

TOWN OF JEFFERSON
SELECT BOARD
January 28, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday January 28, 2019 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; Mark Dubois, Highway Foreman

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.

Minute Approval:

Tom Brady made a motion to accepted the minutes of the January 23rd meeting. Kevin Meehan seconded the motion. The motion to approve the minutes carries.

Public input: None

Reports of Departments:

Highway Department:

Mark Dubois presented a budget quote from Tenco for a stainless steel all-season body, plow, and wing, with connections all installed in the amount of \$83,000. This quote is on the high side. A quote was also presented for the same except the body would be steel in the amount of \$72,000. Mark said that in looking at the longevity of a body the stainless steel body would be the better purchase. By the time you clean and paint a steel body it is going to cost about the same. Mark was asked if he would be able to work on a stainless steel body. Yes, it is not that much difference that working on the steel.

Tenco is the company that the Town has used in the past. The product and service is proven.

Kevin asked Mark if he has talked to anyone that is using a Western Star. No, not actually though he hasn't heard anything negative. Western Star either comes with a Cummings or Detroit engine. Cindy asked if the price of an Int'l was similar to the Western Star. Yes, within a few dollars. Having the local service is essential.

Mark said that there is an issue with the Int'l, which seems to be electrical. The trucks shuts down and has to set about 5 minutes before it will start again. They have changed the relays and will work on it again Tuesday. Mark believes that it may be the computer.

Office:

Linda Cushman reported that she had been working on the proposed budget and draft warrant articles. Also she had gathered some of the information that the Board had requested from the January 23rd meeting.

Budget:

Linda said that she had worked up the 2.8% COLA figures for the employee increases as requested. Also the Executive budget has been decreased \$2,000 as that cost was estimated for the NCC phase II.

Cindy said that she had gotten some updated information from NCC on the phase II proposal.

The 2.8% COLA would be an estimated \$6000 overall increase. This increase was based on the 2018 salaries, employer FICA, and the retirement expense. The only line item that may need to be increased is the Library budget, which would be an increase of about \$400.

The Board reviewed the purposed library budget presented by the Library Trustee chair.

Tom asked for verification of the budget figures that have been presented. Tom asked if the transfer for the overages have been done. No. Tom said that there should be a policy put in place to make sure that any transferred that are needed to be done before the expenditures are made. Cindy asked if this is something that can be done. Yes. Linda will contact DRA regarding this matter.

Linda was asked to get the transfer figures put together for the Board to make the transfers.

Tom asked why was the debt service for the tanker so much higher than the actual payment. Linda said that it was just an estimate as the loan had not been secured at the time of the budget.

Tom asked what the taxes bought in the amount of \$80,970.30 was for. This was the lien taken in August of 2018 for the unpaid 2017 taxes at that time. Tom asked what the current balance is on this. Linda will check with the Tax Collector.

Cindy asked when we had to hold a budget hearing. Linda said that February 11 is the last day for the Board to hold the first hearing. The official last day is the 15th.

Tom asked if it would be possible to get the balance in the CRF's and Expendable Trust funds. Linda said that the figures would be estimates. She gave the Board the figures.

Tom said if it possible to have taken the money for the truck repairs out of the Highway CRF. It would depend on whether the Selectmen were agents to expend and how the CRF was set up. This CRF was established in 1944.

Kevin made a motion to expand the budget to give the Town hourly employees a 2.8% COLA increase. Tom seconded the motion. Motion carries.

The Library budget will be increased to \$23,720 to cover the COLA increase.

Tom said that as we the Board have discovered that the budget has been over spent and the Board is taking steps to correct this and the policy has to be that a transfer is done prior to an expenditure being

made. Tom said that he will make this statement as a motion. Cindy seconded the motion. Motion carries.

Tom stated that he thought that Linda had done a good job putting the figures together. Cindy said she would agree.

The Board reviewed the proposed warrant articles.

Cindy said that she has spoken with Michelle Grey of NCC and in the original proposed Phase II work that it would have included additional round-table discussions. With the results of the survey being so high these round-tables are not needed. Kevin said that we got more information from the surveys than what we thought we would.

There was considerable discussion as to whether we needed to continue with the original phase II proposal in the amount of \$3715.

Cindy handed out a new proposal from NCC. She said that the proposal reads heavy on the Master Plan side. Cindy said that she believes that most of the feedback within the surveys and have the meeting results will be addressed in the Master Plan.

One of the bigger issue that Michelle believes will be a concern to the public is the feasibility study. Michelle has asked if the Board has any specific information they would like her to cover at the two scheduled meeting on the 31st and Feb. 2nd. She is planning to have posters up rather than doing a power point presentation.

Kevin says he knows that it is required that the Master Plan be updated on a regular schedule. He asked where does this information come from. Linda said that she thinks that it comes from the State. Kevin said it would be nice to know this information when asked .

Linda said that in looking at this new proposed Phase II from NCC it seems to her to be addressing updating of the Master Plan. If this is the case it is the responsibility of the Planning Board to do this not the Select Board.

