

SELECT BOARD MEETING MINUTES

April 12, 2021

PRESENT: Kevin Meehan and Norman Brown, Select Board members comprising a quorum of the board. Cindy Silver was not able to attend.

ALSO PRESENT: Kathi Marshall, Assistant to the Select Board, and Jason Call, Trustee of the Trust Funds Chair

Kevin Meehan called the meeting to order at 7:04 p.m.

ACCOUNTS PAYABLE/PAYROLL

Norm made a motion to approve Accounts Payable and Payroll items for the week ending April 10, 2021 and to authorize Kathi to pay invoices and payroll. Kevin seconded the motion. A roll call vote was taken with Norm voting "aye," and Kevin voting "aye." The motion passed, and accounts payable and payroll were approved.

PUBLIC INPUT

Jason asked Kathi if she had spoken with Adrian Dutkewych regarding the building permit he submitted. Kathi said she had spoken with him, and while he could not attend the meeting that evening she did have the permit ready to present to the members of the Select Board. Jason mentioned the garage to be built may not be as large as described in the permit application, that Mr. Dutkewych had just used the largest size to make sure he accounted for the proposed space.

APPROVAL OF MINUTES FOR 4.05.2021

Norm made a motion to approve the meeting minutes from 4.05.2021 as recorded. Kevin seconded the motion. There was discussion with Kevin mentioning the proposed generator was going in at the White Mountains Regional High School as opposed to Lancaster which was the location cited in the minutes. Kathi made note of that. A roll call vote was taken with Kevin voting "aye," and Norm voting "aye." The motion passed and the minutes were approved.

NON-PUBLIC RSA 91-A: 3 (If needed)

REPORT OF DEPARTMENTS AND/OR BOARDS

Board members accepted the Highway-Business Office report for the week ending April 10, 2021.

NEW BUSINESS

Building Permit: Dutkewych: Kathi explained that Mr. Dutkewych purchased White's Septic Service and was planning on building a garage on his property at 259 Old Cherry Mountain Road to house his work vehicles. His application had been approved by the Zoning Board of Adjustments. Kathi asked the board members if the application should go to the Fire Marshal's office since the property's classification had changed to commercial use. Norm said to put it before the Planning Board first just to make them aware, and to have them sign off that they had seen it. It should then come back to the Select Board, and they will determine what course of action to take at that time. The Fire Marshal's office will be the final place the permit will go if necessary. Jason commented that Mr. Dutkewych did plan on having a small office inside the garage, and Kevin said that should not make a huge difference in this case.

Current Use Application: Kathi mentioned the application for Current Use from David Torr had been seen by both the Planning Board and the Zoning Board of Adjustment and they had indicated no issues. Both board members agreed it should be approved and signed the application.

2020 Equalization Municipal Assessment Data Certificate: Kathi presented information from Linda Cushman regarding the 2020 Assessment Data Certificate that needed signatures from board members. Jason asked if the information in the report reflected 2021 ratios, and Kevin said it did not. Norm said they take the data from 2020 to help determine 2021 ratios.

Appraisal Quotes: Since the Town of Jefferson's regular property assessor retired in December of 2020, board members have been seeking a replacement to serve the community with its assessing needs. The town received proposals, and Norm made a motion to go with Commerford-Nieder-Perkins LLC Appraisal and Assessment Services. He said they are currently doing assessments in the town of Carroll. He did mention that the ultimate cost for 2021 would be about \$44,000, and the budget currently estimates \$15,000 as the projected expense. He said that may be an issue that will have to be addressed at the town business meeting. He said that is the competitive rate today, and it is important that the town procure an assessing service as soon as possible. Kevin agreed and seconded the motion to go with Commerford-Nieder-Perkins LLC.

During discussion Jason asked what work the contract included and Kevin stated part of it was the regular annual work that needs to be caught up, and the other was the 5-year assessment updates that would need to be done on Jefferson's 1,100 homes.

A roll call vote was taken with Norm voting "aye," and Kevin voting "aye." The motion passed and Commerford-Nieder-Perkins LLC was approved.

Renting out JCC kitchen/gym: Kathi said she is now getting requests to rent the kitchen-gym area of the Jefferson Community Center for small gatherings or wedding parties. Norm said renting the old hall was just a matter of having someone put down a deposit that would ensure they cleaned up following their event; swept the floor and put chairs back, etc. He said with a kitchen now involved it would be wise to check with the Chris Milligan since the Fire Department owns many of the kitchen appliances.

Kevin mentioned that in past discussions with the Fire Department, members were fine with people using the kitchen area. However, with the upcoming plans for major renovations in the building to move in the library, the Historical Society and the remaining town offices, it might not be prudent to commit to dates and times when we don't know what construction will be going on and what condition the building may be in at the time.

