

TOWN OF JEFFERSON  
SELECT BOARD  
June 19, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Wednesday June 19, 2019 at 7:00 pm

PRESENT: Tom Brady and Cindy Silver members comprising a quorum of the Board.

OTHERS PRESENT: Linda Cushman, Assistant to Selectmen; Kate Savage; John Silver, Jr.; Mark Dubois, Highway Foreman

*The June 10, 2019 meeting was cancelled.*

Tom Brady opened the regular Select Board meeting at 7:00 pm. The Highway and Transfer Station report was reviewed.

Kate Savage was asked to lead the Pledge of Allegiance

The warrants were signed for the payroll and accounts payable.

Invoices were approved for payment June 24, 2019.

**Public Input:**

Kate Savage stated that she had reached to the three Select Board members as a property owner, farm owner, business owner I am beginning to do the leg work for a business on the farm property and been talking with NRCS, a survey company and Coos County Conservation District some of the first things they all ask is are your town maps online. Kate said that she started looking at some of the towns that have their maps online. Some use PDF thumbnail, some are in map geo program platform and access maps. The town of Gorham and Northumberland both utilize one of the three platforms. Kate said that she was curious to see what it would take to get Jefferson's maps online. Kate said as she goes forward it is going to be easier for her to be able to access the maps online. Tom said that the Board would have to look into who does the maps. Linda said that there needs to be some major updating done. Franco of CAI will be in Wednesday at 8:00 am to discuss what should be done to the Towns map records. Linda said that if any of the Board would be available to attend this meeting it may be helpful. Cindy said that she did not think she would be able to attend, and Tom was not sure what his schedule is. Tom asked Linda if she knows what will have to be asked to get the information to get the maps updated so to get online and what the cost would be. Tom said that he would think that there would be a cost involved in doing this. Linda said yes, because our files are old. Tom said that depending on the cost the Board may have to wait until funds can be put into the budget meaning this may have to push back until next March. Tom said that we can at least start the process. Cindy said that she would be curious to see what the cost associated is. Tom said that he thinks that this could be expensive. Linda said that at least the initial work could be. Tom said that he does not believe that there will be money in the current budget to cover this. One thing that the Board has to make sure is that they don't over spend the budget before the end of the year. Cindy agreed. Tom asked how many towns have the maps available. Linda said that there were a number that do, however some are not updated. Tom asked if the tax maps are online is that followed. Tom said that he has noticed that some

have individual property information listed with the valuation and everything. Linda said that she believes that is coming from the assessment records. Tom said that this is the way of the future. Kate said that when she was in the NRCS office some employees had gone out and taken soil samples of properties and they were able to show her the composition and flood plan area of the land. Tom said that the Board would start the process. Kate thanked the Board.

John Silver, Jr. was in to discuss the School property. John said that he had talked to Linda Cushman about the pellet silo. The silo has to be emptied before we can move on to the pellet boiler. John said that he has to get in touch with Brian to find out about the part that has to be replaced, but before he does that there were questions about the expansion tank and the water regulator needs to be fixed, this regulates the water pressure going into the boiler tank. Now that everything is shut down the repairs needs to be made. Everything is down now, John said that all he needs to do is get in touch with Siemens and Brian to set up a time. John said that he could either bring up his truck and tractor or Mark Dubois could bring up the Town equipment to clean out the silo which ever will work the best. The pellets left in the silo will have to be emptied onto the ground and then shelved into the bucket and get rid of it. Tom asked how much pellets are left in the silo. John stated about a couple of tons. There is no way to save the pellets because they collect moisture and that is what has caused the jam ups. With the jams happening the auger speed could not be regulated. Mark Dubois arrived. Tom told Mark that the Board was discussing the emptying the silo at the school. Tom asked Mark if he would be able to help. What will have to be done is someone will have to shovel the pellets into a tractor bucket then dump it into a truck to be hauled away. Tom asked if Mark would have time to do the work. Yes we can make it work. John said that it has to be done before Fall. Siemens has the valve and while everything is down John said that he would like to change the faucet in the janitors room. He found the new faucet that should have been install before. Mark and John will coordinate getting the work done. Tom asked John to get an estimate from Siemens and Brian for the work that needs to be done and report back to the Board so that it can be taken care before Fall.

John asked if he could remove the five cedar trees in front of the building. The deer have gotten into them and they are over grown and do not look good. They set in front of the windows and have not been taken care. The Board approved the removal of the cedar trees.

John said with regards to the playground, the weeds are growing up through the mulch. He said that he has been cutting them, however what should happen is the area should be tilled up. It was asked if it would be a good idea to spray the weeds before tilling them in.

The other thing John recommended doing is removing the dug outs as they are in poor condition. Cindy said that the dug outs are a safety concern. The Hicks Field and Couture Field are available for ball games. Tom said that he would stop to take a look at the dug outs. If the decision is made to remove the dug outs it is something that the Highway Department could do.

Linda Cushman reported that last week there was a burglar alarm at the building. Linda said in checking thing out someone had left the panic bar disengaged on the rear door and the wind was sucking the door open. The alarm from the prior week was because there was a power outage.

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

#### *Highway Department:*

Mark Dubois said that the roads are in very good condition considering the rain we have had. It is showing that the work that has been put into the roads that past few years is working.

Mark reported that Mike Kenison will be on vacation for a couple of weeks.

There may be some hand work that needs to get done. In the past Shane Wiltshire has worked when needed.

