

**TOWN OF JEFFERSON
SELECT BOARD
December 17, 2018**

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday December 17, 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; Danica Melone, NCC; Tom & Pauline Armstrong; Julia Gilmore, Adam Bartley; Rosemary Jacob; John Silver, Jr., Maintenance; Norman Brown, Police Officer

Cindy Silver opened the regular Select Board meeting at 7:00 pm. The Highway and Transfer Station report was reviewed.

The Chair led the Pledge of Allegiance.

The warrants were signed for the payroll and accounts payable.

North Country Council – Preliminary Survey Results

Danica Melone of NCC was in to present the preliminary survey results. She stated that they were pretty surprised with the amount of surveys that have been returned. Usually for towns like this 10 to 15 percent of returns is common. So getting 51 percent back is very significant and gives you a good cross section of who you surveyed.

Ms. Melone reviewed the results of each question(**see attached**). Question 3 was pretty interesting with significant data. Preschool age programs, youth recreational programs and school age programs(K-12) the results were “not at all likely.” However, if your looking for activities for seniors educational/informational classes for adults were high, as were social or fundraising events so this is a 50/50 split. The result show that it would be unlikely that the facility would be used for any youth activities.

Question 4 this was a brake down the middle, a lot of people said neutral. Ms. Melone said that she takes that as people did not understand what the question means and need more information. Included in this questions are some of the write-in remarks that people made, which show that people did not know what the question means.

Question 6 shows that most people are open to multi-use of the facility. You will see this in the responses in question 8.

Question 7 overwhelming feed back that the property should not be sold. You will see in the responses in question 8 that people reiterate this.

Question 8 there were 142 responses. NCC put together a word bubble. We took all 142 responses For instance if someone said that they did not want the building used for town offices but wanted the library there, only the word library was used in the bubble. Feasibility and cost are even better

reflected here. A lot of the responses are saying that they can't make an informed decision without a feasibility study or at least a cost analysis. People are having a hard time coming to a decision without some sort of feasibility or understanding what the options were and how it would effect taxes.

Question 9, 81 percent of the responses are above neutral, agree or strongly agree. They likely would be in favor basically they are not in disagreeing with that idea.

Ms. Melone said that with a 51 percent is a strong feedback. Ms. Melone stated that NCC was very surprised to see such a high number of responses. Cindy said that is great to hear. In other towns of the same size 23 percent returns were considered great. Cindy asked how big was that town. A town of about 2000, a little bigger than Jefferson. With the number of responses Jefferson got it would suggest that people are interested in what is going on.

Cindy asked if anyone had any question of Ms. Melone.

Tom Brady said that he thinks that the response is excellent. He would thank NCC very much for the way the report was produced, it is awesome. It is really nice. Cindy stated that the visuals were great having bar charts and graphs.

Tom said that when putting the survey together he had questioned the verbiage on the question that generated so much neutral response.(question 4). He said he thought that question was a little misleading as he mentioned at one of the meetings previously. People are going to be confused by whether or not this means lease the building or keep it. Ms. Melone said that this is reflected in the packet of responses. Yes it did cause a little bit of confusion.

Tom stated that this definitely gives us going forward a definite direction of what everyone is thinking. That is what is great about having 51 percent of responses it is a good cross section of the people. Tom said that you have a majority of the voters respond. That's fantastic. Cindy asked if NCC actual had any phone call regarding the survey. Ms. Melone said that they received one email and two phone calls. They were very brief.

Ms. Melone just wanted to mention that Michelle Grey has made an amendment to the original contract. She said that if there were any questions she would try to explain the best she could. Cindy said that the Board will review this and get back to NCC if they have any questions.

The next step would be to do something like a community quorum if you wanted. This could be at a Board meeting, Planning Board meeting or a meeting of its own. Whatever the Board thinks would be best. This would be a January time frame. Ms. Melone said that you could even look at February if that would be easier. That would be really the last step. The marketing materials to try and get people to come to the gathering.

