

TOWN OF JEFFERSON
SELECT BOARD
October 7, 2019

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

PRESENT: Kevin Meehan, Chair; Tom Brady 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 October 7, 2019. Board members also signed a Land Use Change Tax Warrant for 6.12 acres of land at 69 Chambers Road in Jefferson.

Meeting Minutes Approval: Cindy moved to accept the Select Board public meeting minutes for September 30, 2019, as read, and Tom seconded the motion. The motion carried.

Kevin led the Pledge of Allegiance.

Report of Departments and/or Boards

Highway: Mark did not have a report for the Highway Department.

Office: Kathi mentioned she is continuing to learn the duties of her position, and has been successfully working on her own for the past couple weeks. She knows she will need some special guidance in the future when the budget comes due and in the winter to prepare the Town Report.

She mentioned that last Friday, October 4, she had an appointment for several hours with Casey Gordon regarding 911 and its requirements. He helped her navigate the website, and informed her on the data he needs to make certain 911 information is up-to-date.

Public Business

Jeff Young shared his thoughts about the retirement party for Linda. He mentioned there was a good turnout, and it was a nice send-off for her. Kevin made special mention of Cindy and all the work she did to arrange the party. Her efforts certainly paid off, and the other board members were grateful.

Unfinished Business

Land Deeds: The board reviewed a land deed from the tax collector of unpaid property taxes on Sunset Paradise. Kathi wanted to know if some kind of correspondence should be sent to convey the importance of the situation. To her knowledge there had been several previous notices sent to the land owner, and Mary Gross had received no response. Kevin said if the owner does not live around here, we have nowhere to serve him. Cindy asked the owner's name and believed she knew someone who might be related. She contacted the person, and the woman confirmed that the property belonged to her and her husband. Cindy will discuss the situation with the owner, and then the board will determine the action to be taken.

Lighting situation at 115/115A: This was on the agenda from the previous week, and the board

requested it be kept current. Cindy had asked about the viability of having lines drawn on the roads to help the visibility problem. Kathi said she checked with Linda, and we have never had any road lines painted on before. We did hire a company at one time to paint the stop sign line indicators, and we do have the name of the company in the file. Kathi then gave the members information from Eversource about a previous inquiry the town had submitted to them about putting a light pole on the 115 intersection. Kevin informed the members that even though we could use the state pole that is already there, we would need to install a new pole to include the meter. The subject of solar panels was raised by Cindy--their cost-effectiveness and reliability--and it was decided that Kathi should gather some additional cost information from the electrical companies. Tom asked when we were thinking about doing this and Kevin said as soon as possible. He thought the town should have both a stop sign there and a light. Members all agreed that the intersection at 115 was the most concerning with regard to safety. Tom suggested they check the third quarter report, with budget comparisons. The board could then study line items to confirm this lighting expense will not have a negative impact on the bottom line. Kathi said she would have the report ready for the next meeting.

CAI Technologies: Kathi informed the board that CAI would not be doing the town's map maintenance after 2020 unless the town had digital data in some version. Kevin said we would like him to come in and give us a presentation. Kathi said she would connect with the CAI representative and try to arrange a meeting.

Larcomb Rd/Israel Campground: At the last meeting Mark raised the issue of water damage to Larcomb Rd whenever there was a massive rainfall or runoff. He and the board have discussed this issue in the past. A suggestion was presented as to resolving the water issue, and the board wanted to make certain that Josée Côté, who owns the Israel Campground, received a letter inviting her to a board meeting. The board wants her to be aware of the plan for Larcomb Rd in an effort to alleviate overflow. Kathi presented the members with copies of a letter for Josée, and Kevin signed the letter. They will wait for Josée's response.

New Business

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

Public Input: (None)

Any Other Business

Cleaning: Kathi mentioned she had brought up the cleaning issue at the last meeting and the attending members wanted to wait until all board members were present. Kevin thought they should probably post an ad for help. Tom asked if Kathi was thinking of a service to do it, or an individual. Kathi thought it should be done thoroughly whether by a company or an individual. She estimated it would only take someone about six hours a week. Cindy asked about sorting the trash, and Kathi said that could be a part of the job. Kevin mentioned Jimmey and Bruce check the trash situation when they come in for their pay checks each week. They will take it away if needed. Cindy asked about cleaning the town hall as well. Kathi said it would depend on how much they wanted done—particularly if the floor was to be done on a regular basis. Cindy said whoever rented the hall used to wash the floor down, but Kathi said now people are simply told to make sure they clean up after their party. Kevin said the hall would only have to be done as needed.

Cindy mentioned a contract to rent the hall which was drawn up by a lawyer a while back. The contract reflected stipulations for renting the hall, and Kevin said the board needed to revisit that contract. Kathi told him she will have it ready at the next meeting.

Highway Crew Hours: Cindy mentioned the work hours for Mark and Mike were not consistent—they change from week to week. She wondered if they were considered full-time employees or not. Kevin said they were basically full-time with 40 hours, but with a degree of flexibility. Cindy asked if payroll keeps track of holiday time, vacation time, etc. Kathi said the payroll program accumulates those totals throughout the fiscal year. If changes in benefits are made by the board, those are entered manually, and then the program continues to create cumulative totals in each category.

Road Maintenance: Tom asked if we could gather more information on the road maintenance records Mike and Mark fill out when they are doing work on particular roads. He stressed the importance of knowing what work has been done, and how often, so they see which areas are troublesome. He said this information will also be important for new members who will serve on the board in the future. Tom checked the week's Road Maintenance Records and thought we could obtain more detailed information. He wanted to know where on the roads the work was done. (Ex.: ¼ mile up the road or at a particular address, etc.). Kathi asked if they would prefer to have a log of some kind, and Kevin said it should be something they can keep in the truck with them. Kathi asked if she could redesign the forms and include questions to collect this information. They agreed she could.

Town Hall lights and ceiling fans: Cindy mentioned she was approached by someone who wanted to know why the town hall had not been updated with ceiling fans and new lighting. These proposed changes had been voted on at a previous town meeting. Cindy informed the person she would bring the issue before the board for discussion. She also mentioned that upcoming changes to the school may have an effect on previous plans for the hall, if activities and meetings move to the school permanently.

Transfer Station Compactor Container: Kevin mentioned the transfer station needs a new compactor container. Bruce Dingman said there is a container, nearly new, that Littleton owns they might want to sell. If it is in good shape it might save us from purchasing a new one. He asked Kathi if she would reach out to Littleton to see if that container is still available.

Meeting on Columbus Day: The board decided to meet Monday, October 14, which is Columbus Day.

The next meeting will be October 14 , 2019.

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

The meeting adjourned at 8:00 pm.

Respectfully submitted,