Kathi also indicated they had been asked by the insurance company and legal counsel to have potential renters take out an insurance rider in case anything were to happen during their event. That insurance usually had a cost of between \$80-\$100. Norm felt it was probably a good idea.

Ultimately Kevin and Norm agreed that right now there are too many moving parts to contend with that don't allow us to lock in specific dates and times for events through outside requests.

UNFINISHED BUSINESS

Advertisement for Cleaning-Maintenance: Norm said he wanted the proposed salary for this position to be \$15-20 per hour depending on the expertise of the applicant. He suggested the job opening be posted, and applicants should pick up applications and job description at the town office. He went on to say it might be unfair to expect the Boy Scouts to handle the playground area. He said there are things there that are put together with nuts and

bolts, and they should be checked on a regular basis; perhaps once at the beginning of the season, once at the end of the season, and another at mid-season. Norm said we can put those out for proposals, and he will draw up the ads for review at the next meeting. He suggested separating the grounds maintenance from the building maintenance right now. If we add grounds service onto the position of Building/Maintenance it might involve purchasing equipment and so on. We don't want to do that just yet. When the Community Center is fully open these work positions and hours may change.

Kathi asked if the position for Building/Maintenance should be posted now and whether or not the board wanted it advertised in the paper. Kevin said if it's posted locally and on the website there was no need to post it in the paper.

Response to Wanted Poster: There was a volunteer to help with landscaping, and others who stepped forward to assist in a variety of areas. Joe Marshall would like to call a meeting with ADG, the company that did the original feasibility study, to get their input on moving forward—particularly with the area for the town offices that will need more substantial renovations. Norm said the issue of heating and ventilation will be a top priority. Chris Milligan is working on fire suppression plans.

Norm said Joe Marshall is a good point person, and he suggested putting off the \$200/monthly rent agreement for the Historical Society while Joe continues working on the upcoming changes needed for the building. Once things are in place and the town doesn't need his expertise in that area any longer, the rent will kick in. It will be good for the town to have his assistance and good for the Historical Society.

Bullet List of Playground Projects for Scouts: Norm felt we should hold off on that for now. He said there was equipment on the playground that should be checked and tested by those with experience. There will be other jobs the scouts can get involved with, but he didn't want to overwhelm them.

Jason said he could stop by Colonel Town to see what their process was with regard to maintaining their grounds. Norm said at the school they used to take a checklist and tighten all the nuts and bolts, check the equipment and then check off the list what they had done. Norm said maybe we can work on getting a checklist from the school.

ANY OTHER BUSINESS

Kathi had a note from Mike Josselyn who was asking if he should continue maintenance of the Hicks ball field as he has done in the past. Kevin said he has no problem with that, and Norm agreed. Jason mentioned the Athletic Association has been discussing sharing that expense with the town, but they are not even sure this year how much activity (ball games) will take place there. Kevin said we can have Mike do basic maintenance as opposed to regular game-day preparations.

Norm had other business and informed everyone that they did manage to open the safe that was in the old town hall. There was nothing in there of monetary value, but a lot of historical value—some documents dating all the way back to the 1700s. We currently have two new fireproof safes coming, and he said he would like photographic recordings of the documents that will ultimately go into the new safes.

Norm also thought it would be a good idea to get Mark and Mike to take out the dugouts and fencing from the old ball field at the school. He felt it was not safe and should be taken to the Transfer Station.

Kevin asked Kathi if she had been able to reach out to June Garneau to obtain a copy of the Jefferson Emergency Operations Plan that had been destroyed in the fire. She had and was able to send a digital copy to Chris Milligan and Hank Verret. Kevin asked if she could send him a copy, and she said she would send one to each board member.

PUBLIC INPUT

Jason inquired about the documents in the containers at the old town offices, and if someone was going to be hired to photocopy them. Norm said the town was going to rent a photocopy machine and all documents would be copied. Anything with names and/or personal information would be shredded. He said there are approximately 14 containers of paperwork, and someone would be hired to do the work.

NON-PUBLIC RSA 91-A:3 II

Norm made a motion to go into a Non-Public session citing RSA 91-A:3 II. Kevin seconded the motion. A roll call vote was taken with Kevin voting “aye,” and Norm voting “aye.” The motion carried and the board members went into a non-public session.

ADJOURNMENT

Upon reconvening the public session Norm made a motion to adjourn the weekly Select Board meeting. Kevin seconded the motion. A roll call vote was taken with Kevin voting “aye,” and Norm voting “aye.” The motion passed, and the meeting was adjourned.

The next meeting of the Select Board will be Monday, April 19, 2021 in person at the Jefferson Community Center.

Respectfully submitted,