Tom said and seeing that we had such a great response with the surveys at 51 percent he thinks this really ties in with what had been talked about the social media and everything else trying to keep going. This shows that everybody is very interested in the future of that property.

The Chair thanked Ms. Melone, saying this is great. The Board will be in touch.

Julia Gilmore and her son Adam Bartley were in to discuss the lack of fiber optic internet service in Jefferson specifically on the Ingerson Road. Ms. Gilmore presented the Board a letter that she had

written regarding her concerns(copy attached.)

Ms. Gilmore stated that she sees the issue as lack of connectivity in Jefferson. Ms. Gilmore has broken down the letter as to what the problem is, how it is affecting her personally, how it is affecting the Town and what they have found that could be the solution to the issue.

Ms. Gilmore said that they believe that fiber optics should be installed in the entire Town of Jefferson. Broad band and cable internet are pretty much becoming a thing of the past and considered an interim measure at this time. She believes that it is essential at this stage of the game to bring their concerns to the Town as it is their understanding that the cable and internet agreement is up for renewal soon. She understands that when the cable agreement was initially negotiated fourteen or fifteen years ago they would establish service along the main roads. This is no longer acceptable the internet was not an essential tool then as it is now. We believe that all residents and businesses on town maintained road should have the same level of internet access not setting up a situation of haves and have nots of what is now all most a public utility.

Ms. Gilmore states that as for how the lack of service has effected her personally. She and her son moved to their home they built on the Ingerson Road in August. We have had no internet and are told that we can not get internet on the Ingerson Road for starters. Ms. Gilmore states that she is a self-employed business owner and the lack of internet at my place of business which is my home has seriously impacted my business. It has impacted the ability to stay in contact with my son at the university and my elderly father in Florida. It has a snowball effect, it is an essential form of communication. It is embarrassing to be sourcing out public places for internet connections. These connections are not secure so I can not do my banking. I have to camp out at my sisters in Milan. It is hugely inconvenient and time consuming. This is how it has effected Ms. Gilmore personally.

She believes that it goes even further in the effect it has on the Town of Jefferson. The lack of fiber optics effects the education of the students in Jefferson. All students in Jefferson should have the same level of connectivity. Many teachers today are requiring assignments to submitted online. Ms. Gilmore quoted from the NH Commissioner of Education “students access to high-speed connectivity is no longer an educational luxury.” This includes both in and out of school.

Ms. Gilmore thinks that the lack of fiber optics has limited current and future small businesses and business opportunities. She states “that the internet is no longer a luxury” giving an example of her having an propane generator installed at her property. The only way to activate the unit is by using WiFi. Ms Gilmore said that to an additional cost to her, she had to hire an electrician to activate the generator.

Ms. Gilmore has researched several possible solutions. One being to contact a privately owned internet service provider and a second being the town creates their own network. Ms. Gilmore gave several sources to check into. As for funding there may be grant money available from such places as the Tillotson Fund or perhaps New Hampshire Charitable Fund. Other sources of funding could be a combination of private and public monies. Also Ms. Gilmore said that Governor Sununu has signed a bill that allows municipalities to bond for publicly owned internet infrastructure.

Ms Gilmore stated that she was dismayed to learn that some residents in surrounding towns believe that Jefferson's reputation refuses to and has not progressed.

Adam Bartley, Ms. Gilmore's son states that he is living here now while going to university in Toronto where they now have 5G networks and in no time he believes this will move into rural areas. He gave

an example that today more people are listening to music online instead of purchasing CD's. TV and movies are being watched online via such sites as Netflix and Hulu.

As to how the lack of internet is personally effecting him, Mr. Bartley said that he is going to have to change some courses and choose some classes for the upcoming semester. He will not be able to do this from his home on the Ingerson Road without internet. As to go with what his mother had said earlier 95% of his assignments are online, or at least online submission. It is also hard for him to stay in touch with present employers and future employers and even just chatting with friends locally and abroad. Specifically Mr. Bartley said that he works part-time as a railroad conductor and is planning to transfer that to New Hampshire. Railway conductors receive very important information 24-hours in advance regarding the operation of the train they are scheduled to operate. This information is imperative. Without the information something could go wrong.

