

TOWN OF JEFFERSON  
SELECT BOARD  
July 25, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Thursday July 25, 2019 at 4:00 pm

PRESENT: Kevin Meehan Chair; Tom Brady(5:00) and Cindy Silver members comprising a quorum of the Board.

OTHERS PRESENT: Stuart Arnett

Kevin Meehan opened the Select Board meeting at 4:10 pm.

The Board discussed the proposed contract terms and conditions for the feasibility study with ADG. The contract will cover services outlined in the proposal submitted June 14, 2019 and the scope of work and per the schedule. The proof of insurance has been submitted. Mr. Arnett asked the Board how they would like to see draw downs. Would they like to do this on quarter increments, would you like to see hourly statements. Kevin said that progress billing is what is done with one of the other contracts the Town has done. Mr. Arnett said that he would like to request \$3000 to start, then they would bill out over time until the total is reached. The hours of the sub-contractors will be shown. The sub-contractors will bill ADG then in turn the Town will be billed so that the Town will only have one billing instead of three separate bills. Direct expenses and cost will be billed separately. Mr. Arnett said that unless the Board directs them otherwise all records are confidential to the client, public meetings are public. Anything that is produced by ADG the Town owns, this would include all reports and data collected. Monthly progress reports will be made to the Board, one the end of August, September and October. Within in the outline there are a couple of public outreach meeting which will put some burden on the Board to get people there. What they got from meeting with the Board was that the more chance people got to ask questions and hear what is happening the better. Kevin asked if in having a public meeting is there a better time for ADG and the others. Knowing this would make it easier when trying to publicize these meetings. Kevin did state that August 1 is not a regular meeting night for the Board the next meeting from that date would be August 5<sup>th</sup>. Mr. Arnett said that if the Board felt that they would be able to get some people to a meeting he would change the August 1<sup>st</sup> date to August 5<sup>th</sup>. Kevin stated that in the past the Board has been able to get a notice out so that anywhere between ten to thirty people show up so he felt confident that would not be an issue. Mr. Arnett explained what ADG would present to the public and what he was in hopes the public would have for input. Kevin asked where would it be better to have the public meeting at the school building or here at the office. Cindy and Kevin agreed that the meeting would be at the school building. Mr. Arnett asked if there was perhaps someone from the library that they should meet with separately because of details that may be needed for a new library space. It was agreed that meeting with the library trustees and someone from the historical society would be good prior to the six o'clock meeting. Mr. Arnett asked if there has been any outside group that may have expressed interest in space at the building. At this time no one has expressed an interest. Kevin said that he would like to be on site while the building walk through is being done Monday during the day.

Kevin and Cindy signed the proposal with Arnett Development Group, LLC to do the feasibility study at the old school building for the amount of \$30,000 per the submitted proposal of June 14, 2019.

Mr. Arnett said that they all were happy to hear the Board concern with the village area. If this area is kind of the stopping point and you move things to a location a mile and half away it take one more reason to slow down away. The question is how do you address this. As it is now you get the feeling you are coming into the village area. Cindy did say that where this is the first big project that the Board has taken on, she asked that if Mr. Arnett and his team have any suggestions for the Board on things they may need to consider to please let the Board know. Mr. Arnett said that they love to be part of a solution and not just do a report. They would like to stay with the Town to be part of making something good happen. The Board thanked Mr. Arnett for his time and will see him in two weeks.

The meeting was recessed at 4:45 pm, and reconvened at 5:00 pm

Cindy made a motion to enter into non-public under RSA 91-A:3 II (b) the hiring of any person as a public employee. Tom seconded the motion. Motion carries.

Tom made a motion to seal the non-public minutes until the Chair deems appropriate to release. Cindy seconded the motion. Motion carries.

Tom made a motion to offer the position of Assistant to the Select Board to Kathleen Marshall and to request her to come in to the July 29<sup>th</sup> meeting to finalize the position. Cindy seconded the motion. Motion carries.

**Adjournment:**

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

The meeting adjourned at 8:15 pm.

Respectfully submitted,