

TOWN OF JEFFERSON
SELECT BOARD
December 4, 2017

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Selectmen Office Monday, December 4, 2017 at 7:00 pm

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

OTHERS PRESENT: Linda Cushman, Assistant to Selectmen; Terri Larcomb, Treasurer; Liz Milligan, Library Trustee

Tom Brady opened the regular meeting at 7:05 pm. The Highway and Transfer Station report was reviewed. The Treasurer was in to sign checks and pickup signed warrants

Cindy Silver made a motion to accept the minutes of the November 27, 2017 Select Board meeting as written. Kevin Meehan seconded the motion. The motion carries.

The accounts payable and payroll warrants were signed.

The invoices were reviewed and approved for payment December 11, 2017.

Liz Milligan presented the Board with the current budget and requested 2018 budget comparison. She explained that the fuel figures was an average of the last two year figure and the same with the electric and phone.

Kevin stated that in the past the Trustee had paid addition hours for outside work done by the Librarian out of the Trustee Allowance. Liz said that the increase in the Trustee Allowance would not be used for salary. With the Cliff Grant no longer being available that a lot of the increase would be to purchase books. The Trustees are trying to keep a good selection of books on hand. The Librarian tries to get as many books as possible from the State Library under the borrow program.

Liz stated that the Librarian has to be paid for time spent attending functions when requested to by the Trustees by law. Linda said that she is paid for time spent at functions. Liz and Linda were asked to verify this information. Liz stated that the outside work that the Librarian does is fund raising for the Library, such as the book sale and the chocolate tasting.

It was asked what the additional administration hours were used for. The hours are spent cataloging books, logging in orders and notifying borrows, preparing the monthly calendar, answer mail as well as doing computer work.

In the past Leslie Seppala has purchased items used for the science program she does at the Library. Items are getting expenses for her to continue purchasing out of her pocket. Liz said that the Library did have some kits, however they are old and some are broken with use. A snap kit cost about \$100.

It was asked what happens with the balance in the checking account at the end of the year that the Trustees hold? Liz said that she was not sure, but would get that information for the Board.

The Trustees are in hopes of purchasing perhaps a notepad and/or laptop to have for training. There have been request from patrons who want to learn how to use these kinds of electronics.

The Board stated that they would review the information provided and if anymore question would get back to her.

Liz provided the Board with a chart of library statistics. The Board asked for an updated chart to date and to clarify the "individuals visits", is this actual bodies into the library?

Cindy made a motion to authorize the Chair to sign the application and membership agreement for HealthTrust and that"Jefferson shall participate as a Member in the HealthTrust pooled risk management program for the provision of group medical and /or other benefit plans in accordance with the "application and Membership Agreement" and NH RSA 5-B and that Thomas Brady, Chair is hereby authorized and directed to execute and deliver to HealthTrust on behalf of Town of Jefferson , the "Application and Membership Agreement" in substantially the form presented to the meeting. Kevin seconded the motion. The motion carries.

Cindy made a motion accept the Retiree billing Administration Services Agreement and Cobra Administration Service Agreement and authorize the Chair to sign. Kevin seconded the motion. The motion carries. There are no retirees or Cobra participants at this time. There is no additional cost for these services.

The next meeting will be December 11, 2017 at 7:00 pm.

An abatement for Dorothy Loisel was approved and signed. There was an error in inputting the data on the camper.

The Chair stated that he did not believe that George Brady had been billed for the camper he had in the campground. The Chair stated that the camper was in the campground April 1, and should have been billed. Linda will check into this.

The Chair asked if a letter had been sent to the property owner at 449 Ingerson Road, regarding the need of a building permit. Yes, a letter was sent and there has been no response as of today.

There was a brief discussion regarding Select Board salaries. Jefferson does compare with area towns.

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

The meeting adjourned at 8:45 pm.

Respectfully submitted,