Just to wrap it up young people like myself are using the internet not just for luxury but for work. Mr. Bartley said that he feels that if young people look at this community they may not be inclined to move here due to the lack of internet service. He has heard that young people are moving out of northern NH, the lack of internet service could be one reason for that.

Cindy thanked Ms. Gilmore for the information that she has provided regarding her personal and business needs as well as the links to more information. Cindy stated that last week the Board had touched on looking at other options. Cindy said that the Board is in discussion mode. She thanked Ms. Gilmore and her son both for coming and sharing their thoughts and concerns. The Board appreciates that.

Cindy asked if any other Ingerson Road resident had anything else to add.

Rosemary Jacob said that she knows that if there were high-speed internet that the chances of her relatives and friends coming to visit would be much higher. Ms. Jacob said that she has internet however, it is very slow. It works for her but not her family and friends they work by the internet. The main advantage for her having high-speed internet would be her friends and family would come more often. Cindy asked what service Ms. Jacob had for internet now. She replied Consolidated Communication.

Pauline Armstrong said she lives at 439 Ingerson Road and would like to support Julia. Also Mrs. Armstrong said that she has a contact. UNH has a program the UNH Broadband Center of Excellence. It can be researched on the internet(if you have it). They have a map that is very interesting. This could be a good resource. Mrs. Armstrong asked if Route 2 was fiber optic. Kevin said he didn't believe so.

Kevin explained that Spectrum formerly Time Warner is the only provider in town at this time and it is their contract is coming up for renewal in 2019 that the Board is reviewing. They are the only ones in Town at this point. Letting Spectrum know that you are interested in looking at something else opens up a new opportunity.

It was stated that you might look at Randolph's contract as Randolph would not let the cable company in without providing the entire town service.

Kevin stated that the Board is very much aware of the internet problems in the Town and are looking at other options for this reason. At this point it has been hard to get other companies to even reply. The information that has been provided will help the Board their options.

It was asked if the Board knew how many households in Jefferson have connection to high-speed. Yes, Tom Brady asked that Ms. Gilmore be given a copy of the map that Spectrum had supplied the Town showing where they have provided service.

There was a discussion as to who Charter is and what is the connection with Spectrum. No one really had a clear picture of the connection. The Town receives its communications from Charter.

Tom stated that one of the requirements that he has read in the current contract is that Time Warner required 30 houses within a mile to get service. This does not correspond with our zoning ordinance. That's more houses than the ordinance allows for road frontage. It is an impossibility for Jefferson to meet this.

Tom said that before he goes any further he would like to request that Julia's comments be printed in their entirety. He also would like the Board to fashion a statement to be put on the web site in the "your opinion matters" section to get some input as to how everyone feels about the current status of internet in the Town. He would like to generate some discussion from around the Town. We have gotten good feedback on the school. Ms. Gilmore was asked if she would approve of having her comments included in the minutes as well as being included in the section on the web site. Ms. Gilmore said that she would be honored to have her comments included.

Tom said that he agreed with everything that Ms. Gilmore has said. It is really unfair and discriminates individuals as to where they live, especially children. You are not giving them a fair shake. If people living on one road can get a better education than someone else that is not fair at all. This should not be the case in this day and age.

Tom states that he has both satellite and Fairpoint because he tries to split it up. Within two weeks the way the satellite works he is being noticed that he has used all his data. The speed of Fairpoint is even slower than the satellite. During the summers Tom said that he works out of the campground office because they have Spectrum and the speed really flies.

Tom said that he was told about five years ago by a Time Warner employee that it would cost about \$7000. Tom asked why does all of Randolph have it. The employee's response was word for word was because you got screwed. I vowed then that I was going to run for Selectmen so that I would be there on this issue when it came up. That tells you my opinion. Tom said that something has to be done. It is unfair to everyone that does not have access. We can not have a system in Town where we have haves and have not. Tom said that anyone who lives on a road that does not have it should be screaming for property tax reduction. Ms. Gilmore stated that a business person Tom knows her frustrations. Tom said that doing quarterly and year end reports are almost impossible.

