

TOWN OF JEFFERSON  
SELECT BOARD  
July 22, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday July 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; Mark Dubois Highway Foreman; John Silver, Jr.; Winnie Ward,

Kevin Meehan opened the regular Select Board meeting at 7:14 pm. The Highway and Transfer Station report was reviewed.

**Kevin led the Pledge of Allegiance.**

**The warrants were signed for the payroll and accounts payable.**

**Invoices were approved for payment July 29, 2019.**

**Public Input:**

Kevin stated to John Silver, Jr. that his main concern for asking him to come in tonight is that when he is looking at the numbers for mowing that \$50 per hour is a little high. Kevin said that he has discussed it and he would be comfortable with rate of more like \$35 a hour which is similar to other rates being paid. John said that he charges between \$45 and \$60 to other customers. this cover his blades, mower, gas, oil and insurance. Cindy said if some of the others that do mowing that are not town employees like Josselyn what they charges. Linda said that she had contacted Mike Josselyn and that he charges \$35 a hours when he is mowing the ball field. The work that Mike Kenison did at the Hicks Field was at \$45 a hour. John said that he has more expensive equipment. Kevin said that the mowing could be done for the \$35 a hour rate. John asked if that was mowing and trimming both. Linda said yes. Kevin said that if John did not want to continue that he would have Rodney Boudle start and then we could look at finding someone else if Rodney didn't want to continue doing it. Tom said that the Board has never voted on anything so this is only Kevin's opinion. You can not say we are going to this or that. Kevin stated correct. Tom said that before anything is done he would like to see a spread sheet of all the mowing jobs with the hourly rate and number of hours spent and the type of equipment used doing the job. John said that he had tried to contact Kevin about this earlier. Cindy asked that John provide a cost figure that he would charge for his brush hog as well. John said that he has bigger equipment. He asked Mark Dubois what size tractor Mike Kenison is using. Mark said a 50hp tractor and he thought a 6-foot brush hog. Tom said that the Board needs to be able to see all the rates and jobs side by side so that a comparison can be done. John said that he had been told that the building and grounds were separate. Cindy said that the Board had talked about the mowing at one point and that the Board would revisit it at some point and decide it all jobs should be bid out. There are certain people doing certain thing, there just needs to be a level ground for all work. Linda did say that all the other mowing jobs are cemeteries. Cindy said that Rodney uses the Town mower and trimmer and the

Town pays for the gas and oil, and upkeep. Rodney does the office, fire station, library, soldiers park, skating rink, town garage, and Couture Field. He also does just the one Kilkenny Cemetery. Tom said that as a Board we need to have rates set across the board and in order to do that the Board needs to look at all the mowing. The Board agreed that Linda should gather the information on all the mowing being done for the Town and put this information into a spreadsheet. John stated that it takes him about four and half hours to do the mowing and trimming at the school property. There was a question about John doing the mowing as an employee and paying for use of his equipment. Kevin said that when he figured the \$35 a hour rate he was looking at the hourly rate plus the rental rate of \$20. Kevin said that he is not opposed to having the flat rate of \$35 or however it comes out when the Board looks at all the rates. Kevin said that in the jobs that he had looked at \$35 was the rate that came up. John said that if the Board wanted to work with him he would work with the Board or the work can be put out to bid. Tom said that he does not remember looking at the mowing rate for a long time and this should be done. Linda stated that the cemetery rate is presented every year at budget setting. Everything as a whole should be looked at.

John said regarding the school building, he has talked to Dave of Siemens. There is a piece in the boiler that is not working. During the winter they did not want to shut down the heating system to do the repair. Now is the perfect time to get this done. There also is a pipe that goes from the expansion tank into the pellet boiler. The size of the pipe that is there now is smaller than it should be and there is no way to check the the bladder. It is thought that because of the smaller pipe it could be causing the problems. This job will cost just time and materials. Dave will contact John so to work with him. While the water is shut down the faucet in the custodial room can be changed. There is a faucet there. The part for the pellet system is in. The hopper has to be empty before the part can be changed. Just as soon as schedules allow Mark Dubois and John will get the hopper emptied. To do all the repairs to the pellet boiler it will take about a half day. There will have to be a couple bags of pellets purchased to test the system once the repair is made. The pellets will just be put into the day hopper to check the system. This work is about three weeks out before it will be done. John said that he has been checking the building only once or twice a week when he is there mowing, turning the water on and letting it run for awhile. Linda asked if on the thermostats and heat sensors are there batteries. John said that the thermostats have batteries and they are supposed to be good for three years and they were just put in. Linda stated that when she called regarding the fault alarm she was told that it could be a battery problem. John said that he has been in contact with Kane of Capital Alarm said that he would leave John a list of all the codes and what the meant for future reference.

The Board approved the work on the heating system at the school building. John said that the hot water heater needs to be cleaned out. It was kicking off during the breakfast.

