

TOWN OF JEFFERSON  
SELECT BOARD MEETING MINUTES

February 3, 2020

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday, February 3, 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 and John Trumbull, Tax Assessor.

Members of the board signed warrants for payroll and accounts payable. Invoices were approved for payment February 10, 2020.

**Meeting Minutes Approval:** There were no minutes prepared for approval.

**Report of Departments and/or Boards**

**Highway:** Mark was not present.

**Office:** Kathi has continued to work on the 2019 Town Report compiling information in order to have the data ready for print. The book must be completed and ready for distribution no later than March 3, 2020.

**Public Input**

**New Business:** John Trumbull was asked to attend the meeting so the board could get his feedback on setting up an individual work space for tax and assessing work. Kevin began by explaining to John that the board was looking into purchasing a new computer and setting up a space in the office with a desk so John and/or Linda could use the computer whenever they needed to work on taxes or assessing. He explained the computer in the office had many programs on it and was extremely slow, and was even freezing up at times. Tom also mentioned it was more practical and much safer, for security reasons, to keep the tax information on a separate computer. This change would also free up space on the computer Kathi is now using.

John said when he worked in Lisbon he would bring his laptop into the office. They were on a network and he would just connect to the ethernet. They would set him up as a user and restrict him from files that did not pertain to his work. Kevin said the board had discussed a couple times the pros and cons of setting up the office computer on a network, but had not come to a final decision.

John mentioned another idea he thought the board might want to look into. He had contacted Avitar, the program the town uses for tax records, and they offer software that allows access to tax cards, tax maps and such online. That would free Kathi from interrupting her work every day to respond to realtors and other people who are often looking for copies of those records. He said Gorham and Lancaster use that program.

Kevin asked if that was an additional software program, and John said it would cost approximately \$1,300 annually. For \$2,000 annually the Avitar program also makes available the town's tax maps with Google overlay.

Kathi asked if she should ask our tech person to come to a board meeting. Kevin said perhaps Kathi could write up questions and give her an idea of what we wanted to know. She might not have to actually attend a meeting. Cindy also suggested we could do a phone conference.

## **Unfinished Business**

**Warrant Articles for Town Meeting:** Cindy and Kathi both had questions regarding the warrants. Kathi had received a recent update from Stuart from ADG and she wondered if his update would have any impact on the wording the board members had already composed. The board said the information would not necessitate changing any of the articles. Cindy mentioned that Article 12 should indicate “trustees of the trust funds” as opposed to only “trustees.”

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

### **Any Other Business**

**School Underground Tank Inspections:** Kathi said she spoke with Chris about his certification in opening and inspecting the underground tanks at the school. He said he did take the course through the Department of Transportation, but his certificate had expired. Kathi told him about the training in Lancaster in October and Chris said he would like to take the course to become recertified. He also suggested that perhaps another employee might take the course so two town employees would be certified, and the town would always be covered. Kathi told the board she would check on the price of the class and the date of the training. Kathi reminded the board that June 19 the state will be inspecting the school tank for our annual inspection.

**The Demolition Permit:** Kathi showed the demolition permit to Charlene Wheeler and she went on to check the RSAs concerning such a permit. They gave the Select Board permission to enact the process of demolition permits. Tom has been gathering information on this as well, and asked for a little more time to complete his research in other towns and how they handle them. He said some towns don't do inspections, and he felt we shouldn't do them either. Basic procedures should be enough. He said he will bring in several permits to show fellow board members the wording used by other towns.

## **Public Input**

### **Old Business**

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

**The next meeting will be Monday, February 10, 2020 for a public budget hearing at 6:00 p.m. In the town office to be followed immediately by the regular Select Board Meeting at 7:00 p.m.**

The meeting adjourned at 9:20 p.m.

Respectfully submitted,