Cindy said that the Board hears all of the concerns and will take them very seriously and we are looking at a lot of different options. Cindy said that it is the time to be looking at a lot of different options. Tom said that one point that wasn't made is that the Town doesn't grow. Businesses need internet whether working out of their homes or not. The really important thing to say in all of this and it is a fact everyone here and in the Town feel their taxes are too high. The best way to get property tax relief is having more people paying the tax and you can't grow unless you have internet that will allow people to come into Town and conduct these kinds of businesses and that benefits all of us. Cindy states that you want to look attractive to the young. Tom said that we just had a school closing because there were no young people in Town. You want to attract young families and businesses. Small businesses not Walmart type businesses. A small growth is healthy and good.

Ms. Gilmore said that just one more thing she feels that it is great putting it on the web site and everything but may she also recommend a mail-out because there are a lot of people without internet. Just being on the web site is not going to give a fair reflection of everyone. When talking with other people in Town please let them know that they can always write the Selectmen with their concerns. Cindy said that we just did a big mailing that covered the school piece. We definitely want to hear from everyone. This information will be on the web site they can voice their concerns, send an email or write the Board. Tom said that there would be other meeting about the school and this subject could be brought up then as well. There has been a discussion about a future survey and perhaps this could be tied into that survey. Norman said that also another point in the scheme of education that there are more and more folks home schooling their kids. Norman said that he had done consulting on this and it is on the rise. High-speed internet access or fiber optics is really key to this. Ms. Gilmore said that many people would be willing to move here and work out of their home if they have high-speed internet connection. Tom said that he believes that the Board is in agreement here that we are trying to get something done. The process is to find out what we can get done.

Tom asked if anyone knows if you don't have fiber optics lines in your Town how does a provider coming in provide that service. Norman said that he thought that when he owned the motel that one of the last line that was run was a fiber optic line that was running from Berlin to Lancaster and no connections in Jefferson whatsoever. Norman said that his understanding is that fiber optics is there you just need to be a business willing to contribute so many dollars. Tom aid that the Board is in agreement they just need to figure out how to get it done. Tom said that he believes that when the gentleman was in earlier this year talking to the Board about Time Warner that he said something about even though the Town does not renew the agreement that you can not kick them out. Kevin said that the woman who came and met with the Board said the same thing. We have not real grounds to force the issue to remove their lines. The cable company in the State of New Hampshire can continue to operate without a renewed contract.

It was asked if the Town has a lawyer. Yes, however cable communications is a specialty service and you would need to find a lawyer who does that.

Kevin said that we have had a consultant come in and talk with the Board about the contract renewal. Having other options would be nice, however, at this time we don't have any.

It was asked who negotiates the contract. Kevin said that we as a Board do. We are looking at what information do we need, do we need to hire someone to represent us. That is why we are looking at this all now. It also was asked if the Board knows if the contract has an automatic renewal. Kevin said he wasn't sure what exactly is in the contract but from what we have been told yes.

The Board has had responses for a couple companies. One says they are not in this area at this time. Argent is looking for more information from the Board. The Board needs to get back to Argent with some information.

Tom states that this is not just an Ingerson Road issue. The people that are here tonight are here in support of Ms. Gilmore. The issue is wide spread withing the Town.