John asked the Board if they have been down to look at the dugouts. Cindy said that she has seen the dugouts and they really need to come down.

The Board approved John to continue mowing and trimming at the school property at his current rate. Once the Board has all the figures to make comparisons with the work will be revisited.

### **Minute Approval:**

Cindy made a motion to approve the minutes of July 8, 2019 minutes as presented. Tom seconded the motion. There were minor grammar corrections made. The motion carries.

Tom made a motion to approve the minutes of the July 15, 2019 meeting as presented. Cindy seconded the motion. The motion carries.

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

### *Highway Department:*

Mark Dubois stated that everything is going good. He has spoken to McDevitts regarding the truck, it is still on schedule. Delivery is expected to be mid August, then the truck will go to Tenco for the body, plow and wing. It should be about the end of September when we get the completed truck. Mark was asked how the grading was coming. Mark stated that they are working on all of the smaller roads right now. The priority road have been taken care of for now. Mark said that they are work up Route 2. They should be able to get to the Davenport and Frank Kenison roads. The Cottage Rd will be done later. Kevin said that he had gotten a comment that the dump road was dusty. Kevin said that perhaps when they are putting chloride on the roads they could just swing through to the Transfer Station when going by. Tom said that he has had the comment as well. Mark stated that he would have to put another order in for chloride soon. He is looking at getting the roadside mowing started soon. Everything else is looking good.

Mark said that he has repaired the compactor container at the Transfer Station. Kevin asked if Mark has looked at the tire container, it looks like it could use some work. Mark said that he would check it out and get back to the Board. Mark asked if that container was the old compactor can. Linda said yes, she thinks so.

Linda stated that the Board should be looking at replacing a two new open top containers as they are old and worn out.

Tom asked if Linda would put a list together of things that the Board should be considering come budget time.

Cindy told Mark that everything is looking good out there. Kevin asked if there is brush that should be cut back? Mark stated yes, that is a project that he is looking to do when the weather cools down so that they can do some chipping. Something Mark said that he would like to consider in the next year or so would be to rent a boom mower to do the roadside mowing himself. Kevin said this would be a good thing come budget time to have a figure so that the Board could consider including this in the budget. Mark said that the reason for wanting to get the boom mower would be so to reach the back side of the ditches and keep the brush cut back. Mark said to start if something could be rented for forty hours this would help. There are some places that a regular mower can not reach. This might be a less expensive way to go rather than cutting and dragging brush.

Cindy asked how the installation of the delineators were coming. Mark said that they have gotten some up on the Ingerson and Israels River roads. They are doing this as they go.

### *Office:*

Linda reported that she had filed the State and Federal payroll reports, completed the timber tax billing, reconciled the bank statements and recorded the deposits. The billing for the special duty police at Santa's Village was done and mailed as was a bill to USF&W for the grading of the Mud Pond Road.

There was a question as to what could be done if a building would not be at the fifty-foot setback requirement. The party was told that they would have to contact the BOA requesting a variance.

Linda said that she would be out of the office Tuesday and Wednesday. She did say that she may be in late on Tuesday to get some work done.

### **Unfinished Business:**

ADG has responded regarding the meeting for Thursday. Linda said that she was confused by the response. It seems that Mr. Arnett wants to meet with her. Kevin and Tom both said they were confused. Kevin said that in speaking for himself, he does not have a problem with the timeline that Mr. Arnett presented. On the timeline it appears that one of the team will be here on August 1, looking to have access to the building to take pictures and such. Linda said that a contract has not been negotiated or signed yet. Kevin said that he thinks that the Board should have Mr. Arnett on the 25<sup>th</sup> to negotiate and sign a contract, then the work can begin on August 1. Cindy said that maybe because of the number of people involved that Mr. Arnett meant that he could be here, but the other were on vacation and could not come until later or at least that was how she read the letter. A contract needs to be signed before anything can start. Tom asked what time had been scheduled. Linda said that 4:00 pm Thursday had been scheduled. Kevin said that he had understood that Mr. Arnett was the lead person and the other were working with him, therefore it should not be a problem negotiating and signing a contract with just Mr. Arnett if that works for them. Tom said that he agrees unless Mr. Arnett wants the others there. Tom said that he doesn't have an issue waiting until August 1<sup>st</sup>. Kevin stated that if someone is going to start doing work on August 1<sup>st</sup> there really should be a signed contract prior to August 1<sup>st</sup>. Linda said if she may suggest that one of the Board call Mr. Arnett directly and clarify this. She said the letter of award was clear that the meeting for July 25<sup>th</sup> was to negotiate and sign a contract. Kevin asked if the Board had any objection to his calling Mr. Arnett. There was no objection. Kevin asked if the Board had any problem with Kevin asking Mr. Arnett to come in Thursday to do the contract then we can go forward from there. Tom said that things need to be finalized. Once a contract is signed the work as laid out can continue on August 1<sup>st</sup>.

