

TOWN OF JEFFERSON  
BOARD OF SELECTMEN  
July 28, 2014

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Selectmen Office Monday July 28, 2014 at 7:00 pm.

PRESENT: Thomas Brady, Chairman, Norman Brown and Kevin Meehan(7:04) members comprising a quorum of the Board.

OTHERS PRESENT: Linda Cushman, Assistant to Selectmen, Mark Dubois, Road Foreman; Mary Gross, Tax Collector

Thomas Brady opened the regular meeting at 7:00 pm. The Board reviewed and approved the bills for payment next week and signed the warrants. The Highway and Transfer Station report was reviewed. The warrants were signed and bills approved for payment.

Mary Gross, Tax Collector presented the Selectmen with a list of properties that may be tax deeded. There are six properties right now that have not paid the 2011 property tax. Mary said that of the six properties that she believes that four of them will be paid before the August 5, 2014 deed date. The Mr. Nadeau has paid \$2500 and asked if he could have some extra time to pay the balance of approximately \$3200. Norman Brown said that he did not have a problem granting and additional 60 days. Tom asked if this would be setting a precedence for all properties. No, because Mr. Nadeau has made a substantial payment. Mary said that the Robert Arnesen and Michael Kenly bills will be paid before the deeding date. The Rose and Flavin properties will probably end up being deeded. Tom asked Kevin Meehan if he had any question, Mary has another meeting so she was taken first. The Selectmen agreed to grant Mr. Nadeau until September 30, 2014 to make the final payment on the 2011 bill.

Norman Brown made a motion to accept the minutes of the July 14, 2014 Selectmen meeting as presented. Kevin Meehan seconded the motion. Motion carries.

Mark Dubois reported that they have completed the work on the fence at the Transfer Station. Last week they hauled gravel to Enman Drive and graded Walker Road. If it stops raining they plan on hauling the gravel to Ingerson Road to finish the work from Jim Brady's to Pond Safety. Kevin asked if anyone had reported a wash on Cedric Road? Kevin said that he had a report that there might have been a wash on the lower end of the road. Mark said that no one had contacted him. The only place that appears to washed was in front of the Josselyn property. He will check it out.

Mark was asked how the wiring of the garage was coming. Davis is waiting on PSNH to put in the new meter. PSNH has raised the wires. Once the meter is replaced the new panel can be installed. Mark said that he has called a couple of plumbers about the hot water heater. He will contact them again to get that finished.

On Starr King Road there is a culvert that was installed a few years ago. It was to help divert the water run off from the homeowners yards. The culvert has filled up with sand and really isn't doing what it

was intended to do. Mark said that there should be a ditch dug on the west side of the road so the water has a place to go. Kevin asked if the culvert was removed would it cause a problem. Mark said that he did not think removing the culvert would really solve the problem. Norman asked if it would be better to remove the culvert and grade the road with a crown to divert the water away from the homes. Mark said that for now he thought that if the ditch on the west side of the road was cleaned out and the culvert cleaned it may solve the problems. It was suggested that perhaps a grate could be use in conjunction with a water bar instead of the culvert. The grate would allow water coming down the road to enter the water bar and allow vehicles to travel over it without having issues with the water bar being to deep. Mark will look into this.

Norman asked Mark if he could get together an inventory of items at the garage. The auditors have noted that internal controls have not been implemented. They recommend that regular inventory be preformed for all departments, specifically the Town garage. Norman said that when mark got an inventory done Linda could input it on the computer so that it could be updated regularly. Mark said that would not be a problem to do.

Mark said that while they were working at the Transfer Station that he noticed that the wall where the glass is collected is in poor condition. He asked if anything had been done about purchasing a container for the glass. Linda said that she had not been able to locate a used container. There was discussion as to different options. One being purchase a new container for the glass, and/or purchase a bunker to store the glass.

Regarding the preliminary audit report, Norman said that one issue that the auditor mentions is that the Town does not regularly require inventory of all departments specifically, the highway. We have all ready discussed this and Mark will be doing an inventory. Norman asked if the fire department had an inventory. Yes, but Linda was not sure the last time the office copy had been updated.

The Town does not have written policies that address the use of restricted or unrestricted funds when either is available for a particular use or the minimum fund balance that should be maintained. Linda was asked to check with other towns to get an idea for a written policy.

The town does not have required procedures to execute activity approved by town voters. It is not sure exactly what is meant by this. When the voters approve a warrant article the Selectboard does as approved. Mr. Northrop will be question on this comment.

Norman made a motion to accept the line of credit from Passumpsic Savings Bank in the amount of \$750,000 in anticipation of taxes at a fixed rate of .85% to be paid in full on or before December 31, 2014. Kevin seconded the motion. The motion carries

The completed work by LightTec was signed. LightTec has finished installing the lights at the garage. In signing the completed work order PSNH will make the final payment to LightTec and the Town will pay the final 1/4 payment.

Linda reported that when the assessor went to the property of Jim Goulet at map 6 lot 2B to pickup the garage that was permitted to be built permit# 2013-10-21, there was no garage, however there was a camp. This issue has to be addressed. Mr. Goulet has built a building without a permit. Norman suggested that we advise the owner what was found, and what part of the LUO they are in violation of and that they are subject to a penalty of up to \$100 a day. It was suggested to give the owner 14-days to respond. The chairman was authorized to sign the letter when it is ready.

Norman had brought in a couple of suggestions for a policy for our cemeteries. Linda was able to do a draft. One thing that Norman said that he liked was that all the cemeteries are listed and noted as active or inactive. This allows someone to know upfront where a lot may be available. The other change that he thought should be considered is the price for a lot. Norman suggests \$400 for residents and \$1000 for nonresidents. The reason for the increase in the nonresident price is that a nonresident has not contributed to the maintenance costs. These are just some suggestions to be reviewed and discussed in a couple of weeks. Linda mentioned that within the draft the italic sections are where changes that she noticed need to be made.

There was a letter of intent presented for submission to NH Department of Transportation for the Transportation Alternatives Program (TAP) for possible funding of a pedestrian crossing at Santa's Village. Norman had researched the possible project with the plans that Michie Corp had presented to the Town. The grant would fund 80% of the project. Tom asked who would be responsible for the 20%. Santa's Village would probably fund a portion of the 20%. The letter of intent needs to be filed by August 6, 2014, then a pre-application meeting must be attended then submission of the TAP application.

Tom said that he was not prepared to sign the letter of intent at this time. He wants to investigate this program before signing a letter. Tom said someone must have information as to who has received funds from this program in the past. Unless the Board votes to have the chair sign the letter, Tom said that he would not.

Tom was told that the letter of intent has to be in Concord no later than August 6, 2014. Tom said that the Board could meet on the 4<sup>th</sup> of August and that would give him time to investigate the program. Kevin and Norman agreed to meet on August 4, 2014.

Norman made a motion to adjourn the meeting. Kevin seconded the motion. The motion carries.

Being no further business the meeting adjourned at 8:40 pm.

Respectfully submitted,