

TOWN OF JEFFERSON  
SELECT BOARD  
April 22, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday April 22, 2019 at 7:00 pm

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

OTHERS PRESENT: Linda Cushman, Assistant to Selectmen; Michelle Morin-Grey, NCC; Christian Gainer

Kevin Meehan opened the regular Select Board meeting at 7:09. The Highway and Transfer Station report was reviewed.

The Cindy Silver led the Pledge of Allegiance

The warrants were signed for the payroll and accounts payable. Invoices were approved for payment April 22 & 29, 2019.

**Public input:**

Michele Grey of North Country Council was in to present a suggested RFP to put out for the hiring of a company to do a feasibility/cost analysis study. Michelle said that she would like to discuss exactly what you would hire a consultant to do so moving forward you would capture everything you would want to do, including what was brought up at the public meetings. Some of these questions were what would the impact be, what will happen to the current town office building. So this would cover the impact of the school building as well as the impact on the other town buildings and community. Michele said the initial thought is that you want to understand the electrical and HVAC even though it is most likely up to date and within code. Any building structure are there any building needs that may come up in remodeling or design. Then based on the survey that was conducted Michelle would recommend looking at the top three uses, moving the town offices, library and senior/community center. Knowing all of these three things can most likely co-exist in the same space. You would want to have a consultant look at the feasibility of what is the cost of moving, cost of being in the new location and what happens to this building(office). The same for the library what is the cost of moving, what is the cost of designing the new space. It would even be good to ask for what Michelle said she would consider a business plan or operation plan. If space is going to be rented how do you go about doing this. In addition to the electrical and HVAC security should be looked at. Do you have what is needed with the change in use. Michelle said that she would recommend a public round-table before the consultants plan are finalized. You would present the study to the public as based on what was learned from the 2018 survey. This is what the study covered, this is what the options are. Michelle said that she would like the Board to review the draft that she has presented, comment on what might need to be added or changed. Michelle said that this RFP can be done as qualifications based. This would give the Board the opportunity to make a decision based on qualifications versus low bid. For example there could be criteria that is very important, such as municipal reuse and other specifics that are municipal based. It was asked what the difference is between "request for proposal" and request for qualifications". Michelle said that typically you would select your consultant based on qualifications rather than cost. Once a selection has been made based on qualifications then you would

ask for the cost estimate. If the first choice come in above what has been allocated then you would try to negotiate and if you cannot come to an agreement you would look at your second choice and so on. Sometimes you will get a cost figure included in the initial proposal, however, you would request that to be in a separate package and you would not open that until you have gone through the evaluation process. Michelle said that you may only get say two proposal. Before you open them you would want to make a decision as to whether you wanted to go back out for a second request for proposal. Michele said that if you put a request out far enough you should be able to get at least three, however it is hard in this area. Michelle said that she would recommend that a mandatory walk through. This would be done with all perspective bidders at the same time. To be included in the walk through would be the school building, the library and the town office. The purpose of a mandatory walk through is to make sure everyone understands what is being requested. Some of the things that were brought up during the public meetings is what happens to the town office building and the library and what becomes of main street. This is something that may be put into a operations manual. A walk through would be for everyone starting at a specific time in one location. An introduction would be given. Then the walk through would start answering any questions that come up. Cindy said that she likes the idea of one walk through then all questions could be answered at the same time. Michelle said the other part of that is to if you do a mandatory walk through you have captured everyone who can submit a proposal. If there are questions that come up you can send them back out to the people that are submitting a proposal. It doesn't mean that you can't answer questions. If people have questions about the process you could post information on your web site or you can ask people to check in by a certain date. As for the deliverables in addition to periodic progress reports a date should be set for a preliminary report outlining preliminary findings and initial analysis for the Town with a final report due on a set date. There should be at least three to four meeting with the consultant. One would be a start up with the Select Board and the consultant, then a face to face with the Board to go over the draft. If the Board is not getting what they want it would give the opportunity then to get things back in the direction it needs to go. A third meeting with the public to review the draft.

Tom asked if the cost analysis would be included to move everything down to the new building and what it would be financial to do so. Also would there be a comparison given as to what it would cost to solve the inadequate space issue at the current office so that a comparison can be made between the two locations. Michelle said that she didn't see why it couldn't be included. The Board is looking for cost analysis and it may very well come back that it is more cost effective to renovate here than move to a new location. Anything can be added to the proposal that would have an impact on that building and what the ripple effect may be. Tom said that we should also show the cost analysis of the library moving to the school building versus building a new building. Michelle asked if there was a cost analysis done for the library. Kevin said yes, however it is an older one. Michelle said that part of the feasibility study would be to understand what the square footage is needed for the town offices and the expected growth, then what is the space needed for the library. From that you would be able to calculate the cost of the library space and the cost for the office space. Also you could calculate the cost of what will be done with the current office space, and it would be the same thing for the library building that being a historic building that will have to be maintained.

