

TOWN OF JEFFERSON
SELECT BOARD
February 4, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday February 4, 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;

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:

Kevin Meehan made a motion to accepted the minutes of the January 28th meeting. Tom Brady seconded the motion. The motion to approve the minutes as presented carries.

Public input: None

Reports of Departments:

Highway Department:

Mark Dubois had left a message that he believes that he has found the problem with the Int'l. He has changed two wires one of which appeared to be shorting out. He has not had a problem since making the change.

Office:

Linda Cushman reported that she has been working on the budget. The filings for the Internal Revenue, Social Security, and Police Standards reports that were due for the end of January were filed. Linda said that she had been working on getting information to the printers for the Town Report.

There were phone calls and emails requesting copies of bills and tax maps as well as information on the Tower at the Carol Ribner property with regards of having a wedding there.

Budget:

Linda reported that she had put all the figures into the DRA system. DRA has reviewed and approved the proposed budget and warrant articles. With all the figures put into the DRA system the increase in the Town budget it would be about a 70-cent increase in the tax rate per thousand.

Kevin asked about the sewerage collection fee. Linda said that this the estimated cost to pump the sewer system. The actual expense is covered by the sewer fees that are collected annually. Cindy asked what the Proprietary Fund expense was for. Linda said that this account is used to show the payment of the collected sewer user fees being paid out to the sewer account as directed by the auditors.

Cindy said that the budget and warrant articles look good and thanked Linda for getting them ready.

Old Business:

Kevin said that he had spoken to Jason Call about the Highway Vehicle CRF. Jason said that he has not found anything on the actual article. Linda said that Polly Bronson was also looking. She has books in the office that go back to 1946. She will try to get to the archives in the old office to see what she can find.

Linda said that she contacted DRA regarding the over expenditure. There is a procedure where the Board would have made a request to DRA, however, this should have been done before the end of the 2018 year. Jamie Dow said that our auditor will pick up the overage and make the necessary comment when presenting their findings. Tom said that unless you can take money out of the highway CRF the whole budget is over expended . Kevin said that the overall income would offset the expenditure, however he said he does not know how you show that. Tom said that the transfers to cover some of the over expenditure should be done. Tom asked if there was any of the expenses that could have been taken out of any of the Capital Reserve Funds. Linda said that she did not believe so. Tom said that in reading the RSA provided by DRA is that a supplemental budget should have been done.

To correct the overage of the 2018 budget a transfer of funds from the EMS line item to the Police in the amount of \$1007.94, transfer from the Planning to the Legal the amount of \$1035.64, from the TAN interest to the Interest Long Term the amount of \$1149.31, transfer \$3490.66 from the Financial Admin line item to the Executive 910.46 , Election 885.66, Insurance 926.98, Other Government 125.68, Fire Department 343.18, Street Lights 160.98, and Library 137.72. Transfer a total of \$18,571.73 from TAN interest(14.72) Principal Long Term (6,611.12) Direct Assistance (2514.10) Health (252.00) Solid Waste(1411.18) EMS (15.65) Cemeteries (4102.34) Zoning (689.01) Planning (689.01) Revaluation (200.00) Financial Admin (107.14) to Highway line item. Making these transfer effective 12/31/2018. The balance of the over expenditure is \$31,646.23.(22,935.76 highway and 8,710.47 government buildings) Tom asked if some of the overage for the school building couldn't be taken out of the building maintenance CRF. Linda said that the building CRF was not set up for every day maintenance. Kevin said that the purchase of heating fuel can't come out of the CRF, but the actual maintenance should be able to come out of the fund. The only thing that has come in for bills is for the alarm company. The discussion came back to not knowing exactly how the highway vehicle capital reserve fund is set up.

Kevin made a motion to make the transfers as presented effective 12/31/2018. Tom seconded the motion. The motion carries.

