

TOWN OF JEFFERSON  
SELECT BOARD  
October 29, 2018

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Selectmen Office Monday October 29, 2018 at 7:00 pm

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

OTHERS PRESENT: Linda Cushman, Assistant to Selectmen; Debbie Dubois, Liz Milligan, Library Trustee; by phone Robin LeBlanc, Plan NH

Cindy Silver opened the regular Select Board meeting at 7:03 pm. The Highway and Transfer Station report was reviewed.

Tom Brady made a motion to approve the minutes of the October 22, 2018 Select Board meeting as amended. Kevin Meehan seconded the motion. Motion carries.

The warrants were signed for the payroll and accounts payable.

Invoices were approved for payment November 5, 2018.

Linda Cushman reported that mark Dubois would be on vacation 11/4 through 11/10. Mark has made arrangements with Mike Kenison and Luc Couture to be sure there is coverage while he is gone.

A pistol permit was signed for Bruce Smith.

A trapping permit was given to George Coulter to trap on all town owned property and all town right-of-ways. Cindy asked that the Board be kept informed as to where Mr. Coulter is trapping.

A pistol permit for Bruce Smith was signed.

Cindy said that the Board is adding a new subject "public comment" to their agenda and asked if there was any public comment. There was none.

Cindy stated that Robin LeBlanc of Plan NH had planned on attending the meeting tonight, however due to family illness she is not able to attend. She will be calling in to do her presentation regarding Plan NH.

Ms. LeBlanc called in. First she thanked everyone for understanding her situation. She started that Plan NH would make recommendations as to how Jefferson could move forward and keep in sync with the Town's Master Plan.

The charrette process first looks at what are the challenges. Examples revitalize town center, safety, traffic, walkability, economic opportunities Plan NH does NOT look at specific buildings by themselves, but can make recommendations within a larger context.

What is a charrette? Brainstorming session, Plan NH volunteers are made up of architects, landscape architects, engineers, planners, contractors, historic preservationists, and more. The Plan NH team will

look at your target area, listen to your citizens and your town leaders, then develop recommendations. The next step that Plan NH does is a time of discovery. This looks at who you are, what are your values, why is this important to you, what changes are going on that are affecting the community, what do you want for yourselves for the future, and how can this project support that.

The charrette process is a 2-day process. It usually starts on a Friday and continues into Saturday. The Plan NH membership will listen to the citizens and leaders of the community. The recommendations that the Plan NH professionals make are based on all the input that they collect from citizens, leaders and Plan NH professional expertise.

Ms. LeBlanc went over the application. In doing an application the project will be clarified. There should be a team made up of representatives from the Select Board, Planning Board, Conservation Commission, Board of Adjustments, North Country Council, and other large stake holders. There must be letters of support from the boards listed above supporting the Plan NH process. The project should support the vision statement of the Master Plan. The entire process will take between twelve to eighteen months.

Ms. LeBlanc showed more pictures of different project that Plan NH has done over the years.

The actual charrette process was explained. Day one would be a walk or bus through of the project area. Meet with the town leaders and business owners in the first part of the day. Later in the day would be for the public meeting. Usually groups of 10 would meet with one of the Plan NH team. These meetings are to have a dialogue to gather insight from the public.

On the second day the Plan NH team would deliberate the information that had been gathered on day one. This meeting is open to the public for observation. There would be a point person that would take input from the public and give it to the group while in deliberation. The team would brainstorm, perhaps look at the project again. There would be a power point presentation put together for presentation to the community later in the day with the recommendations of the Plan NH team.

It is possible that Plan NH presents several options. It is possible to start small and work toward the final recommendations.

It was asked if there are any grants to help fund this project. Ms. LeBlanc said that Plan NH doesn't have anything. North Country Council may be a source or the Tillotson Foundation. An application could be held 90-days to give time to find funding.

The ideas that have been presented are very good, we need to think big. It was consensus with the group present that moving forward would be a good idea.

It was asked how the Master Plan gets changed, what is the process. The current survey is limited as to the information that may be provided.

Debbie Dubois stated that the public needs to be pulled in. There needs to be more involvement.

Tom said that he feels the Board should move forward with the application. Cindy said that a committee is needed. It was discussed as to how to come up with a well rounded committee.

NCC is doing the survey phase I that is focused on the building.

Kevin explained what the Planning Board has done and what they are looking into for updating the Master Plan. They will be reaching out to NCC.

Cindy went over the time frame for the surveys.

Tom made a motion to submit an application to Plan NH . Cindy seconded the motion. The selection of a committee was discussed. What is the project area. The chair called for a vote. The motion carries unanimously.

After a lengthy discussion the Board agreed the project area would be from the Historical Society to the North Road turn to the school property making a triangle.

Cindy will reach out to the Planning Board, Conservation Commission, Board of Adjustments, and NCC looking for representation to serve on the committee. The committee needs to be willing to make a 12 to 18 month commitment to this project. Also stakeholders need to be on this committee.

This will get the process started.

Linda Cushman reported that the preliminary tax rate has been received from NH DRA. The rate as presented is \$21.06, this is a 41-cent increase over last year's rate.

It was asked if any surplus could be used to lower the rate. Linda stated that due to the unexpected expenses especially the equipment repairs in the Highway Department it may be better to leave the surplus untouched at this time. It was asked what happens if the Board did not approve the rate now. Any changes that are recommended would have to go back to DRA for approval. The big problem is time. The TAN, county taxes and payments to the Town trust funds need to be made before the end of the year.

Kevin made a motion to approve the 2018 tax rate of \$21.06. Tom seconded the motion. Motion carries.

Linda reported that it had come to her attention that where there is an underground fuel tank at the school there needs to be a certified AB Operator. Kevin said that Chris Milligan had mentioned that he is certified. Linda was asked to verify this with Chris.

It was suggested that the pellet burner at the school be cleaned. Linda was asked to contact New Day Energy to schedule a cleaning, and inquire if there is anything that the Board should do prior to the cleaning.

Cindy said that there should be someone do a once a week walk through of the school building and get up on the roof. It would behoove the Board to have someone who knows the building.

Cindy recommends that John Silver, Jr. be hired to do the walk through at the school creating a log of everything he will be inspecting. This would entail between 2 to 3 hours a week. Tom states he believes this would be a good idea as John was a former WMRSD employee for eight years. It was asked what would the pay be. The same as what is being paid to the grounds person now, \$10.00 per hour. A detailed job description will be created. The Board approved the recommendation.

Cindy stated that John(Jr.) would also bush hog the leach field as it has not been done yet.

There was a discussion regarding the shoveling of the walks at the school. It was determined that it would be best to keep all doors cleaned out. Linda was asked to check with Bruce Hartford to see if he would be able to keep the walks and doors at the school shoveled.

Kevin said that Zizza Lock should be contacted to repair the push bar on the door at the school. Linda was asked to contact Zizza Lock.

It was decided that all departments should have their budget request in for the week of November 19<sup>th</sup>.

The Chair stated the remainder of the agenda will be brought back to the Board for next weeks meeting as old business.

There was a brief discussion of the possibility of having Town Meeting at the school. Linda questioned the parking. Is it safe to be parking along the highway. It was stated that handicap access would be better at the school. There will be a comparison made and decision made at a later date.

The next meeting will be November 5, 2018 at 7:00 pm.

Tom made a motion to adjourn the meeting. Kevin seconded the motion. Motion carries.

The meeting adjourned at 10:07 pm.

Respectfully submitted,