

TOWN OF JEFFERSON  
SELECT BOARD MEETING MINUTES  
November 4, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday, November 4, 2019, at 7:00 p.m.

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

OTHERS PRESENT: Kathi Marshall, Assistant to the Selectmen

Members of the board signed warrants for payroll and accounts payable. Invoices were approved for payment November 11, 2019.

**Meeting Minutes Approval:** Tom had a question regarding the minutes, wanting to know how the tax rate was calculated. Kathi said she is not yet involved with the tax issues, that Linda had come in to the office to work on that. Tom asked if Kathi had heard anything about the New Hampshire budget that was recently passed because there was to be money allocated to towns throughout the state to help with education. Kathi said she had not received information at that time.

Tom moved to accept the Select Board public meeting minutes for October 28, 2019, as recorded, and Kevin seconded the motion. The motion carried.

Tom led the Pledge of Allegiance.

**Report of Departments and/or Boards**

**Highway:** Mark was not present, but he had given updates to Kathi to pass on to the board. The grader is still being worked on, but should be ready Tuesday or Wednesday. After the high winds on Friday Mark said there were some downed trees on Whipple Road which they had to remove, but other than that, the tree situation wasn't that bad. Mark also informed the board that the new town truck was coming Tuesday.

**Business:** Kathi informed the board she is now settled in with regard to daily office work and weekly procedures. She has redesigned a couple of office forms, is now comfortable with tax cards and the large property maps and has been showing people how to go about locating particular properties. She had an opportunity to learn about "yield taxes" and the Emergency Operations Plan that was being wrapped up when she first took the job. She's feeling more comfortable about locating sources to obtain the information she needs. Whenever she has spare time she is thinning out the files in the office, and putting old paperwork into storage.

**Public Business: None**

**Unfinished Business**

**Israel River Campground/Larcomb Road:** At the previous meeting it was decided that Tom should be the one to meet with Shane Csiki (the fluvial geomorphologist), since Kevin and Cindy could not get away during the day. Mark Dubois would join them as well. Kathi said she would confirm that Mark would be available and then contact Shane to see when a meeting would be most convenient for him.

**Town Hall Rental Agreement:** At the previous meeting Kevin and Cindy agreed we should begin

using the new agreement with regard to renting the hall. Kathi said she had a few questions regarding its implementation. The instructions specify that if someone wishes to rent the hall the cost will be \$100, with \$75 being refunded if the hall is left in good condition. The renter must provide a certificate of liability that names the town of Jefferson as an additional insured in the amount of \$1,000,000 for that one day. That includes kids' parties, adult meetings, etc. Tom said it was a measure meant to protect the town. Townspeople should not be responsible to pay for mishaps that may occur to people who rent the hall.

The agreement also stipulates that renters must remove garbage, clean bathrooms, and sweep or mop the floor. A walk-through will be done before the renter's deposit (\$75) is returned to them. Kevin asked Kathi if she was okay doing the walk-through, and she said she was. Kathi wanted to know how she would return the \$75 to the renter. If they had originally written a check for \$100, she would have to draw up a check, have the Treasurer sign it, have the board approve it, etc. Kevin suggested we ask for two checks--\$25 and \$75. If everything is okay following the event we simply return the \$75 check. Kevin asked Kathi to check with the lawyer to see if the insurance certificate of liability was mandatory. Tom said it would help to know how an individual obtains a certificate and what the price might be. He suggested we table the topic until the next meeting when all members were present.

**Compactor Container for Transfer Station:** Since the compactor container from Littleton was sold, Kevin said the transfer station was going to need a new one at some point. He suggested that Kathi see if we needed to set up an appointment for Mark to go down and weld the old one. Bruce Dingman, the Beattie driver who picks up our waste from the transfer station said he is getting concerned about the container. He thinks one of these days it is going to give way when he goes to load it onto his truck. Kevin asked Kathi to see if she could do some research regarding the cost of a new container.

**Krista Lussier Cremation:** Kathi said she received an e-mail from Ross Funeral Home asking us to help pay for the cremation of Krista Lussier. Kathi said in June we paid Bailey Funeral Home \$750 to help with the costs of someone's cremation. Ross Funeral Home said in their e-mail that most towns give \$750 to help in these instances. Tom asked if we do this all the time. He wondered if the deceased had family members or relatives. Kathi said she did not believe family members were liable for a sibling's funeral costs. Kevin remembered the case with Bailey Funeral Home and said the person had absolutely no family. Tom suggested we contact Ross Funeral Home and find out a little more about what the status is of family members. Kathi said she has worked with Ross Funeral Home many times in the past and would call them to gather more background on the situation.

**Library Trustees:** Kathi presented a letter to the Select Board from the Library Trustees requesting the last installment of their 2019 budget in the amount of \$505.00. Kevin said it would be fine to prepare a check in that amount for them.

**Spectrum:** Kathi mentioned Tom had requested to keep Spectrum on the agenda for future meetings. Kathi asked if board members noticed Spectrum has advertised in full-color inserts in weekly papers that they will give you internet service for \$44.95 a month. She wondered if they would actually make service available to Jefferson. Kathi also asked if Tom would like her to try once again to contact the negotiator for Spectrum to see if we could set up an appointment. Tom said we should try him again. Kathi said she would call him and e-mail as well.

**New Business:** (None)

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

**Public Input:** (None)

**Any Other Business:** (None)

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

**The next meeting will be November 11, 2019.**

The meeting adjourned at 8:00 pm.

Respectfully submitted,