Michelle said that in list the RFP you could do it in two ways. One would be not putting a price on it and you run the risk of getting proposals that are way out of your range. The second option would be to put it out with a not to exceed. Michelle said that she can do a little more research on this. The question is is there a not to exceed figure that can be put on so save some of the cost. Michelle went through the process of requesting an RFP. You would put something in the newspaper stating where in package can be picked up, send out to people that may be interested making sure that you keep a list of everyone that has received a package. Cindy asked what happens if you only get a couple RFPs returned. You have your list to show that you had requested from a larger group and you can make the

decision as to whether you want to put it back out. What if you don't get any responses. Michelle said it does happen that way and you would have to expand your request area. One thing that might help in getting responses is not to put a start date only a completion date. It was asked if NCC has a list of consultants that RFPs could be sent to. Yes, Michelle said they do have a list. Michelle said that when the Board got to the point of putting the RFP out NCC would help. They would provide the names of contacts that NCC has worked with in the past. NH DOT has a web site that connects with a lot of businesses. When the RFP is sent out Michelle said that she would suggest including the original survey and the responses that were received.

Michelle said that she would recommend the Board review the draft that she has provided, make any changes they want and get it back to her. She said that she will make the changes that have been discussed tonight. Once all the changes have been done she will get the final draft back to the Board for their approval.

With regards to contact Michelle would recommend that NO phone call. Phone calls are hard to track. Communication can be done by mail or email. You can request that proposals be either mailed or drop off. Accepting email proposals can be an issue because of the size of the file. The Board wants to make sure that they request the necessary number of copies of the proposal so to provide copies to parties that will be reviewing the plans.

One thing to include in the RFP is something that states that the study is not limited to the top three survey results. You can request a report that would include cost as well as conceptual drawings. The more detail you have in the scope of work the better a consultant will be able to provide in the deliverables. Michelle suggest something else that may be include is how does the Town fund the recommendation.

The timeline needs to be determined. You don't want to rush it, you want to be respectable to the public. It is a challenging project. Kevin asked the in Michelle's experience what is a reasonable time frame. Kevin said yes, the Board is on a time schedule but what is reasonable for a consultant. Michelle believes that six months is reasonable. You might be able to push it to four, however you don't want to push it.

Cindy asked if it is normal to request from a consultant to see other work that they have done. Michelle said yes you can ask for references and other projects of similar work they have done.

Tom asked the Board if it was agreeable that they review the draft and come back next week with any changes or questions they may have. Tom suggest that after the Board discusses the draft that Cindy could be the contact for NCC and get back to Michelle. This would save Michelle from having to come back to another meeting. The Board agreed Cindy will be the contact person with Michelle.

Michelle asked when the Board would like to put this out for advertising just so that she has a time frame. It was suggested June 1, which Michelle said is doable. Michelle suggest putting it out for three weeks. The walk through would be done within this time frame. It was asked when within this time schedule the walk through be done. Interviews should be done all in one day, with a limit of one hour interviews. By the time the Board reviews the submitted proposal and makes a selection it would be about the first week of July

Michelle asked when would the Board want a draft preliminary report for the public. Realistically mid October or the first of November seems to be about when the draft could be ready. Michelle asked if this timing would fit into the Board time schedule in preparing for Town Meeting. Kevin said that as

long as the Board had the information by December 1 it should work.

Kevin asked Michelle if in going through this process if the building should be as empty as possible. He stated that the Board has been approached asking to rent space for storage of personal property. Michelle said thinks that it is important to keep the integrity if the building intact. It is also important to be clear with what is included within a space that good access to all rooms should be provided. When the Board goes through a room with a consultant they want to very sure you are clear as to what stays and comes out of a room.

### **Minute Approval:**

Tom Brady made a motion to accepted the minutes of the April 8, 2019 meeting as presented. Cindy Silver seconded the motion. The motion carries.

### **Reports of Departments/Boards:**

#### *Highway Department:*

Mark Dubois is on vacation this week. Mike Kenison and Shane Wiltshire will doing sweeping this week and clearing brush. They plan on doing the Ingerson Road this week.

Tom asked if they have done anything to the road going into the Transfer Station. Linda said not as far as she knows. Tom asked Linda to direct the highway crew fill the pot holes on the road into the Transfer Station this week.