Public input: NONE

Reports of Departments:

Norman Brown was in to give the Board some feedback regarding Santa's Village and the traffic detail. The State sometime late last year in an affect to be helpful put up pedestrian signs up with no sidewalks trying to be helpful. There is no designated crosswalk, the speed limit remains at 40 MPH this has created the issue. DOT has made it clear to Santa's Village that their employees have no authority to stop traffic there because there is no designated crosswalk. If there was a painted crosswalk then Santa's Village could put a crossing guard one of their own employees. The vehicles have the right of way period. It requires a certified police officer to be out there. Norman said that he has a problem getting anyone to work. There are those occasions that just before closing the officer that was going to work has to leave. Norman said that most of the time he has had to go fill in. During the warm weather it is not an issue, however I can not do it during cold weather. Since the Town signed the agreement with Whitefield to cover they have not volunteered very much. Norman said he thinks that Whitefield charges \$55 per hour to the Village Whitefield keeps \$10 and pays the employee the rest, Twin Mountain keeps \$2 and the employee gets the rest. Jefferson has paid their employee \$40 an hour and keeps the rest to cover administration costs. Norman said that because he was not able to get the needed coverage from the local police departments he was able to get the State Police to do some of the coverage. These are officers that do details elsewhere, their rate the last he knew was \$138 an hour. Norman said that the time he has spent doing scheduling he has charged to the Town and perhaps in the future it should be charged to the Village.

Kevin asked how often during the summer is an officer needed. Norman said that from the time school closes it is seven days a week until Labor Day. After Labor Day it is weekends. It is roughly two and a half months of seven days a week. Kevin asked how many hours per day is required. Norman stated four hours per day. Details are four hours and this is what was required to other departments to come.

Cindy asked what is the protocol/procedures for the number of cars to stop when letting pedestrians go across the road. Norman said that is up to the officer, he has worked several hours with a new officer to train them. He has explained to them that when they hear a truck coming the vehicle should be given passage. The people at the Village are on vacation and in no rush and the people on the road are trying to make a living. Technically the vehicles on the road have the right of way. The pedestrian can wait, it is a safety issue. You have an officer is out there traffic coming from both direction some deciding they want to go into the parking lot and pedestrians wanting to cross the road there is a lot for a officer to handle. There are a couple of officers that no longer do the detail because they could not handle it. Norman said that he generally holds people to four to six before he will let them go across. Norman said that he has told the officers doing duty not to be afraid to stop people from trying to cross the road until traffic has gone through.

Cindy asked if a person is trying to cross the road and there is not crosswalk do they have the right of way. Norman said in New Hampshire a pedestrian only has the right of way in a crosswalk. Norman said that he was surprised that the State put the pedestrian signs up because in order to have a designated crosswalk the speed limit would have to be reduced to 30 MPH and that is not going to happen here on Route 2. Cindy asked if a yield light could be used like in a school zone. You could have that as a caution to slow vehicles down. The Village puts out the golf carts with the lights. Norman said that he really isn't sure it does any good. Norman said that he has told the officers that work there that the vehicles have the right of way and if you have to hold people up that is what needs to be done. Tom stated that again this past weekend that he and other vehicles were stopped to let a woman pushing a baby carriage and talking on a cell phone who was about fifteen feet away from the road to cross. Norman said that this has been a problem this year but it will not be next year. He has struggled with that person. Tom asked who has the liability of the officer from another town. Norman

states the other town does. To clarify this further this is why Whitefield wanted the contract. Twin Mountain did not feel they needed a separate contract. Tom asked if the service from the other towns was under a mutual aid agreement. Norman states no, years back there was some kind of a mutual agreement. Mutual aid would only be done under a emergency situation. The other towns are basically working and getting paid by the Village.

Tom asked if in the past had there been a vote by the Board for the Town to provide police coverage at the Village does there have to be a yearly vote of the Board. No, Norman said that his understand was that years ago the Village had the State Police do the coverage then they came to the Town and asked if the Town would provide the coverage. Tom said that he is concerned in protecting the officer standing out there in the road and we should find out if a vote of the Board has to be done yearly or not. We need to know this duty is authorized and nothing comes back on the officer. Tom asked Norman to check on this before next summer so we have everything in order.

Norman said that he does not believe that it is the rate of pay why that he can't get help. He feels that it is the generation. They work 40 hours and that's all they want. Cindy said that it could also be that some just can't handle all of what goes on there. Tom states that it is a very difficult situation there to say the least.

Tom asked if there was land at the Village on the same side where they could have parking. Norman said that he thought so but that was tabled because of wanting to have available expansion for the park.