Tom asked if the Board could get copies of all the capital reserve fund and the expendable trust funds. The Board should make sure these funds are worded properly and if not get them cleaned up. Cindy said that she has no idea what the wording is on any of these funds. Kevin said that it would be nice to have this available on one sheet of paper so if there Board was asked about them it would be readily available. Also if something needs to be changed it could be done before you wanted to use the fund.

Linda asked if it would be a good idea to contact the attorney to see what the procedure would be if you can not find what the original wording of a fund is how to correct the problem. The Board agreed this would be a good idea.

Tom made a motion to do a detail quarterly review of all expenditures in the future to make sure that a budget line item is not close to being over expended and that proper steps are taken to keep this from happening. Cindy seconded the motion. Motion carries unanimously.

Linda said that Staples is introducing a new program where you pay a \$78 membership. You get additional discounts above the original discount. If you spend over the \$78 membership within the year you will get the membership fee returned. In the information from Staples it also mentions that employees can also benefit from this membership. Linda was asked to get some more information on what type of employee benefits there would be and shipping costs. Linda said that this membership program is taking the place of the rewards program that had previously been offered.

Cindy asked if it would be possible to list items under old business that needs to be discussed.

The Hazard Mitigation Plan has received conditional approval pending adoption. The Board needs to adopt the Plan as presented. There has to be a public notice given that the Plan is available for review and that the Board will be adopting the Plan at a specific date. The Board will notice the public that the Plan will be adopted on February 25, 2019.

The Board decided to cancel the February 18th meeting due to the holiday, the next regular meeting would be February 25th.

Public input – None

Non-Public(if needed): -None

Other Business -

Linda gave the Board a copy of the of the proposed road standards that the Planning Board is looking at. The Planning Board would like the Select Board to look over the proposed changes and to give any input or make any comments.

The other item that has come in is a letter from Attorney Riff's office regarding a volunteer merger that referenced the incorrect book and page. This letter will be forwarded to the Planning Board as they will need to address this.

Cindy had received a copy of the annual bridge inspection from DOT. She also had received brochures on well water from Dept of Environmental Services.

Linda reported that the balance of the 2017 tax lien at the end of 2018 was 72,897.00.

Linda said that she would be out Thursday morning for a couple of hours.

The Budget Hearing is scheduled for February 11, 2019 at 7:00 pm.

Cindy asked if a meeting was needed before the budget hearing. No, the Board has reviewed the budget tonight. Kevin went over what is normally done at a hearing.

Cindy said that John Silver, Jr. wanted a couple of things brought up. John said that the Board should think about getting a small dumpster back at the school. This would be needed while doing the shelving and there is trash on occasion. Kevin said that at this point that John should just be able to take any trash down to the Transfer Station at this point. It would be more cost effective at this time. The shelving at the school, John would like the Boards approval to start. Cindy said that shelving would be built in the room off the gym to the left.

Kevin made a motion to have John Silver, Jr. remove the wall in between the gym and the back room where the slid-able curtain is and re-purpose any material for shelving in the supply room. Tom seconded the motion. Motion carries.

Linda asked if the fuel tank at the school had been measured so that fuel could be ordered on time. Cindy said that she would check with John.

Tom had purchased a framed canvas US flag if the Town would like it. Kevin made a motion to reimburse the cost of the flag to Tom Brady. Cindy seconded the motion. Motion carries. Tom abstained.

Cindy asked the Board if they had reviewed the request from the Library Trustee Chair regarding having a locked suggestion box for the Library at the Town Office. Kevin said that he doesn't have a problem with this, but what is the reasoning for wanting it here at the office. Cindy said that she would reach out to the Library Trustee Chair. This would be for the Library only and the Trustees would be the only ones with access.

Cindy asked if the notes from the North Country Council presentation would be put up on the web site. There was some discussion. It was decided that the notes would be put on the web site.

The Board agreed that a donation of \$50 be made to the Dartmouth Hitchcock hospice program in memory of Roger Kenison, Mike Kenison's father.

The next meeting will be February 11, 2019 immediately following the Budget Hearing.

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

The meeting adjourned at 8:47 pm.

Respectfully submitted,