CAI has submitted a letter that outline the work that would have to be done to update the tax maps to digital copies. It was asked if the work could be done in stages. No it had to be done all at once, the type of work that has to be done can not be done in stages. Mr. Franco did say that the work could be scheduled so to be done in the last part of the year and billing could be divided so that half could be paid in 2020 and the balance in 2021. This would give the Town two budget years to cover the cost of the project which was estimated at \$25,000.

Linda said that she had received a message from Michael Fraser. He was calling about the letter that the Town had sent him regarding operating a possible B&B. He was asking that the Chair call him to answer some of his questions. He said that he assures the Board that he is not operating a B&B. He said that he will be backing this up with a letter. He wants to make sure that he is within all the Town requirements. Mr. Fraser states that he is only doing an airbnb. Kevin said that there is an official website for this property which says it is a B&B. After some discussion it was decided that it may be best to contact our attorney to discuss this, before meeting with Mr. Fraser.

Cindy asked if there was anything in the Town Ordinance regarding airbnbs. No, Tom said that he didn't think there is one that can be used. This airbnb was approved through the legislation. It has been a nightmare ever since. Cindy asked if the Town could ask property owner to be on file with the Town if they are going to operate as an airbnb. Tom said that he did not think you could do that.

Cindy asked if there has been any update from Spectrum. No, Linda said that she had talked to them about a month ago and has not followed up. Linda said that she will follow up on this.

### **New Business:**

Cindy made a motion to approve and authorize the Chair to sign the contract with Nobis Engineering to continue doing the water sampling at the Transfer Station for the 2019. Tom seconded the motion. Motion carries.

Linda said that Norman Brown has been contacted by the Town of Lancaster wanting to do some of the coverage at Santa's Village. Linda had prepared a contract for the Board to review and sign. Tom questioned one item on the agreement. It was requested that Linda contact the attorney to make sure that the liability is not going to be on Jefferson for another town's officer should anything happen.

The Timber tax bills and warrant were signed in the amount of \$6,852.73.

### **Public Input:**

Winnie Ward came in to give the Board an update on the Town Garden. She said that the lilacs have been pruned and at the present don't look very good, however, come another year they will look great. It had been a long time sense they had been pruned. Everything is looking good. The main reason that Winnie said that she is here is the Perkins sign at the trough. This wooden sign is in very poor condition. She did say that this sign was appropriate for the trough, however, it does not say anything other than it was the Perkins trough. The Historical Society sign has the history of the trough and even more history. Winnie said that she would like to take down the wooden sign and just replace it with the Historical Society sign. Then Winnie said that she thinks that the sign that is there should be redone. Cindy asked which sign. The Historical Society sign. Winnie said that she thinks it is to busy. Linda said that the Perkins sign that is there should be cleaned, perhaps sanded and put some sealer on it. Winnie said that the Historical Society sign just has more information. Kevin asked when Winnie is talking about a new sign would you be combining the information that is on both signs now. Winnie said the original sign has no information, just the name, the Historical Society sign has a lot of information about Mr. Perkins. Winnie said that of course money would determine if a new sign could be done. The landscaper said that he could take care of the old sign. The plants have been order and will be in in a couple of weeks for the perennial garden. It was asked if Winnie was asking the Town to pay for a new sign. No, Winnie said that she had not anticipated that, but it would be nice. Winnie said that she has donations coming in. She has written to a dozen people asking for donations. She is just waiting to see how much money comes in. Winnie said that she is planning that at next years Town Meeting she will have a warrant article requesting the Town funding to care for the garden, of course if the Town wants to pick up any of the current expenses that would be great. Winnie said that just to get the garden moving forward it is going to cost five to six hundred dollars. Cindy asked if Winnie had talked to Green up Jefferson to see if they had any funds available. Winnie said that she had spoken to Kate Savage and they had gotten a donation from the Garden Club of \$250. Winnie said that with the garden so close to the Honor Roll it should look good. Cindy told Winnie that she appreciated everything that Winnie has done for the garden over the year. Winnie said that it was a lot of volunteers, however over the years they just have not been able to keep up with it. The Board thanked Winnie for coming in.

### **Non-Public RSA-91-A:3 II (b):**

Tom made a motion to go into non-public under RSA-91-A:3 II (b) the hiring of any person as a public

employee. Cindy seconded the motion. The motion carried.

**Any Other Business:**

Tom made a motion to seal the non-public meeting until the Chair determines they can be unsealed. Cindy seconded the motion. Motion carries.

The Board reviewed the resumes for the position of Assistant to the Select Board and have chosen three to interview at this time. Interviews will be Thursday and/or Saturday.

**The next meetings will be July 25 and 29, 2019.**

**Adjournment:**

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

The meeting adjourned at 10:02 pm.

Respectfully submitted,