

**TOWN OF JEFFERSON  
SELECT BOARD**  
January 16, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Wednesday January 16, 2019 at 7:00 pm

**PRESENT:** Cindy Silver, Chair; and Tom Brady members comprising a quorum of the Board.(Kevin Meehan was not in attendance due to illness)

**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 Chair led the Pledge of Allegiance

The warrants were signed for the payroll and accounts payable.

**Minute Approval:**

Tom Brady made a motion to accepted the minutes of the January 7<sup>th</sup> meeting. Cindy seconded the motion. The correct spelling of Daigler was verified. The motion to approve the minutes carries.

Invoices were approved for payment January 21, 2019.

**Public input:** None

**Reports of Departments:**

Mark Dubois had informed Linda that they have prepped the grader in preparation of the forecast weekend storm.

Mark had also reported that he has gotten a quote from Tenco for a body/spreader for a new truck. He is meeting with a salesman for a quote on a Western Star Thursday.

Linda reported that last week she worked with the auditors. Invoices had to be pulled for verification. The New Hampshire Retirement report was filed, W-2 were ran, and pulled information together to run the 1099's. Information has been gathered for the budget.

Research was done on the Library Expendable Trust Fund, copies were supplied to the Board.

**Budget:**

Linda reported that she had run a revised proposed budget. In talking with the auditor it is not necessary to increase the landfill monitoring account. The auditor will take care of this via an encumbrance when they do the audit.

The other item that was increased was the general government buildings. Linda said that she ran some

figures for the school building using the expenses that have been incurred to date. Calculating oil, pellets and electricity Linda estimates the expense for a year. to be about \$37,000. Linda said that she has increased the purposed budget to \$60,000.

In calculating this increase oil is costing about \$2700 a month figuring 6 months that would be \$16,200, pellets \$2500 a month 6 months would be \$15,000 and electricity about \$450 a month, 12 months would be \$5400, internet would be approximately \$780 a year, the annual inspection that Capital Alarm does is estimated to be \$688, the annual monitoring fee is \$288. These estimated figures total \$38,356.

Linda said that she is not sure that this is how the Board wants to estimate the cost, but it is the best estimate she could come up with. There is no estimate for the maintenance person or the work that Siemens is doing.

The actual increase in the general government building line item is \$43,000.

Tom asked if the cemetery budget would remain the same. Yes, it would. The insurance line item increase due to the actual rate increase. The other increase is in the highway budget, the increase of \$15,000 making a total of \$175,000.

Linda said that she did not do anything with the warrant articles.

Linda said that in trying to get warrant articles ready is it possible to get an estimated cost for a feasibility study for the school building from North Country Council. Cindy instructed Linda to reach out to Michelle Grey. Cindy asked for clarification as to what the feasibility study would be for. Is it for the entire building or the section that would be for the library. Linda said that she believes that it is for the entire building. This study would determine if something has to be done before a change in use of the building can be done. Cindy did say that she had reached out to Stacy Dubois of the Fire Marshall's Office. Ms. Dubois is going to contact one of her colleagues, Sol Rosman to arrange an inspection. Cindy asked that when Ms. Dubois has a date if she would let Cindy know so that Chris Milligan, Fire Chief can be notified.

Tom asked what the final date to have the budget ready is. Linda said that February 11 is the last date to hold a budget hearing. The figures should be ready before then because everything has to be entered into DRA's system. It would be great to have the figures together by the end of the month to allow time to get the figures into DRA for their approval.

Tom said that he would like to know what is spent currently at the Library to maintain that building. This would be important to know. For the year electricity is \$500, and fuel \$2000. Tom asked if anything is set aside in the library budget for building maintenance or is that taken out of another account. Minimal repairs comes out of the library budget, any major would come out of the general government building account. The telephone expense was \$435.

Cindy asked that the budget be added to next weeks agenda. At that time the Board will be able to review the budget and go over warrant articles so that a draft can be done. And the last week of January we can finalize everything.

Tom said that he will be in Boston over the upcoming weekend. He says that he doesn't believe that he will be back for the Monday meeting. He said that he hates to keep asking, but could the meeting be moved to Wednesday the 23<sup>rd</sup>.

Cindy stated that she thinks that it is important that the full Board be present where we are working on the budget and warrant articles. Tom stated that the only other meeting that he will not be able to attend is in February on the 18<sup>th</sup>. Cindy sent a text to Kevin to see if he would be available on the 23<sup>rd</sup>. Kevin responded, the 23<sup>rd</sup> is good for him. The 21<sup>st</sup> meeting will be rescheduled to the 23<sup>rd</sup>.