Tom asked how hard is it getting the cars out of the parking lots. Norman said that if you have done traffic detail and pay attention what is going on around you, you can get the cars out pretty quick. On average 40 to 60 minutes. Tom asked if he had a flashing stop sign. No, Norman said that he uses a long wand flashing light that works well. Kevin said that the school crossing guards in Berlin us the flashing stop signs.

Norman said that the last time a tunnel was approached that DOT wanted the Village to maintain it for its lifetime and the Village wouldn't do it. The project was estimated to cost around 1.2 million dollars, there was a grant of around 850,000 and the Village was willing to pay the rest then the Commissioner said that the Village would have to maintain it for the life of the tunnel.

Linda apologized for running back and forth during the meeting. There were issues at the school building.

John Silver, Jr. was in to discuss some issues that are going on at the school building. The first being the pellet boiler. He got in contact with Maine Energy. The person that installed the boiler is no longer there. He was given another contact and from there John said that he was given the name of Brian Villeneuve who takes care of pellet boilers. He is out of the Berlin/Gorham area. John said that he will meet with Mr. Villeneuve Tuesday. John said that he had called to discussed this with Linda then he called Cindy. To sum it all up the pellet boiler has not been maintained the way it should have been. Maine Energy to John that the silo should be emptied every year so the pellets don't absorb all the moisture from condensation. John said that he has been having to go to the school regularly to restart the boiler. The boiler should be running at between 150 and 180 degrees. The gear in the bottom of the silo is jammed up with sawdust and he has to take the hose off clean out the sawdust to get the pellets to flow again. There is a eye in the day hopper that when it get down to 20-percent it calls for more pellets and if the pellet can't flow it shuts down. It takes about 45 minutes to restart the boiler. John said that it is up to the Board to decide if they want Mr. Villeneuve to maintain the boiler. John said that he can clean the boiler but there are only some many things that he can do. The boiler is

computer operated. It was suggested to ask Mr. Villeneuve what his recommendation is for overall maintenance and get a price. John said that he would think this should be done once a year at least.

The next issue is the classroom temperature. John said that he thought it odd that he can't get the heat to come up more. John said that he called Bill at the District Office to see if he could look up the status of the boilers on the computer. He can not do this because all the computer access has been removed. It will cost thousands of dollars to reconnect to a computer system. John said that he talked to Dave Dagler of Siemens who does all the school work. There is no way to set the thermostatic now. If the Board will approve it Dave Dagler will come as a representative of Siemens either Wednesday or Thursday to go over what will need to be done to get the manual control of the heating system back. The cost is about \$1200. Dave told John this will be the cheapest way to do this instead trying to get the computer program from the High School and hook everything back up. They will go room to room and figure out what has to be done to rewire the floor heaters to override the computerized system so to set the thermostatic manually.

Kevin asked for clarification. What Siemens would be doing is to turn the system into a manual system. Would be have regular thermostatic. Yes. There would not longer be computer operation of the system. John said that some of it would still have computer operation he does not understand all of this.

Linda said that she had done some checking with the Towns IT person and others to see if there was a program or way for the Town to have computer access to the heating system. From what she is being told the only to accomplish this would be to hire a company like Siemens who specializes in this type of business. Linda said at this point she would think the cost would be way out of range at this point. Kevin agreed.

John said that if this isn't done something freezes by the time the water is shut off there will be a large expense then. Kevin asked how long did Siemens think it would take to do the conversion. John said about three days.

John asked if either Kevin or Tom would be available to come to the school when Siemens is there Thursday to go through the rooms with them. Cindy has meetings that day. If one or both of you were there you would have more of an understanding of what has to be done. It would be easier than for me to come back to the Board and try to explain everything. Kevin said that he would not be able to. Tom told John to let him know what time and he would be there. Dave will be trying to put together something for a quote as to how much the actual work will cost. If we don't do this when it gets to twenty below zero there will be a problem. Kevin said that was why he was asking.

