

TOWN OF JEFFERSON  
SELECT BOARD MEETING MINUTES  
December 9, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday, December 9, 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 Select Board; Mark Dubois, Chris Milligan and Jeff Young were also present.

Members of the board signed warrants for payroll and accounts payable. Invoices were approved for payment December 16, 2019. Board members also signed four notices of Intent to Cut; one for Lloyd Ingerson and three for Arthur & Earl Brooks.

**Meeting Minutes Approval:** Kevin moved to accept the Select Board public meeting minutes for December 2, 2019, as recorded. Cindy seconded the motion, and the motion carried.

**Report of Departments and/or Boards**

**Highway:** Mark said everything is going well. He said the decals for the truck should be put on this week. He and Mike have been trying to rebuild the sander on the little truck. When we get hit with big storms Mark says you really notice the truck is old. They try to use it in the afternoons, because it can't go 50-60 hours a week. He did say it's a good spare truck. Cindy asked how many miles it had on it, and Mark said about 80,000, but they're hard miles. It's also got 8,000 hours on it. Kevin said he notices the little truck is not capable enough to push the snow back as far as the big truck can.

Kevin asked Mark if he might have a chance to run down to the transfer station to look at the compactor container. He said the bottom is starting to get soft again, and the town is looking at perhaps getting a replacement. Mark said he patched it up last fall, but he was certain we could get through another year with it.

Kathi mentioned the committee arranging the Christmas Fair wanted to know if the parking lot would be sanded Saturday if there is freezing rain. Mark said they would take care of it if the weather is bad or the parking lot needs to be cleared.

**Business:** Kathi said most of the things she had to share were things she followed up on from last week's meeting, and she would go over them as the meeting progressed.

**New Business**

**Fire Department Budget:** Chris Milligan brought the proposed budget for the Fire Department and the cemeteries. With regard to the cemetery budget, he mentioned he would like to go to Hillside Cemetery and begin doing foundation work. He said if the maintenance account could afford it, he hoped to procure around \$5,000 so he could use half for foundation work and the other half for cleaning the stones. Also just outside the gate there is a strip along the fence that has a lot of overhanging trees and limbs that need to be trimmed back and removed. He would also like to fertilize areas of the cemeteries, but it's best to put down fertilizer in the fall.

With regard to the Fire Department three members have been able to take classes that Week's Hospital offers, and that has helped since they don't have to find a recertification class somewhere. He said he

does have one person in town who is interested in taking the EMT class, and that would be \$1,200.00. Chris said if someone takes the class, they pay for it. If they pass, the department will pay them half the cost. Over a period of time they will get back the entire amount.

Chris presented the proposed payroll for 2020 and mentioned it needed to go up. While calls were lower this year, the amount of time spent on site for an incident was longer. He didn't want to drop money from the training category because each year one or more of the department employees choose to take a course or two. He said the work done in the "building inspection" category should be a separate entity, as opposed to being a part of payroll explicitly. More and more time is needed to inspect some of these proposed airbnbs, new buildings, renovated buildings, etc. He said there needs to be some kind of compromise between the established pay scale for firefighters and the building inspection aspect of the department's work.

Chris mentioned the furnace that was repaired in the station a while back. He said he would not have put that kind of money into it. It was an expense ultimately taken out of his operating budget, and he had not been anticipating that. He said there was supposed to be a quote for a new furnace, and Kevin said there is a quote on file in the office from Crawford Plumbing & Heating. Kevin said we put it aside until the budget was being done to check the feasibility of including it. Chris also mentioned that Capital Alarm is working up an estimate for the fire department to install a fire/smoke detector in the station. It would basically protect a million-dollar building. Chris added that to replace the trucks and equipment, it would probably be between 1.5- and 2-million dollars. The alarm system would be a really good safeguard.

Chris said he has looked at some battery-operated extrication tools. They are compact, easy storage, and we won't need hydraulic lines, hoses, etc. They appear to be the best tools on the market. The price is \$22,000. The Firemen's Association would be willing to pay for half of this. Chris said he believes there is some money in an account that had been set aside for equipment or tools. Kevin said there is approximately \$13,000 left in that account. Chris asked if the board would be agreeable to this purchase, and Kevin said he would. That's the reason the account was created.

### **Unfinished Business**

**ADG:** Kathi asked if she could have Stuart's most recent report on the school project, with projected cost information--including tax impact on the town--put onto the website. Kevin said it was fine, all of that was public information.

