

TOWN OF JEFFERSON
SELECT BOARD MEETING MINUTES
October 28, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday, October 28, 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 and Mark Dubois, Highway Foreman. Kate Savage and Jeff Young were also present.

Members of the board signed warrants for payroll and accounts payable. Invoices were approved for payment November 4, 2019. Members also initialed bank reconciliations and fund transfers.

Meeting Minutes Approval: Cindy moved to accept the Select Board public meeting minutes for October 21, 2019, as recorded, and Kevin seconded the motion. The motion carried.

Kathi led the Pledge of Allegiance.

Report of Departments and/or Boards

Office: Kathi informed the board she made the monthly school district payment to WMRS, and that Terri was transferring \$150,000 from the TAN note to cover that payment. Kathi also reconciled the bank accounts for September. Beth Galperin, the program representative from New Hampshire Public Deposit Investment Pool, stopped in to introduce herself. Beth is new to the position and spent some time informing Kathi of the benefits the investment pool offers the town. Kathi also redesigned some of the work forms in the office, such as the *Road Maintenance Performed* report. She printed labels for the Planning Board and the Historical Society for surveys and appeals they are mailing, and she dealt with family issues concerning a deed that was served weeks ago. Stuart from ADG also stopped in, and he discussed the school project with her and sought some additional information about the town office space and the water system.

Highway: Kevin brought Mark up-to-date with regard to the campground issue and Larcomb Road. He told Mark we were in touch with the state's fluvial geomorphologist, and that he could come up to assess the situation. Kevin asked if Mark would meet with him, along with Tom or another board member. Mark said he would do that. Mark agreed it was probably best to get a professional opinion on handling the situation. Kevin said the guidance the expert gives us will help support and mitigate any action we may take in the future to solve the water problem.

Kevin mentioned some people have been making comments about the number of potholes on Whipple Road. He wondered if Mark was planning on addressing them one more time before winter. Mark said the grader has been in for repair with a blown head gasket, but should be ready at the end of the week. Kevin said the last rain created some new potholes on other roads, and he asked Mark to see if he could fill those in as well. Kathi mentioned she had been visited by two different couples who live on Phelps Road. They asked if someone could come out and fill in the potholes and smooth out the road. Kathi checked the files to see the last time Phelps Road had been worked on, but there was no file for Phelps Road. She made a new one and asked Mark if he would check it out. He said he would.

Mark said the grader will be up and ready for work at the end of the week. The little truck was due for inspection and Mark fixed some wires and lights on it. He says it is in good shape for winter. The International needed rear brakes, and Mark is in the process of installing them now. He intends to work on the sander, and mentioned it is getting pretty tired. That's the work they have been doing in the garage this past week. Once the grader is up and functioning, they will go back to working on the roads. He also had to make a trip to Tenco to approve some changes they made on the new truck. Mark believes we'll have the new vehicle in a couple weeks.

Public Business

Kate Savage/Library Sign: Kate came to talk about the library sign that is still being displayed on the property on Presidential Highway where the new library was originally planned to be located. After recent discussions it was decided that while conversations and meetings are still ongoing regarding the school and the library's relocation there, it would be wise to remove the sign and place it into storage. She said there have been questions, so removing the sign might provide a little clarity until final decisions are made with regard to the library's status and location. Kevin said he could have Mark and Mike take care of it.

New Tax Rate/Linda Cushman: Linda said she did a tentative rate-set for 2020 taxes. This year the town portion was up 51-cents, the county went down 5-cents, local education went down 50-cents and state education went up 47-cents. It puts the tax rate for 2020 at \$21.99. The rate was \$21.06 last year. Kevin asked when this figure needed to be approved. Linda said as soon as possible so tax bills can be mailed by November 15. Even if we submit the figure immediately it will probably take a few days for the state to approve it. Cindy asked if we could share the information about how much the town portion was up, and the county down, etc. Kevin said it was fine to make that public once the rate had been approved by the state.

Unfinished Business

Israel River Campground/Larcomb Road: Kathi asked if board members had received the e-mail she forwarded to them from the state's fluvial geomorphologist (Shane Csiki), regarding his reply to the water issues at the campground and Larcomb Road. She confirmed he can come onsite and suggest what changes should be made, or he can assess what is going on and why. He can only suggest the future actions to take for the town, not for any private landowner. He also said he cannot remedy things himself, but can recommend what to change, and following that, the town would have to consult with an engineer. He said he would be happy to come up and meet onsite with board members if they were interested in his input. Kevin said that's exactly what we're looking for. We really need advice to formulate a plan going forward, and his expertise would be helpful. Kathi asked if all board members should meet with him, and asked about their availability. Cindy said it would be difficult for her during the day. Kevin said it would have to be after 3 p.m. if he was to be available. Kevin also said it would be fine if only one board member met with him, probably Tom, because there would most likely be a report generated that all members would see. He also suggested that Tom and Mark meet with Shane, since Mark has been dealing with the situation on an ongoing basis. Cindy agreed that would be fine. Kevin thought Shane might be able to help us with the upper--or pond--side of the road and what could be done with the culverts there. Kathi said she would get in touch with Shane and ask him when it would be convenient for him to come.

Town Hall Agreement: The board has previously looked at the new town hall agreement, which was drawn up by a lawyer, and said they wanted to begin using it. However, since Tom was not present at the board meeting, the agreement was held over for the next board agenda. Kevin wanted to make certain all board members were on the same page. Cindy will not be at the next scheduled Select Board meeting, but mentioned she would be fine using the new agreement.

Map with Culverts: Kathi mentioned the board stated weeks ago that it would be a help to have a map that showed where all the culverts in town were located. When Linda stopped by one day Kathi asked her if there were any maps that included culverts. There is a map, and it is on file in the office.

New Business

Town Credit Card: Kathi spoke with Passumpsic Bank and asked about a town credit card. Julie, the branch manager, said many local towns have town credit cards, and she gave Kathi instructions on how to access the application online. Kathi tried to do that, but there was information required she did not have. She will call Julie again and attempt to reapply.

Backing up the Financial Program: Kathi mentioned we are currently backing up our financial program on a flash drive that is kept off premises, in case of fire. She told the board members that if something happened to that drive, or if it malfunctioned, the town would lose all their data. She suggested the back-up procedure work with two flash drives. (You save your work one day on drive 1. The following day you save to drive 2. The third day you save to drive 1 again. That way, if something happens to a drive, or if one is lost, the town is never more than 1 day's entries away from being current.) She asked for permission to purchase two flash drives in order to begin saving financial work this way, and the board members agreed.

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

Public Input: (None)

Any Other Business: Cindy asked about our discussions regarding cleaning the town offices and bathrooms, as well as the compactor container for the transfer station. Jimmy and Bruce will still need one since the one owned by Littleton has been sold. Kathi said she would make sure those issues were on the agenda for the next meeting.

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

The next meeting will be November 4, 2019.

The meeting adjourned at 8:50 pm.

Respectfully submitted,