

TOWN OF JEFFERSON
SELECT BOARD MEETING MINUTES

December 23, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday, December 23, 2019, at 7:00 p.m.

PRESENT: Tom Brady and Cindy Silver--members comprising a quorum of the Board

OTHERS PRESENT: Kathi Marshall, Assistant to the Select Board; Jeff Young was also present.

Members of the board signed warrants for payroll and accounts payable. Invoices were approved for payment December 30, 2019. Board members also signed one notice of Intent to Cut for Shane Wiltshire.

Meeting Minutes Approval: Cindy moved to accept the Select Board public meeting minutes for December 16, 2019, as recorded. Tom seconded the motion, and the motion carried.

Report of Departments and/or Boards

Highway: Mark was not present.

Office: Kathi said during the week she had reconciled the operating account and calculated and submitted the New Hampshire Retirement contributions. Linda came in on two occasions and the first was to calculate the total amount owed on the deeded property at 7 Crow Road, so Kathi could send the information to the legal team. They plan to send the occupant a letter informing her she must pay the entire amount or leave the premises. Linda also guided Kathi through the year-end disbursements that had to be made. They included annual stipends due, and all the 2019 payments to the Expendable Trust Fund and Capital Reserve Fund.

Public Input

Planning Board: Jeff Young mentioned the “domicile issue” regarding voting instructions for college students. They have apparently caused some confusion among young people. Jeff said if you are a student who is paying “out of state” tuition you will need an absentee ballot. If you are paying in-state tuition you can vote in New Hampshire. Kathi informed board members that Polly received the actual absentee ballots this week, but she wasn't sure when they are available to the public.

Jeff also mentioned the ongoing work on the Planning Board's survey for the 10-year plan. The Planning Board's next meeting is the second Tuesday of January. Tom asked Jeff if it was true that a lot had to be at least five acres in order to subdivide it into a 2-acre lot. He said he could not find that information in any land regulation. Tom said if you had a 4.3 acre lot you could still subdivide the property because you have enough for two 2-acre lots. Jeff said what effects the subdivisions under 5 acres is the perc test. Tom said these subdivisions end up being under 5-acres and so a perc test is required, and Jeff agreed.

Unfinished Business

DES: Kathi mentioned the letter she had written to the Department of Environmental Services regarding the water overflow behind the Old Corner Store. Tom had asked her to include the question that if it was water coming from a “containment vessel” why was it leaking? Kathi reworked the letter to include Tom's requests and board members approved the content. Tom and Cindy signed the letter and Kathi will present it to Kevin for his signature when he is present at the next meeting.

Deed Update: Kathi called PRIMEX, the town's insurance company and informed them about the deeded properties that had been returned to the town. She wanted to add them to our current policy. The PRIMEX representative told her how to do it online, but Kathi said it would not accept the information she put in because even though she described it as a “residence” the program kept asking how many employees worked there, and on what floors. She will call the company again to make sure those properties are on the town's policy. She told the board that she asked how long it would take for the properties to be covered once she submitted the application, and they assured her that once she hit “submit” the town was covered.

Athletic Association: Cindy spoke with Jason Call about the procedure for obtaining the funds to reimburse her if the skating rink was charged to her credit card. Jason said the board must vote to approve the purchase of the skating rink. He said Linda used to go through the process of withdrawing those funds and sending a check. Kathi asked what account the money would come from, and Cindy said it comes out of the Athletic Trust Fund. Tom said before the payment we have to go through the process of voting. Kathi said she would check with Linda about the process.

SAM: Kathi called SAM and they informed her the town could not obtain any federal grants or loans from the government unless the town was registered with SAM. The 3-year plan is \$1,500, and the 1-year plan is \$600. The gentleman said SAM stood for “System for Award Management.” Kathi asked why their contact people didn't have a “.gov” e-mail address. He told her he would answer all the questions she had, but she would still need to have a SAM account to get funds from the federal government. Cindy said she wondered if any other towns have this account and Tom asked Kathi if she would check with Whitefield and Lancaster to see if they are members. She said she would.

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

Public Input: Mr. Shane Wiltshire presented an Intent to Cut form, and Kathi told him she would assign it a number and fax it to Concord. Tom told Mr. Wiltshire he will receive a copy of the form, and Kathi said if she receives any other paperwork from Concord she will call him so he can pick it up.

Any Other Business

Kathi presented a letter from the Veterans Association asking to place a letter of theirs in the town report so veterans would know where they could go for benefits and service. Tom said he thought most veterans were aware of where they could access services. He said to bring it up next week when all members were present.

Kathi presented for signatures the proposal from Roberts & Greene, PLLC as to the projected cost of the annual audit for 2019. The fee for their services will be \$11,750.00. Cindy made a motion to approve and sign the letter from Roberts & Greene, PLLC for their fee and services in the amount of \$11,750 for the year ending December 31, 2019. Tom seconded the motion, and the motion carried. Kathi also gave the board members the new Financial Report for year-ending 2018. There were three copies, and these were done by Roberts & Greene, PLLC.

School Inspection: At the previous meeting Tom and Cindy thought Stacey Dubois might be of assistance to them in going to the school and walking through a plan, as opposed to having the Fire Marshall come up from Concord. Cindy did speak with Stacey, and she said they would probably be able to work with Sean Toomey, Deputy of Building Safety and Construction (to represent the Fire Marshall). Stacey is off this week, but would be happy to speak with him and let the board members know if this would be a possibility.

Tom mentioned how difficult it is to reach townspeople about newsworthy events. He suggested the

Select Board include an updated report on the school in the annual Town Report. Nearly everyone in town takes a copy, and it would be a great way to reach everyone. Tom thought it would be a nice thing to do, and Cindy thought it was a good idea.

Kathi said Linda told her January was going to be really rough because of the budget being due, the town report being due, the audit going on, as well as other end-of-year procedures. She will also have to transfer all old files out and put in new files for the coming year, and space is very limited. Kathi said she was checking the schedule for “due dates” and realized there had to be a public hearing prior to the town meeting regarding the budget. Cindy said it would be good to bring the calendar of deadline dates so we can make sure we are all on target.

Kathi also expressed concern that if the board wanted a complete line-item budget she would have to assign new codes to all new categories, and she would need quiet, uninterrupted time to do that. She asked about overtime, if that would be a possibility. Cindy and Tom said they understood at this time of year she might need to do that. Cindy wanted her to be mindful of the overtime hours. Tom said if she elected to work in the evening or on a weekend, to please let Cindy or someone know when she would be in the office so someone knew where she was.

Tom asked her how much overtime she felt she would need. Kathi said she estimated to include line items in the budget would probably take her six hours. He said these next three months or so would be a huge learning curve for Kathi. Cindy made a motion to approve up to eight additional hours a week for the next three months if Kathi needed them. Tom seconded the motion, and the motion carried.

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

The next meeting will be Monday, December 30, 2019.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,