

## **SELECT BOARD MEETING MINUTES**

**Monday, July 12, 2021**

**PRESENT:** Cindy Silver: Select Board Chair and Norman Brown: Select Board member, both comprising a quorum of the board.

**ALSO PRESENT:** Kathi Marshall: Assistant to the Select Board, Liz Milligan: Library Trustees Chair, Jeannie Kenison, Leslie Seppala, Betty Bovio and Brenda Roy: Library Trustees, Joy McCorkhill: Librarian, Julia Gilmore and Joe Marshall: County Broadband Representatives for Jefferson.

Cindy Silver called the meeting to order at 7:00 p.m. and made a motion to move into a non-public session. Norm seconded the motion, and the board went into a non-public session under RSA 91-A: 3. Members came out of non-public session at 7:23 p.m. and resumed regular session.

### **ACCOUNTS PAYABLE/PAYROLL**

Norm made a motion to approve Accounts Payable and Payroll items for the week ending July 10, 2021 and to authorize Kathi to pay invoices and payroll. Cindy seconded the motion. The motion passed, and accounts payable and payroll were approved.

### **APPROVAL OF MINUTES FOR 6.28.2021**

Norm made a motion to approve the meeting minutes from 6.28.2021 as recorded. Cindy seconded the motion. The motion passed, and the minutes were approved.

### **NON-PUBLIC RSA 91-A: 3 (None)**

### **REPORT OF DEPARTMENTS AND/OR BOARDS**

Board members read and accepted the Highway and Business Office reports for the week.

### **PUBLIC INPUT**

Liz Milligan brought up for discussion the figures that have been proposed for the library's upcoming work and their share of the overall expense of the building. She mentioned the final cleaning cost and wondered if that fell under the library's 22% overall cost. Norm said he didn't feel it should be counted. He said the entire building is going to be cleaned anyway, so he would eliminate that. Norm also mentioned the figure for supervision was based on the new estimate which Norm was not in favor of, so he suggested removing that as well, and going with the original figure.

Liz also brought up the estimated cost for excavation and backfill for the LT which is \$5,000. Norm told her to remove that figure as the town crew is going to take care of that. There was also an estimated expense for the library for a concrete slab for plumbing and a trench patch as well. Liz asked if that will be a Library expense, and Norm and Cindy said it would not.

They went on to discuss how many units would be supplying heat/air conditioning going forward and what percentage of that entire cost would be shared by the library. There will be a portion to be spent by the library for the upgrading of that segment of the building. The library will be located in the old section which has no insulation. They are having work done that no other portion of the building will need including window treatments, wall removal and so on.

Liz presented a *Memorandum of Understanding* that Joy put together summarizing fiscal responsibilities for the

Library and for the town. Board members will look over the information and they will discuss the issues in the near future. Norm also wanted it noted in the memorandum that the Select Board will be able to expend certain funds on this project on behalf of the Library. Details will be approved when the final draft is completed.

Joy presented information on a grant the library has received from the NH State Library and the IMLS (Institute for Museum and Library Sciences). Since the grant is Covid-recovery related the money will cover an outside story walk on town property. It also includes tables and chairs for children to sit on outside and a retractable awning to be used outside for summer reading programs.

Norm mentioned that once the *Memorandum of Understanding* is completed, it would be a good idea to have a public meeting prior to a Select Board meeting to let people know how the town will be moving forward with renovations to the Jefferson Community Center and how everything will be paid for.

**Broadband Committee:** Julia and Joe informed the board that the town of Randolph has reached out to Jefferson regarding a possible merger of Randolph and Jefferson to continue working on broadband service in this area. Randolph is much further behind in the process than Jefferson is. Norm said he thought it was worth exploring, but if they are too far behind we may just have to move on without them. Whatever legwork is done at this time will still serve us if we do happen to join forces down the road.

## NEW BUSINESS

**New Website:** Cindy mentioned that the new town website will be launching within two weeks. She let Joe know that the Historical Society will have its own section on which to put announcements, photos, etc. They can also link to their Facebook page. The Planning Board, Zoning Board, Select Board, etc., will be able to maintain their own pages and update them as appropriate.

**Animal Cruelty:** The topic of animal cruelty was related to the procedural policy of the town if animal abuse becomes an issue. The protocol is to inform people to contact the ASPCA. The ASPCA will inform the state police to investigate to determine whether or not the animals need to be picked up. This is the procedure to follow as a town with only 1,000 people and no full-time police department.

**Health Officer:** We do have response to the ad for a Health Officer, but the ad is still running and the board will let it run the week. Kathi also mentioned the property where there was work going on and some concerns about the septic system not being approved. A neighbor contacted the town saying that wetland was being effected by a bulldozer. David Govatski went out and has now filed a complaint with the Wetlands Division.

Kathi also learned that years ago when the septic was installed and couldn't be approved, the owner asked for permission to detach the leech fields from the holding tank and to only use the tank for solid waste that would be emptied out on a regular basis. Kathi asked if the town had ever received proof of that permission from DES or another authority, but apparently they had not. She said she will check with DES to see if there is anything on file regarding this location. Norm said years ago they did issue such permits to landowners, but they expired once they sold the property.

**Update on Veterans' Memorial:** Cheri turned in \$900 in donations to bring the account total to \$8,235.86. Passumpsic Bank has pledged to give the town \$2,500 which will bring the account over \$10,000.

Norm met with the Combat Veterans' Association of which he is a member, and they had a fundraising ride to the memorial, and they have agreed to donate the proceeds from that fundraising drive to the Veterans' Memorial.

**Motorcycles:** The representative of a motorcycle group wanted the town to know they will be coming through in mid-August. There will be about fifteen of them, and for safety reasons, they just wanted the town to know they will be coming.

**Audit:** The auditors have moved the work prep for the audit back a week since Kathi was out of the office and could not get to it. They assured her they had time to work on everything and to have the reports completed by September 1, so we would not have to wait for MS-535 reports.

Norm asked Kathi if every day between now and then was like the day she had the day of the meeting, how much of the audit prep would she get done. Kathi replied, "none."

Norm said how do we predict how busy these days are going to be? Does Linda have time to help, or do we need to hire someone to help. Kathi said she wants to do whatever the board members would like her to do. She mentioned she is to work 36 hours a week. Those hours include 2 hours of time for the board meeting which is a part of her job. The previous week the board meeting was over three hours long, so at the end of Monday she was already looking at 1+ hours of overtime. She asked the board if she was supposed to leave early when that happened.

In the ensuing discussion Kathi explained when she first went to work for the town she could see the job was 36 hours. Since that time we have dealt with Covid protocols, a fire, new construction, relocation. The phones are very busy. There are more folks who have moved into the area, more permits requested, etc.

Norm made a motion to increase Kathi's hours to 40 a week if needed. Cindy seconded the motion, and the motion passed. More discussion will follow regarding hiring a part-time assistant.

**NON-PUBLIC RSA 91-A:3 II (None)**

**PUBLIC INPUT**

**SALARIES:** Norm has been working on salary issues and the increases throughout the years. He says there are some positions that need to be looked at, but he would like to wait for Kevin to return so they can be discussed in more detail with the entire board present.

**ADJOURNMENT**

Cindy made a motion to adjourn the weekly Select Board meeting. Norm seconded the motion. The motion passed, and the meeting was adjourned at 8:59 p.m.

The next meeting of the Select Board will be Monday, July 19, 2021 at 7:00 p.m. in person at the Jefferson Community Center.

Respectfully submitted,