would have to pay to haul it anyway.)

Kathi asked who was liable if an individual loaded a container with toxic or illegal items and the waste station wouldn't allow it be unloaded. Kevin said he knows a company that turned away a container from an individual who had loaded asbestos, and no one wanted to take that container. That's why the individual is liable for what they load.

Tom said there has to be a policy regarding this issue, but it will have to wait until after the budget and year-end issues, since establishing and writing the policy will take quite a while to complete.

**Town Credit Card:** Kathi said she received a statement telling us we were approved for a credit card. She recently received a letter stating we would be receiving it within 7-10 days. Last week she got a letter telling her how to activate it, but she never got the card. She called the company and they are issuing a new one that should be here in about a week.

**Old Corner Store:** Tracy Nelson was in the office this week asking about the exact wording for warrants. Kathi gave her a copy of the town report and showed her where they were. She also asked what was the minimum number of signatures she needed for her petition article. Cindy said it was twenty-five. Kevin did recommend she ask for at least thirty names, because there are always several who are not registered voters—and they must be registered voters.

**DES:** DES called to let us know they are planning an on-site visit in order to test the run-off water at the Old Corner Store. DES was also asking questions about the Gingerbread House because they are a public establishment, and they are not testing their water as DES has directed. They have tried countless times to contact the owners, and they get no response. Kathi said she doesn't really have information on the place, but there doesn't seem to be any activity there at this time. DES said they will notify her when they are coming to Jefferson.

**Non-Public RSA-91-A:3 (If needed)**

**Any Other Business.**

**Adjournment** - Cindy made a motion to adjourn. Tom seconded the motion. The motion carried.

**The next meeting will be Monday, January 20, 2020.**

The meeting adjourned at 9:10 p.m.

Respectfully submitted,