#### *Office:*

Linda said that she had worked with a forester on a current use application. She gathered all the information to file for reimbursement for the updating of the Hazard Mitigation Plan update.

### **Unfinished Business:**

Tom said that he does not see how the Board can rent space to Mr. & Mrs. Higgins for the reasons that Michelle stated and if we start doing this then we have said we are doing something with the building. If you rent to one then we would have to rent to others. Kevin said that the other thing is that the Board had told the public that when something had been decided as to the use of the building they would be informed of the decision and have the opportunity to comment. Cindy said that she agrees with what they both have said and the Board has to make sure there is good access in that building. Cindy said that she think using one or two room would deter or take from. It was a very nice of the Higgins' thinking of the Town and offering to pay for the use. But form hearing the thoughts from Michelle of NCC we need to be really careful of what goes in or who is utilizing it between now and the time of doing the feasibility study, states Cindy. Kevin said that it would not be fair to the Higgins if something came up that we needed the building it wouldn't be fair to them. Tom stated that he did not believe that the Town should be in competition with other storage facilities in Town.

Linda was asked to contact Mr. and Mrs. Higgins to let them know what the Boards decision is and the reasons for the decision.

## **New Business:**

Mark Dubois had left the contract from Tenco for the purchase and installation of the body, plow and wing and all connections. The Board reviewed the contract. Kevin asked if Mark had seen the contract. Linda said yes, it has everything that he had asked for. Tom made a motion to accept the contract from Tenco in the amount of \$82,514 for body, plow, wing and all connections and authorize the Chair to sign. Cindy seconded the motion. Motion carries.

A current use application from Town of Randolph was approved and signed.

The Board reviewed the revised contract from Mapping & Planning Solutions for the update of the Local Emergency Operations Plan. The only change was with the project period. Cindy made a motion to approve the revision for the LEOP and to authorize the Chair to sign. Tom seconded the motion. Motion carries.

The Board reviewed and signed the septage agreement with the Town of Gorham. This is a five year agreement that allows for the disposal of septage at Gorham for Jefferson properties.

The Board reviewed a letter from Skyler Cruz Wolsey, a Road/Traffic Safety Businessman of NYS and USA. Mr. Wolsey has brought up the intersections on highways throughout Jefferson. Mr. Wolsey is asking the Board to look at his ideas to improve the intersections. The drawings that were presented are not very clear, however they do an issue with intersections. Tom said that in traveling around you do see a lot of stop signs with red blinking light around the sign. These are solar. Why couldn't this be looked at. Tom said that it would be nice if something like these signs could be installed at the intersection of the Israel River Road and Owls Head Highway(Rt.115) where the street light has been removed. It would be very nice there. This type of sign stands out very well. Cindy asked if the State would pay for something like this. Kevin said they may if it was on a State highway. Linda said that if you are looking at the stop sign on Israel River Rd. it would be the Town's responsibility. Tom stated that at Route 2 and 115 would be state and there should be one there also. Tom asked if a letter could be sent to the State requesting a lighted stop sign be installed at the Route 2 and 115 intersection seeing there has been two accidents there in the last year and half. Kevin said that he knows there has been discussion about this in the past, but doesn't see why the Board couldn't send a letter. Cindy said this would be great because she has had two people come to her about the intersection at Israel River and 115. Linda said that Board has all ready sent a letter to the State regarding the removal of the street light and they responded that it would not be reinstalled. Tom asked Linda to check into the cost of one of the solar blinker stop light. The cost of one sign through Econs Sings for a 30" x 30" is \$1860.00. Kevin asked the Board if they would like Linda to draft a letter to the State regarding the Board concerns at the intersection of Route 2 and 115. Yes.

Cindy said that she has seen somewhere where the street lights are all solar powered LED lights.

Kevin asked if there were any other intersections where lighting is an issue. Cindy said that the intersection of Route 115A and 115. The street light was also removed at that intersection. Tom states that these two intersections are being frequented due to the businesses in the area.

Linda presented the letter to NHHSEM for reimbursement of the match funds for the update of the Hazard Mitigation Plan. Kevin signed the letter. The reimbursement should be \$6000.

## **Public Input:**

Christian Gainer reported to the Board that he has met with NH DOT and will be hiring an engineer to do a traffic study using DOT guidelines at Santa's Village.

