

TOWN OF JEFFERSON
SELECT BOARD
September 30, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday, September 30, 2019, at 7:00 p.m.

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

OTHERS PRESENT: Kathi Marshall, Assistant to the Selectmen. Jeff Young was also present.

Members of the board signed warrants for payroll and accounts payable. Invoices were approved for payment September 30, 2019. The board also approved one building permit: an equipment shed for Christopher Moulton.

Meeting Minutes Approval: Cindy moved to accept the Select Board public meeting minutes for September 23, 2019, as read, and Kevin seconded the motion. The motion carried.

Kevin asked Jeff Young to lead the Pledge of Allegiance.

Public Business

Jeff Young said he now has internet service through Hughes Net. He will see how well it works out. Since he is not currently using the internet himself, he has set it up so others he knows can use it. He has not had the service long, but to date it seems to be working well.

Report of Departments and/or Boards

Highway: Mark said the new truck was in the process of having the plow and body portion mounted and should be ready in a few weeks. He's hoping before the snow flies.

He shared a concern about the ditch on Larcomb Road. During torrential downpours or seasonal run-offs, the water impacts the road and the campground. He and Kevin discussed several ways to re-direct overflow so it would mitigate some of the water problems. Kevin said he didn't have an issue with closing up the whole ditch completely. Mark said there are two old culverts there, and they're tipped in the wrong direction. Kevin said when those culverts went in, that section of the campground was not there. Mark suggested the ditch be filled in with stone and gravel, but we might want to write a letter to the campground to let them know. He added that in time we might be able to raise the road a little. Kevin asked Kathi if she would draft a letter to Josie Cote explaining the issue and what the board has in mind. The letter should invite her to come to a meeting to discuss this, and draw up a contract to be signed by Josie and the Board, so everyone is on the same page with regard to the solution.

Kevin mentioned another concern on Ingerson Road. He said there is a culvert that is washed out a little bit. Mark said he believes the culvert is fine, but he wants to get a couple trucks and level up the road in that section. Both he and Kevin agreed that there are a number of water springs that come out onto the road that lead to erosion. Mark said he has plans to take care of it.

Office: Kathi said she is getting more familiar with the day-to-day requests and has been able to handle many of them. She felt a lot had been accomplished in the past week. She printed and prepared the bulk mailing to all the townspeople, and got that to the Lancaster Post Office and Jefferson Post Office. She designed two ads for the papers about the ADG meeting on October 10. The large ad will run two

weeks in a row in the Democrat, and the smaller ad will be run once in the weekly paper from Colebrook. She also placed an ad with the Democrat about Linda's retirement party. She felt good about being able to answer more questions on the job. The office workflow was very busy this week, and it gave her an opportunity to do a variety of work.

Old Business

ADG: Kevin said ADG was very happy with the proposed plan the board had come up with to present at the meeting October 10. Cindy said ADG was revamping their original ideas and adapting them to the board's vision of what would work. Kevin said the plan for the original "town office building" is for co-working space. They are not entertaining the idea that the town offices will remain in that building once the school is completed. The town offices will all be in the school.

Cindy asked if the board will be briefed prior to the town meeting like they were the last time. Kevin said he would check into it—that perhaps ADG could send up the digital set of what they have.

Kathi asked if the proposed plan was solely to reconfigure the space. She said the school is very dark and very industrial looking. Did the plans include lighting and making the building more inviting. Kevin said that the energy audit ADG mentions would include some new lighting throughout and possibly some upgrading to the walls, such as insulation. Kathi asked if the roof had been checked out and the septic system. Kevin and Cindy said they were in good condition. Kevin affirmed that one of the early processes in planning to reconfigure the school was to determine the building was structurally sound, and it is in very good shape. Kathi expressed concern about the effect on taxes, and both Cindy and Kevin said ADG was looking for every opportunity going forward where grant money might be available.

Boy Scouts: Mr. Perry will be starting up a new Boy Scout troop and will be meeting in the school. Until final renovations and plans are complete, he has been given access to the building with a key so he can conduct his meetings.

Lighting Situation at 115/115A: There was some concern about the lack of lighting at this intersection because there was an incident in which a driver ran the stop sign on a night of heavy rain and low visibility. Chris Milligan said when the team went out to the scene they had trouble seeing anything because the rain was coming down so hard; your blades couldn't wipe it away fast enough. Kathi asked if there had been a light there before, and Cindy said there had been, but the state had removed them. Kevin mentioned the town had looked into putting their own lights there, but to do that would be quite expensive. He said we may want to look at that again and make it a budget item. Kevin suggested keeping this subject on the agenda for upcoming meetings to be discussed when all board members are present. Cindy mentioned that putting lines on some of those roads may help. She thought Linda may have some information on painting road lines. Kevin agreed it had been discussed in the past, so Kathi said she would check with Linda.

Non-Public RSA-91-A:3 (If needed)

Public Input: (None)

New Business

Any Other Business: Kathi mentioned that the two bathrooms in the town office were no longer being cleaned. Linda had voluntarily done them for years. That particular chore was not in Kathi's job description. She said the building is not a one- or two-person office. They are essentially public

bathrooms (used by members of all the boards who meet there, the Yoga group, the Quilters, party members who rent the hall, town meetings, etc.), and should be done by a professional or a cleaning service. She said the two bathrooms, the hallway and the main offices could be dusted, cleaned and the floors washed weekly, and could probably be done in about 4-6 hours a week. Cindy said we should talk about it more and include the town hall upkeep. She suggested putting it back on the agenda when all three board members were there to discuss it.

Kathi also asked the board if she could purchase the program *Publisher* for the work computer. She wanted to be sure it would be okay to load the program. Kevin said if she comes across something she feels she needs for work to let them know. He said he wants her to have what she needs to do her job, but to keep them informed. Both Cindy and Kevin agreed it was okay to get the program and load it here at the office.

The next meeting will be October 7, 2019.

Adjournment - Cindy made a motion to adjourn. Kevin seconded the motion. The motion carried.

The meeting adjourned at 8:00 pm.

Respectfully submitted,