

**TOWN OF JEFFERSON
SELECT BOARD
November 21, 2018**

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the School Wednesday November 21, 2018 at 4:30 pm

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

OTHERS PRESENT: Linda Cushman, Assistant to Selectmen; Liz Milligan, Library Trustee; John Silver, Jr.

Cindy Silver opened the regular Select Board meeting at 4:36 pm. The Highway and Transfer Station report was reviewed.

The warrants were signed for the payroll and accounts payable.

Invoices were approved for payment November 26, 2018.

The Chair led the Pledge of Allegiance.

Tom Brady made a motion to approve the minutes of the November 12, 2018 Select Board meeting. Kevin Meehan seconded the motion. Motion carries.

Abatement for the 2017 property taxes were signed for Tim Corey and Pat Tolman. An abatement for Robert Marier was also signed for the 2018 taxes. As of April 1 there was no building on Mr. Marier's lot.

No public input

Cindy asked that each individual be listed under "report of Departments and Boards."

Report of Departments and Boards:

Liz Milligan, Library Trustee was in to present the Library budget for 2019.

First, Liz said that the Fire Chief had asked her to present his budget for the Fire Department and Cemetery. If there are any questions Liz said that the Board would have to contact Chris. Also, the EMS budget would remain the same as the 2018 budget.

Liz handed out the purposed budget for the Library. The wages has stayed the same, mileage has increased as Liz and Joy do one trip each out of the area. If the Board gives raises to other Town employees then the wages would increase accordingly. The Trustees have increased the electric to cover the increase in electric rates, fuel expense has been kept the same. The Trustee allowance has increased. The phone expense has stayed the same, however there is no long distance for the Library, only local calling area. The Librarian has to use her personal cell phone to call out of the area. Liz said that a few years ago that long distance service was discontinued on some Town phones. Some of those

phones had long distance restored, but not the library. Linda Cushman stated that she was not aware of any change in the phone service. It bills out as used. She will check to make sure this is the case.

Liz said that in the hand out is a break down of the Trustee estimated budget. Items in red show increases all other items either stay the same or decrease. The Trustees plan to increase the number of books purchased each year also the cost of the books increase as well. The software fee went up as did the Post office box rent. Periodicals will decrease as they will no longer purchase the National Geographic and one other. There is a line item for laminating film. This item has not been replaced three or four years. Not just the Library uses this. The fee also includes the installation of the film. Joy is looking to see if it can be purchased elsewhere for less. The only issue with purchasing elsewhere is that if there is any problem installing the film and something happens to the machine there is no guarantee.

The Friends of the Library have donated \$760 to the Library for the purchase of i Pods and a presentation on Civil War Quilting.

The last item in the presentation is a statement from the Trustees that they stand behind the Select Board and the Community as to the future of the Library.

Liz said that once the Board has a chance to review the presentation she and or the Trustees would be glad to come back to the Board to answer any questions.

Tom asked if something was left out as the numbers don't seem to add up. Liz said that she had rounded a couple of the numbers. Linda asked if the Trustee allowance was correct at \$6505. Yes, it actually was \$6605 and the Trustees decreased it. Kevin and Tom said that there is a difference of about \$150. Liz said that may have left out the mileage increase of \$115.

Tom asked how the overage of the Trustee Allowance was covered. Liz said that in October the Trustees shifted money from different expense items to cover the increase for the Trustee Allowance. The bottom line of the budget did not change.

Review quarterly budget review. Cindy said that she had asked about the miscellaneous items, she thought that we had done away with them. Linda said that when the figures are ready for the Town report they will be all broken out. Some of the miscellaneous are only one time items. Cindy asked about the wages that are paid for coverage at Santa's Village, is that reimbursed. Linda said that the wages are reimbursed by Santa's Village and that would show up as an income.

Linda explained that under the Highway Budget there appears to be an overage, however roughly \$29,000 that is actually covered by the additional Highway Block grant that was received last year. Linda said that she knows that it isn't be shown on the budget correctly, however she is not sure how it should be entered. Linda said that she would contact the auditor regarding this for direction.

Cindy asked how to get a Transfer Station sticker. Linda said that she and Polly both have the Transfer Station stickers. The cost is \$1.00 each.

Tom said that someone had disposed tires in the parking lot across from Six Gun City. There are about 30. They are car tires and 1 tractor tire. Linda asked if there were any rims. No rims. It was decided that the best way to dispose of the tires were to take them to the Transfer Station.