Kevin said that when the walk through was done with the District he had asked about the computer for the heating system. The District told the Board that it wasn't being taken. It appears that as thing got closer to the Town taking the building all that stuff left. John said that at this time they have no idea how the valves are set. John said that we don't even know if the heat and the intake are working properly.

Tom asked if this can all be overridden and make it work for now. Yes, John said that Dave said it can be done. Tom asked if it was correct that he wanted \$1200 to do this. John said no, that amount is to come and spend the day going through the rooms writing down everything that will need to be done to convert.

The Board all agreed that they do not have much choice. Cindy stated that she understands the \$1200

for the review of what will need to be done. But up for discussion what about the actual cost of the conversion. John said that Dave would put together a quote for the work needed. John explained to Dave that the Town does not have this budgeted. Dave said that he would be as fair as possible.

Kevin said that it may be something to ask Brian when he is here Tuesday if he can set it up on his end for a more manual operation of the pellet boiler so that you wouldn't necessarily have to deal with a Honeywell or Siemens.

John said that he was not sure if the oil and pellet was integrated any more and if Dave could take care of both.

John did say that if the Town is going to maintain the pellet boiler that they need to purchase a vacuum specifically for the purpose of cleaning out ash.

John asked if anyone would be around Tuesday when Brian is there to work on the pellet system. Kevin asked what time. About 1:00 pm. Kevin said that he wouldn't be in Town until after 3. Tom said to give him a call and if he was available he would come.

Linda added that Capital Alarm had been at the school to check the issue of no flame fail alarm. There is a box on the wall when you enter the boiler room on the left side. On this box is a switch that was switched off. Without an oil burner tech there to shut the oil burner off it was not able to be tested, however Capital Alarm is 99% sure this was the problem. Capital disconnected the alarm from this box and went directly to the control panel behind the boiler so the switch on the box will not longer have any effect on the alarm system.

John said that he was not sure if the pellet boiler was on an alarm the same as the oil boiler is. John will asked Brain if he can tell if there is an alarm connection when he is there Tuesday. The other thing in working on the pellet system they may have to take a lot of the old pellets out to get it to operate properly. He said that he did ask Brian about getting the end of a load of pellets as everyone has said is a problem. Brian said that it should not matter. It is more when it is getting to the bottom of the silo when things might to start to condensate. In the summer time the silo should be emptied out.

Tonight the issue at the school was the door alarm. John explained that Jason Call was walking his dog around at the school. Jason said he thought the door looked ajar so he pulled on it and it opened up. John said that when he checked the door the magnetic switch on the door is not working. He tried everything that he knew how to check the switch and could not get it to work correctly. This is the outside door only. The inside doors are locked so no one can get into the building. Cindy asked if the alarm is on now. John said yes now it took a while to get it to reset. The alarm company said that even though the outer door alarm isn't working all the other doors are still armed. Jason said that he walks over there a lot and always looks at everything. Cindy said that was a good thing. Linda said that she will call Capital Tuesday to have them check out the door lock.

John said that he hopes one of the Board will be able to meet with Brain and Dave when they are at the school. Dave Dagler said that he will also have one of his men clean the boiler as it has not been done.

There was a question as to where others in Town get the pellets they use. Does it all come from Maine Energy or is there another supplier. It would be nice to be on a delivery rotation with someone else in the area.

John was asked if he had measured the oil. Yes, there is about 12-inches. John stated that the dip stick

should be replaced as the end is all deteriorated. Tom asked how long is the stick. John said he thought 12-feet.

John was asked about turning in his time for the time spent at the school. He said that he would wait and turn it in the first of the year if that was alright. That may work better with regards to the budget.

Regarding a time card John was told just a summary of what he does when he is at the school will work.

Kevin Meehan made a motion to approve the minutes of the December 10, 2018 Select Board meeting. Tom Brady seconded the motion. Motion carries.

Invoices were approved for payment December 24, 2018.