The second thing Christian said that he is looking for some guidance. At the site of the new pool area Christian said that he has done some research and does not believe utilities such as an electrical transformer does not need a building permit and could be set within the 50-foot setback. Is this true. Tom asked if utilities in the past had been allowed in the right-of-ways. Yes, at all of the sub-divisions that have underground utilities. Tom said that he does not see that this transformer would be any different than a utility pole be set with in the road ROW. Kevin asked how close to the boundary would this be. Christian said about 40 feet. The reason for the transformer is so that underground utilities can be put in instead of running overhead lines and setting a utility pole. Kevin asked if going through a variance process would be good idea just to give everyone a chance to weigh in on that. Tom asked why would you asked for a variance for something that is not required. Tom asked if Christian said this was going to be underground power so this would be replacing a pole. Yes, the transformer will sit on a concrete pad and is replacing the need for a pole. Tom said that if a pole was being installed Eversource would set it wherever they saw fit so why would the transformer be any different. Tom asked if any permits had been issued for this type of installation in the past. Linda stated not to her knowledge. Cindy asked if there had ever been any question regarding the installation of this type of installation in the past. Has anyone come to the Board to express concern. Linda stated not to her knowledge. Cindy asked if there other such utilities within Town. Yes, a number of them.

Christian asked if he was allowed to run underground utilities within the fifty foot setback. Christian said that he knows that he can do septic tanks. Kevin stated that as far as utilities goes there is nothing that he is aware of that says you can't.

Another question, Christian asked if a retaining wall a structure. Kevin said that this is something that has come up in the discussions at the Planning Board. Does a retention wall of that kind become a structure. Depending on the size and the scope it does to a point. Christian said that he has looked at the Land Use Ordinance trying to find scope and size and hadn't found anything. Kevin said that is the thing it really doesn't. It says structure and anything man-made could be a considered a structure, but then where do you draw the line. The question is when does a wall become a structure. Christian said that there are some retention walls that have all ready been built on their current property that are off the setbacks. The other option would be just to slope the land or is there any regulations restricting that. Cindy asked if sloping the land would be within the setback. Yes, but it would be on the Village property. The purpose of the wall is to stop earth from moving. Christian said that he just needs to know what he can do. Tom asked if the wall was to collapse would it fall on the abutting property. No. The wall at its highest point is about seven feet. Tom asked if there was anything in the ordinance that regulates the grade of ones property. No. Tom said in that case if you were to fill in and slope a wall that would could possible have water running down onto the abbuters property. Christian said that is correct, there will be less water drainage onto the abutting property with a wall than with the sloped retaining grade. The water behind the retaining wall will be directed away from the abutting property. Tom said that a wall either is a structure or not. Cindy said that she did not see anything in the Land Use Ordinance that a fence. Tom and Cindy both said that do not believe a wall is a structure.

**Non-Public RSA-91-A:39(if needed):** None

### **Any Other Business:**

Mary Gross, Tax Collector submitted a list of camper owners that have not paid the taxes assessed. She has determined that some have been removed and others are registered. The Board approved the abatement of the taxes as presented by Mary.

Tom asked Linda to forward the letter that was original sent to the new owner of the Fort Jefferson Campground. This will explain to the owner what the requirements are.

Building information there is about 15-inches of oil. Cindy asked if the water had been chlorinated yet. Linda said yes, about two weeks ago. John Silver, Jr. was there when it was done and Carr instructed him as what would have to be done to flush the system.

Cindy asked if there had been any update on the 2020 Regional Transportation Plan from the Planning Board. Kevin said no. It was discussed briefly. Kevin stated that the Planning Board does not see anything coming up in the near future. Cindy asked what the cycling route was throughout the area. Kevin said that he did not believe that there is a specific route. The general traffic rules apply.

Cindy said that she would like to put together a draft timeline together for letting Towns people know where things stand with regards to the school building. Cindy said that she has heard talk as to wondering where the Town is with the reuse of the building. It would be nice to draft up a timeline based on tonight's conversation with NCC, this is the thought process going forward. Put this out on the web site so that people can share from there. She asked the Board how they feel about doing this. A timeline would not be a specific date, but perhaps a month. Cindy said that people have waited since March to hear something. Tom asked Cindy if she was going to write something to go with this or just an update as to what has happened to this point. Kevin asked if a statement could be put on the web site just stating that the Board is working with NCC on the feasibility study and more to come. Cindy said that she would like to see more of a timeline. Kevin said that the Board at this time doesn't necessarily know the dates at this time. Tom asked if Kevin would agree to have Cindy write something up that could be put on the web site. Kevin said that something could be written up that coincides with our minutes and could be posted in the "your opinion matters" section on the web site. Cindy said that she thinks that the "your opinion matters" title needs to be changed.

There was a lengthy discussion what to have for a section on the web site to be able to get bulletins out to the public with updates from the Board. The Board said that they would give the web site some more consideration and discuss it further at a latter meeting.

The next meeting will be April 29, 2019.

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

The meeting adjourned at 9:30 pm.

Respectfully submitted,