Cindy stated that the Board wanted to talk with John Silver, Jr. regarding the pellet burner. John said

that he is willing to donate his time to do the first cleaning of the pellet burner. Jerry Lapine is also willing to help John and donate his time as well for the first cleaning. It would take about four hours to do. Jerry Desotello said that if it was an emergency he would come and help out, but did not want to be on 24-hour stand by as he was for the school. Abbott out of Whitefield doesn't want to do it, Tim Challinor won't clean it either, he has never done it.

The company that installed the burner sent a gentleman over and trained John and the other maintenance personnel working for the school at the time of installation.

John said that there is a brand new top that should be put on as the one that is on there is cracked. The vacuum cleaner that was used to clean the burner was taken by the school. The cost of a new one is about \$300. It was not known if the brushes that were used on the burner are still there or not. Kevin said that there are some brushes there, but not sure if they are the correct ones.

John said that he does not know how would be available to do any major repair should it be needed. The school used to have Sieman on stand by. New Day Energy said the only thing they have done is replace the blower.

In the kindergartner room there is a lever that kept sticking. The heat can be regulated by a computer. Kevin asked how was the computer access done, by a computer at the school or remotely? John said that Mr. Vashaw did all that. He did know that it could be accessed at Mr. Vashaw's home. Kevin said that we need to figure this out. Jeremy Noyes is the computer tech for the school. Bill is the person that should be able to tell you this. Is there a manual override. Yes.

There is a roof drain outside. All the drains meet under the kitchen then go outside in one line. It is down in the soccer field that should be covered. Some pine bows will be enough, you just need to keep the draft out of the line so it won't freeze.

Tom asked when the pellet burner could be cleaned. John said that is up to the Board, whenever they give the go ahead. Linda asked if there are any pellets in the hopper. John said that he hasn't checked that yet. Kevin said that when the Board did the walk through Kyle mentioned that you could get pellets elsewhere but the quality wasn't there. Some of the other pellets have a lot more sawdust and it plugs up.

If a vacuum is needed it could be purchased from Smithfield in Twin Mountain. Yes the Town does have an account there. The Board and John went to check out the boiler room.

The Board and John finished the inspection of the boiler room.

Tom said that he has had a lot of questions regarding Spectrum. Julia Gilmore is upset because there is no service on the Ingerson Road. Tom said that he told Ms. Gilmore to come to a meeting and voice her concerns to the Board. Tom said that Ms. Gilmore had sent him a lot of information and he will forward it to the rest of the Board.

The Board told John to go ahead and schedule the cleaning of the burner. If a vacuum is needed he will contact the office. Linda asked what about pellets, do we need to purchase some now. There was a discussion on how the heating system was set up.

Cindy asked Kevin if he would contact Norman Brown to find out the name of the company that services his pellet boiler. Linda said that company is New Day Energy. Norman gave us the name.

Cindy said that she had gotten an email regarding equipment in the Towns right of way on the Chambers Road. Linda said that Mark had not said anything about equipment being in his way. Linda was asked to check with Mark.

Old Business:

Linda said that she had placed a call to Mr. French and has not heard back from him yet.

Cindy said that she has not read all the job descriptions. She said that they are great and thanked Linda.

Cindy said that she would like to add under the Selectman's Assistant that she would like to have working with the web site added, the time spent on the web site. It should be also added that for a succession plan the person that could or would fill in this position. Charlene Wheeler has assisted in the past. On other positions there is something like a deputy. Cindy said that she would love to see the Assistant to the Select Board at Town Meetings sit up at our table as part of the Board and to take notes. Cindy said this is all up for discussion. Tom said that he thought it would be nice.

Cindy said that she needs more time to go over the rest of the job descriptions. Kevin said that he had not read all of them yet himself.

Cindy said that she had discussed with the Town Clerk(Polly) about changing the Town Clerk position to a salary position instead of fees. The salary would be an average of fees collected over the last few years. Polly said that she prefers to stay on a fees basis.

Cindy said that she asked Polly to submit a copy of her deposit to the treasurer with her weekly fee request. Cindy said that she explained that we need a better paper trail.

Kevin said that he reached out and found out that a lot of the Town Clerks are paid fees instead of salaries.

The next meeting will be November 26, 2018 at 7:00 pm.

Tom said that he would not be available for the meeting on the 26th. He does not believe he will be back in time. Cindy said that as we are starting to talk a lot about the building and other important items that she would like his attendance. Tom said that he would like to be included. It was determined that the meeting would be rescheduled for November 28, 2018 at 7:00. The meeting will be at the Office.

No public input.

No non public.

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

The meeting adjourned at 6:40 pm.

Respectfully submitted,