

TOWN OF JEFFERSON  
SELECT BOARD MEETING MINUTES

January 20, 2020

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday, January 20, 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; Jason and Mary Sullivan and Jeff Young were also present.

Members of the board signed warrants for payroll and accounts payable. Invoices were approved for payment January 27, 2020. Members also signed a building permit for a crafting shed at 423 Presidential Highway and two abatements, including one for several campers no longer on site at the local campground and a revaluation of property at 204 Turnpike Road.

**Meeting Minutes Approval:** Cindy made a motion to accept the January 13, 2020 minutes as recorded. Tom seconded the motion, and the motion carried.

**Report of Departments and/or Boards**

**Highway:** Mark was not present.

**Office:** Kathi spent a good portion of the week completing year-end payroll such as the W2s and 1099s. Most of the week was spent working on the budget. The representative from Smith & Town, who print the annual Town Report, came in to introduce himself and talk to her about submitting the items for print.

**Public Input**

**Cleaning the town office/hall:** Mary Sullivan came by because she read in previous minutes that the town is considering hiring someone to clean the offices and town hall on a regular basis. Kathi mentioned she called Lancaster to ask who cleaned their offices and hall, and they have a regular janitor on staff. In Whitefield they have someone who comes in twice a week, and she receives a 1099 at the end of the year. Mary cleans the church across from the town offices. Cindy asked if she had a set fee and how long she worked each week. Mary said she works about 2 hours weekly, and for the church she asks \$20 per hour. Kathi asked if the church provided the vacuum and cleaning supplies or if she carried her own. She said the church does have a vacuum, but she always brings two of her own. Cindy told her the board was just beginning to discuss the need and how they wanted to move forward, so she asked for Mary's phone number so she could be contacted when final decisions were made. Kevin mentioned there there would be regular hours, but there may also be times when we would call someone in because of a big event we may have, but that would only be two or three times annually.

**The Legal Team:** Kathi asked if she should give out our lawyer's name and number if someone wanted to get in touch with them. Someone had asked her earlier in the week, and she was hesitant to give out the information. Tom said as long as they weren't calling and having their time billed to the town, it would not be a problem. Cindy said Kathi might want to mention it to the legal team the next time she spoke with them to see what they felt was acceptable.

**Budget Meeting:** The board told Kathi at the previous meeting she could set up another board meeting that week to go over the budget. She said she would like a budget meeting for Thursday, January 23, if it was convenient for the board. She has been working on the budget, but is also getting requests from the auditor who will be at the town office Wednesday, January 29, as well as the printing company that will be doing the town report for Town Meeting. She has also been getting out W2s, 1099s and year-end tax information. She admitted she was concerned about the time element and “due dates” for each of these things.

With regard to the budget, board members asked her previously if she could be more specific about town expenditures and not have so many “miscellaneous” categories. Kathi said their budget had never been set up for line-items. With regard to miscellaneous items, she did go through the chart of accounts and add some specific account numbers to reflect some of those miscellaneous purchases.

Kathi added that the current budget was never broken into “cost centers” or “entities.” She explained that each of the buildings the town has should each be a “cost center” and all the expenses originating in each of them should be line items under that entity. Right now you can track what you are spending and how much, but you can't always immediately see where you have spent that money. Kathi said in the quiet part of the year she would like to redo the budget structure so every building is in its own category, and expenses related to it are recorded underneath it. You will not notice “trends” if you don't have individual cost centers with their own expenses.

Cindy suggested the board discuss compensation for Linda and the town hall cleaning issue once the budget is more complete. Tom and Kevin also mentioned they would like to see a new computer station set up in the town office so Kathi would not need to be moved from her office when John or Linda need to work on Assessing or Taxes. Kathi said the computer is extremely slow because there are so many programs on it.

Kevin asked if Kathi had called John Trumbull to invite him to a meeting to discuss the computer issue. Kathi said she will call and invite him to the meeting for January 27.

**Fire Chief Position:** Kathi mentioned Chris Milligan told her if all three members of the board don't agree on the full-time position for a Fire Chief, to let it go. He was aware that two members of the board could still discuss the issue, but he felt it would be better if all members were on the same page. Kathi asked if there would be any more discussion from the board, and it was agreed that the issue would be tabled.

Kevin informed the board that when the fire department was out on a call this week, there was a problem with Engine 2. It was leaking water from under the truck. It appears it is a pump issue. Chris is contacting someone who does this type of repair, and will keep the board informed as to the outcome.

**Legal Ads:** Kathi asked Linda about the ads that are to go in to the paper listing candidate positions, polling times, etc. She said those ads are the town clerk's responsibility, that she had never done them. Kathi said she would check with Polly to have her get those into the paper.

### **Unfinished Business**

**DES:** Kathi said DES was planning on making a trip to inspect the water run-off at the Old Corner Store, and they wanted to stop in at the town office to give us an update of what they have found and what the situation is with regard to the water and well issues. Kathi asked if any board members wanted to be present for the meeting or if she should meet with them on her own. Members asked her to e-mail them as soon as she knew what time they were coming.

**CN Brown:** C.N. Brown has asked for a copy of the key to the transfer station. Their delivery schedule

has changed somewhat, and it would be more convenient for them to deliver when the station is closed. The board said it would be fine to give C.N. Brown a key so they can make their deliveries on Fridays or Tuesdays as needed.

**Invitation to Bid:** Kathi asked how large the ad should be for the invitation to bid on the new furnace for the Fire Station. She also wanted to know what to say. Kevin told her it should just say “Invitation to Bid” The town of Jefferson will be purchasing and installing a new overhead furnace in the fire station in Jefferson. For information please contact the town office at 586-4553.”

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

#### **Any Other Business**

**The School:** Cindy said the Caledonian is looking for information on the school and they want to interview someone. Cindy asked if Tom or Kevin would like to call the reporter back. Cindy did give him some basic information, and added she will call him back to let him know that things are moving forward, and we will know more by town meeting.

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

**The next meeting will be Thursday, January 23, 2020 for a meeting to focus on budget issues.**

The meeting adjourned at 9:20 p.m.

Respectfully submitted,