Linda asked for clarification on how to handle call regarding alarms at the school, like the freeze alarm last week. Should she continue call John as she did or should she go check it out first. Kevin asked how comfortable Linda is at checking the alarm herself. Linda said that she really doesn't have an issue to go, she called John think he was the one looking after the building and furthermore she said that she wouldn't know how to do anything regarding a freeze anyway. It is up to the Board, Linda will do what ever they want. Cindy said that with the issues that have been going that she would be comfortable with John being called for now. Once things settle down it would be good for Linda to familiarize herself with the building. Kevin said that he would agree.

Cindy said that rather reading the Planning Board minutes now if Linda would get them up on the web site she would look at them there. Linda said that she had not gotten the copies yet, when she does the will be added to the web site. Cindy said thank you.

A building permit for Roy Parkhurst was reviewed. Kevin explained that he told Mr. Parkhurst to submit a revised permit showing the addition of the lean-to so it was on file.

A building permit for Maurice Dubois for a lean-to to his garage was reviewed and approved.

The Board reviewed the letter to Dan Bourque regarding the response as to what needs to be done to petition the Town to take over a private road. The letter was approved and the Chair signed the letter. Cindy asked that a copy of a previously submitted article be sent with the letter.

Linda said that she had checked and that the attorneys recommend that anyone asking for help in writing a petition for a road take over should be advised to contact their own attorney for the writing of a petition. This keeps the Town from getting into a situation of the requesting party saying that the request was not what they wanted or that kind of issue. Linda said that when anyone has asked that she gives them a copy of an article that has been done in the past as a guide. Linda said that she had called the NHMA and talked with Whitefield as to how they handle this kind of request. Whitefield said that their attorney advised them to have the party contact their own attorney. NHMA has not gotten back yet.

Tom said that Mr. Bourque is just concerned that what he submits to the Town is acceptable. Linda said that the Town should not be making changes to any petitioned articles. Tom said that Mr. Bourque is just concerned certain things that should be in the article were there so that it wouldn't be refused when it is brought in. An petition article can not be if the proper number of registered voters have

signed it. Having extra signatures is a good idea because there always seems to be someone that signs a petition that is not a registered voter.

Old Business:

Cindy said that she knows that it is getting late but we are going to do one job description tonight and that is the Assistant to the Selectmen.

Cindy said that one thing she would like to add is the Selectman Assistant to sit up with the Board during town meetings and take meeting minutes. Cindy said that she knows that taking minutes is the Town Clerks responsibility. This would be helpful should there be any questions as to what was said.

Also as mentioned before the web site Cindy wanted this added. Linda said that she has already added "maintain the Town's web site." That's perfect.

Cindy said that the other thing that she would like to see in the role is to have a office log of all the calls that come in, who comes in, how many permits are given out and this would become part of the report out every week.

Kevin said that it would be acceptable to him if those kind of logs just go through the papers presented to the Board as they are done now. Then if the Board has a question they can ask it. Cindy said that would be fine. Kevin said that for time purposes that may work better. This could be discussed more in detail if a person were to have and issue with the a permit or something like that.

Tom suggest that with regards to the Assistant sitting with the Board should that just be added to number 11 and that it should also say attend all meetings. There will be a number of meetings regarding the school building and minutes will need to be taken.

Tom said that as for a log that he thinks that this should be presented under the Department/Board part of the regular meetings. Kevin had previously suggested that a weekly log being presented in written was acceptable. Tom decided that a written log would be all right. If there are any unusual items that come up that could be presented during a meeting. Cindy said that she is just curious as to how many calls come in, what people are asking for. It is good for the Selectmen to have an idea of what is happening. Linda said that basically what is being asked for is a log of all daily activity. Cindy said yes.

Cindy asked if Bob Ailes Roofing is completed. Yes, Kevin said that it looks good. Linda said that she will contact Bob regarding an invoice for the completed work.

The next meeting will be January 2, 2019 at 7:00 pm.

Cindy wished everyone a Merry Christmas and happy holidays to them and their families.

Linda said that she would be out Wednesday the 19th.

Public input – None Non-Public(if needed): None

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

The meeting adjourned at 9:38 pm.