Cindy asked if in doing a Master Plan revision is it only the Planning Board that does this. Cindy said that she would like to see is other Boards sit around the table with the Planning Board to go over this. Linda said that it is part of the process that the public and other Boards have input. The Planning Board is the lead on this process, they hold hearings. Kevin said that the Planning Board has reached out to NCC and another planner regarding the process. Kevin said that the Planning Board does not know the answer to the questions as it has been 10-years since the last update and no one on the Board now was there for the last update. Kevin said that he would guess that the process would be similar to the process that was done for the Hazard Mitigation Plan update that Cindy was part of. Linda looked this information regarding the Master Plan update under RSA 674:3-II. The update of a Master Plan is recommended to be done every 5 to 10 years.

It was questioned as to whether Phase II as it had been presented is still needed.

Kevin said that in reading the revised phase II that Michelle has said that she was going to look through everything and see where the Master Plan stands as well as there would be one joint meeting with the Selectmen and other Boards to let the Boards know what the current Master Plan looks as he understands it.

Kevin seems to think that the Phase II as originally proposed can be covered through the work to be done in updating the Master Plan. Tom said that he would like to keep any expenses for the school building to be kept separate so that the public knows what the costs for the school actually is. Cindy and Kevin agree with this comment.

Kevin said that he thinks that as the revised phase II is presented that this would be to make sure that anything that is being presented for the school buildings to make sure that it is in line with the Master Plan as it exist. Cindy said that this is to basically to make sure the goals and vision in the Master Plan are met.

It was asked does the Board need a Phase II. Yes, you just might not need question 1.

Kevin suggest that the revised Phase II be broken down to cost for each and every question that is being presented. Kevin said that question 2 is regarding a feasibility study and that was estimated to be \$40,000, which the Board is already looking to fund.

There was extensive discussion regarding whether the revised phase II should be done now. Cindy said that she would go back and talk to Michelle Grey. As there is not going to be a facilitation of community round-tables the Phase II as originally presented is not needed. Cindy said because the survey results were so good that we all ready have very, very good an understanding of where people stand. The Board agreed to remove the article for NCC Phase II.

There will be an article for the purchase of a new highway truck. The funds for the purchase will come from the CRF.

Cindy asked where the figure for the update of the Master Plan came from. Linda said that this is an estimate from the Planning Board. Linda said that she believes the Planning Board had gotten a couple of estimates from consultants.

Tom said that he is concerned with the article for the truck. This was not put out to bid. It was stated that Mark has gotten quotes for both the Western Star and International. The price was about the same. The availability of service is the deciding fact. Mark Dubois will answer any questions on this article. Kevin said that with a purchase of Western Star it is keeping business local.

Linda will get the figures put into the DRA system and have something ready for the February 4th meeting.

Linda said that she did attempt to get an estimate for what effect the increase in the budget would have on the tax rate. Linda estimates an increase of between 60 and 65 cents.

Old Business: None

Public input – None

Non-Public(if needed): -None

Other Business -

Linda presented the grant agreement for the update of the Local Emergency Operation Plan. The project in total would be \$8000. The grant is in the amount of \$4000 with 50% town funds \$4000. The Towns 50% would be paid by in kind service in working on updating the plan. The LEOP is due for updating.

Kevin Meehan made a motion to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$4000 for the update of the Jefferson Local Emergency Operations Plan. Furthermore, acknowledging that the total cost of this project will be \$8000, in which the town will be responsible for a 50% match of \$4000. Tom seconded the motion. Motion carries.

The Board signed the grant agreement.

John Trumbull has submitted an abatement for the property at 798 Meadows Road to reduce the assessment to \$120,000 from 229,800. The new value is based on possible rental income. Supporting documentation was reviewed. Kevin made a motion to accept John Trumbull's recommendation and reduce the assessment to \$120,000. Tom seconded the motion. Motion carries.

The Chair signed the 1094-B to be submitted to the Social Security Admin. to show insurance coverage for employees.

A reminder that the Board and North Country Council will be meeting at the school on Thursday the 30th at 7:00 pm and February 2nd at 9:00 am. Tom asked if there had been any feedback as to possible attendance at the meeting. Cindy said she had not had any. Michelle and Dancia are going to come early to do a walk through of the building as they have not been there before.

Tom said that in looking at the letter from the attorney regarding liability he was looking for something more specific to the property that we had been talking about. He was hoping to have something in the file that stated there was no problem in issuing building permits to the specific property. Tom asked that Linda request a specific letter. Linda asked if what the Board specifically wanted was a letter from the attorney asking if the Board issued a building permit to Santa's Village if there was a liability regarding the pedestrian crossing. Yes.

The Fire Marshall's office will be meeting at the school January 30 at 2 pm.

The next meeting will be February 4, 2019 at 7:00 pm.

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

The meeting adjourned at 8:55 pm.

Respectfully submitted,