John Deere has contacted Mark, they want to do service on the backhoe and excavator. Cindy asked how many hours are on the machines. Is this a routine service. Mark stated yes, the excavator is over the hours for service, the backhoe is time for the first service. It was asked if this is warrant work. Mark said John Deere said the service should be done for warrant. Mark said they have all the filters for the backhoe and oil, so it would be just labor to service it. The excavator will need everything. Tom said that the service should be done. Mark said they want to go over the machines to make sure everything is right should there be a warrant issue. John Deere is planning on doing this at some point next week.

Mark stated that as far as summer projects everything is in good shape. There is still some work that needs to be done on the Valley Road. Mark said that he has not planned on doing a lot because the last couple of years the department has been over budget. He would like to keep within the budget. There is some routine ditching that will be done, there is some more ditching on the Turnpike that needs to be done. They have changed two culverts this spring and there is one more on Walker Road that needs to be changed. Most of the culverts are in good shape. Cindy asked if Mark had checked the delineators on the culverts. Mark said that most of them have to be replaced. Mark said he will get the delineators replaced.

Cindy told Mark the work that he and Mike did at the Hicks Ball Field looks great. She thanked them for taking care of that. Mark said that they pushed the edge back some. Cindy said that it look good from Route 2.

*Office:*

Linda reported that she had done the retirement filing, updated Charlene on the information that had come in while Charlene was on vacation. The reconciling of the bank statements were done, been working on getting the timber harvest information in so to complete the yield tax. Numerous phone looking for different office hours, dump hours, emailing property cards and catching up on filing.

**Minute Approval:**

Cindy Silver made a motion to accepted the minutes of the June 3, 2019 meeting as presented. Tom Brady seconded the motion. The motion carries.

**Unfinished Business:**

Linda reported that she has gotten some pricing for the street installation from Eversource. To install the light at the intersection of Meadows Rd and Cherry Mt Rd the cost is \$1412 for a 250 watt hps fixture. The cost to install a new pole, transformer and 250 watt hps fixture at the corner Israel's River Rd and 115 is \$3168. The other option for this intersection is the Town install a pole and meter(at their expense), and use the aluminum pole that is there. This cost would be \$1412. Linda said that the Highway Dept could set the pole for the meter, the cost would be for the electrician to do the wiring for

the meter. Tom said if there was money in the budget to cover this. Linda said that under street lighting there is no extra money. You may be able to take funding from another account. Tom said that as much as he would like to have the lights installed he did not want to over expend the budget. Cindy said that she agreed. The Board decided to postpone this until October to see if there would be money available to do this. If there is no money available we can budget this for another year.

Linda said that she had gotten in contact with the land owner regarding the privy on Stag Hollow Road. They have contacted their tenant and the privy was to be removed. The landowner asked that they be informed if it is not removed and they will take care of the issue.

**New Business:**

A building permit from Empire Telecom USA to install 3 new antennas panels and replace 3 existing panels on the cell tower located on the North Road and in stall a generator was reviewed. The permit was approved.

A building permit from David and Patience Cameron to build a 10x 24 deck was reviewed. The permit was approved.

There was an abatement recommendation from Trumbull and Associates. Steven Wheeler had requested a review of his property located on Panorama Drive. They had only paid \$60,000 for the property and it is assessed for \$84,500. After review of the property it was determined that there is no view from the property because of the slope. John Trumbull recommends that the value be reduced to \$60,000. Cindy made a motion to accept the recommendation of John Trumbull to reduce the assessment to \$60,000. Tom seconded the motion. Motion carries

The water sample test came back from DES for 178 Meadows Road (the school). There water sample was good. Linda asked if the Board wanted this done on a regular schedule. Tom said that he would think every six months would be good. Linda asked if no one is using the building wouldn't once a year be good. Tom suggested that this be revisited this fall once the feasibility study is done.

In discussing the school property the Board agreed that now would be a good time to get some additional fuel delivered. The Board agreed that 1500 gallons of fuel should be purchased now. Cindy asked if later we wanted could the school be set up on an automatic delivery. Linda said that it would depend on the amount of fuel being delivered. Linda said that CN Brown would not do the automatic because the tank had not been filled. The tank is a 6000 gallon tank. All the other Town buildings are on automatic delivery. If the pellet burner is working correctly you may not use enough oil to have automatic delivery.

Linda Cushman submitted a letter of resignation effective August 15, 2019.

**Public Input:** None

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

**Any Other Business:**

Linda said that Kate Savage had in her email asked about putting assessing cards online as well as the

tax maps. Linda said that she contacted Avitar who software is used for the assessing records. They have submitted a contract that would have to be signed by the Town. They have two methods to make the cards available. One would be for the Town to pay an annual fee to Avitar and the second would be for Avitar to make the records available and the party wanting the cards would pay a fee directly to Avitar. Tom asked Linda to review this further and report back to the Board.

Linda asked if the Board was going to open the RFQs that have been received. Tom asked if these could be opened Friday. Cindy said that she would not be available. Tom said if there was any way that we could do this Thursday and Kevin would be available. Linda said that she can post the meeting for Thursday. The Board agreed to meet Thursday at 3:30 pm to open the RFQs.

The Board reviewed the letter from the Historical Society was reviewed. The Society would like the Board to consider having space for the Historical Society at the school building. Tom said that he really does not have any questions, but if they would like to come in and talk to the Board he would like to talk with them. Cindy said that she agrees. Linda was asked to contact Debbie Dubois know that if the Historical Society would like to come in the Board would like to speak with them.

**The next meeting will be June 24, 2019.**

**Adjournment:**

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

The meeting adjourned at 8:17 pm.

Respectfully submitted,