**Old Corner Store:** Kathi drafted a letter to DES to make a formal request for them to look into the water run-off behind the store. Tom had asked for this at the previous meeting. She presented the letter to Cindy and Kevin, and they both suggested she add the fact that the water runs over a section of the town sidewalk. Kathi said she mentioned the water freezing on the sidewalk because it was a hazard for citizens walking on it. Kevin said beside the freezing aspect, it has a greasy consistency and is slick, even in the summer. Kathi said she would add the changes and would bring the letter to the next meeting so Tom would be able to review it as well.

**Website:** Kathi said she wasn't sure if the board wanted to discuss the possibility of a new website at that meeting or if she should put it on the agenda for a later date. She did do some research and thought the government websites seemed very tedious to set up—they estimate 16-25 weeks to design and prepare to launch. She checked out some other website design companies, and there are those that would allow us to make changes as needed, to add pages for special events, and not have to rely on the web designer to do it for us—especially at a cost each time. Kathi will call for more details, but she also researched websites that would allow us to design and create on our own, without another

company in the middle. She said she would get more information so we can discuss it at a future meeting.

**Absentee Ballots:** There have been many requests for absentee ballots for Town Meeting in March. Residents who are away during the winter have said they want to be able to vote on the school issue. Kevin said the way our town government is set up, it specifically states that people must be present at town meeting in order to vote, so absentee ballots will not be available to them.

**Family Wize Health & Wellness:** This company has asked the town to allow them to send us their prescription cards that offer discounts on prescriptions for anyone. There is no cost to the town or the card carrier. They simply want the town to give them out or offer them in the town office so folks can receive discounts on their drug medications. Kevin checked out the company online, and they are affiliated with United Way. He also verified their discount cards are good at Walmart, Walgreens, Rite Aid, and CVS. The board said it would be fine to have the cards on hand in the town office.

**Community Power:** Emily Mann is a representative from Community Power and would like to come before the board to discuss information about Community Power and their Municipal Power Services. Board members agreed it would not hurt to hear what she has to say, and Kathi said she would call her to schedule her on the agenda.

**SAM:** Kathi asked the board if they were familiar with "SAM." She said she is inundated with e-mail from them and every e-mail is marked "SPAM." Yet the e-mail states you cannot do any government business without a "DUNS" number and a "CAGE" number. Cindy said one of John's plow accounts is a government entity, and he has to have a DUNS number. Kathi said it was hard to believe that any town governing body had to have this special number in order to do business with Concord, their own state capital. Kevin said it was interesting the person who sent the e-mail did not have a ".gov" e-mail address. In addition to that, this business appears to be located in Florida. Cindy pointed out the e-mail also states if you don't want to continue receiving mail from them you can "unsubscribe." Members agreed it did not sound necessary, but told Kathi to file it just in case.

**Laredo:** Kathi also mentioned an invoice she keeps receiving that lists the number of minutes the town is using "Laredo," but there is never a charge on the invoice. She wasn't sure what Laredo did. Cindy located a phone number, and Kathi said she would call and find out what Laredo is offering the town.

**Cemetery:** Someone came into the office to ask about cemetery plots in the town cemetery at Kilkenny. When Kathi checked on the information she was surprised to learn that the plots come in pairs. She asked what the town does when a single person comes in and wants a grave site and she learned they have to purchase the double. Kathi thought a single person should be allowed to purchase a single gravesite. She asked the board if the subject of the cemetery could be put on the agenda at some point in the future. Cindy and Kevin agreed it could go on the agenda later in the winter or early spring.

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

**Public Input:** Jeff Young announced there was a Planning Board Meeting Tuesday evening. They are hoping for a quorum so they can move on with their plans and decisions.

### **Any Other Business**

**Athletic Association:** Cindy said the Athletic Association would like to purchase an E-Z Rink 35 x 60 foot skating rink that has a lifetime warranty. It is all plastic, and will go up much faster than the way

they have set up the rink previously. Pressure-treated wood is a part of the kit so there is no wood that will soak up water and deteriorate as in the past. The total price is \$3,600. Since the town already has a liner, E-Z Rink will deduct the liner off the price, give us 10% percent off, and include free shipping. It would end up being about \$2,900. Cindy said there is currently \$5,800 in the athletic trust fund, and they would like to tap into that. The team will get the rink up, but as they mentioned last week, they are a little behind schedule. Cindy said they may want to table this topic until next week when Tom is present, and Kevin agreed.

Cindy also mentioned there were two things the board needed to revisit. One is the town office cleaning. Then she mentioned John wanted the board to know there were 34 inches of fuel in the tank (1,947 gallons) at the school. The expansion tank is here and will be installed this week.

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

**The next meeting will be Monday, December 16, 2019.**

The meeting adjourned at 9:45 p.m.

Respectfully submitted,