Linda reported that in checking how the Library ETF has been purposed that in 2010 the Town voted to include new construction as a use for the fund. Tom asked if this would mean that the moneys could be used for the school building. Linda provided a copy of an email from the Attorney Spector-Morgan, which states no the money can not be used for the school building. Attorney Spector-Morgan did suggest a new warrant article that would allow for the funds to be used at the school.

Linda said that she will not be able to make the January 31<sup>st</sup> meeting with North Country Council. That is the AVRRDD meeting. Linda said that she has spoken to Charlene Wheeler and she will be able to attend the NCC and Board meeting at the school to take notes.

Cindy asked if the Board needed to get any more information to NCC before the public presentation. Linda said that she believes that Michelle Grey was going to put together a timeline as to what should be happening with regards to the results of the survey. The first being the presentation and the second doing a feasibility study of the building.

Linda presented the Board with a copy of the ad for the public presentation to approve. This will be put in the Democrat and North Woods Weekly. The Board approved the ad it will run in the Democrat January 23 and the North Woods Weekly on the 25<sup>th</sup>.

Tom made a motion to approve the general assessing contract with Trumbull & Associates for 2019 at an annual cost of \$10,800. Cindy seconded the motion. Motion carries.

### **Old Business:**

The Board was given a copy of the updated Buildings Maintenance position for them to proof.

Linda reported that she had contacted Spectrum for a quote for internet service at the school building to control the heat in the rooms. There is a one time connection fee of \$99 and the monthly charge would be \$59.99 plus taxes, approximately \$65. This is for 100 mgbit down and 10 mgbit up speed. It was asked if there would be a contract that needed to be done. No, this is a monthly service. Cindy asked if Spectrum was the service that was at the school. Yes.

Tom made a motion to approve the Spectrum internet service at the school building at a cost of \$59.99 plus taxes a month. Cindy seconded the motion. Motion carries.

Tom questioned if a wireless service had to be installed in order to get the Wifi connection. Linda said that perhaps a wireless router would need to be purchased. She will ask the Spectrum representative.

Tom made a motion to approve up to \$300 for the purchase of a wireless router. Cindy seconded the motion. Motion carries.

### **Public input – None**

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

## **Other Business -**

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

Linda stated that she had made copies of all the warrant articles pertaining to the Library Expendable Trust Fund and supplied to the Board. In 2009 there was an article that changed the fund to include new construction. There was also an article in 2007 requesting money to be spent from the fund to cover cost of a study on the old Coleman Kenison house.

Cindy said that in looking at this information in 2000 it was requested that the Selectmen salary be increased. She said that the Board has discussed a possible increase in the salary, 2000 being the last time there was an increase.

1996 was when the building capital reserve fund was established.

Linda said that she believes that all these articles that were approved by the voters should clear up any questions as to whether funds from the Library Expendable Trust Fund had been used appropriately.

The Town attorney states that funds in the Library ETF really can not be used at a repurposed site. She has suggested a new article that would allow the use of the funds. Linda said that the suggested article in her opinion is not exactly what the Board is looking for. Linda said that as she reads the suggested article it would change the purpose of the Library ETF to be used only in the relocation of the Library into a new location. Tom said that he is not comfortable with the wording either. He says that it makes it sound like the Board has made a decision without the input of the public. It was suggested to contact the attorney to rewrite the article to be all inclusive of the options. It is up to the voters to decide how they want to proceed.

Tom asked if time allows Linda could find out when the Selectmen salary increased from \$1200 to \$1500.

Tom said that he thinks that there should be an increase considered for the Board. Cindy said that has been discussed previously and she would agree based on the last four or five months time spent. This will be addressed next meeting.

Cindy asked if Linda could find out what the insurance coverage is with regards to the Town police officer and the coverage at Santa's Village. Also find out what the Towns position is with regards to other officers covering Santa's Village.

Cindy asked who does the scheduling for the officers at Santa's Village. Norman Brown the Town's officer does the scheduling. Tom mentioned that he believes the time spent doing scheduling should in fact be reimbursed by Santa's Village. The tax payers should not be paying this. Norman did say that all future scheduling would be charged to Santa's Village. Tom questioned the training of the officers covering the Village, he thought Norman said that he was doing this. Tom said that he would like to have a legal opinion to make sure that the Town and all involved with the coverage at Santa's Village is protected and the liability is covered. Also Tom said that he would like to know what the Boards coverage is in making decisions as a Select Board.

Also if it is possible to find out in issuing building permits is there a point when the Town should take into consideration other factors such as overall safety issues.

Cindy stated that someone had brought up a situation to her. Cindy said that she feels that all taxpayers should to be treated with respect and cordially no matter what the questions may be by all Town employees and Boards. This is something that needs to be mindful by all.

The next meeting will be January 23, 2019 at 7:00 pm.

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

The meeting adjourned at 8:12pm.

Respectfully submitted,

moderator