

TOWN OF JEFFERSON
SELECT BOARD
May 6, 2019

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday May 6, 2019 at 7:00 pm

PRESENT: Kevin Meehan, Chair; Tom Brady and Cindy Silver members comprising a quorum of the Board.

OTHERS PRESENT: Linda Cushman, Assistant to Selectmen; Mark Dubois, Hwy Foreman

Kevin Meehan opened the regular Select Board meeting at 7:15. The Highway and Transfer Station report was reviewed.

Kevin Meehan led the Pledge of Allegiance

The warrants were signed for the payroll and accounts payable. Invoices were approved for payment May 13, 2019.

Minute Approval:

Tom Brady made a motion to accepted the minutes of the April 29, 2019 meeting as presented. Cindy Silver seconded the motion. The motion carries.

Public Input: None

Reports of Departments/Boards:

Highway Department:

Mark Dubois reported that the roads are looking good. They have started to grade some of the roads. The frost is pretty much gone. Kevin asked how was the hole on the Valley Road. Mark said that it wasn't as bad as the picture. It had washed out around the culvert.

Linda asked if any of the road bans had been lifted yet. Mark said that he is thinking that perhaps next week he would remove the bans. Meadow Leasing called to ask about making a delivery on Chambers Road. Mark said that he did not know when the State would be removing the ban from the Cherry Mountain Road. Meadow Leasing would have to contact the State about that.

Mark said that he went down to Larcomb Road to check on cleaning out the ditch line as was discussed last fall. He said that he is not sure that the ditch should be cleaned out. There has been so much debris put in the ditch. The culverts that have been put in were not done so to divert water overflow from the pond because they are headed in the wrong direction. Mark said he knows that the campground wants the ditch filled in and as far as he is concerned that is fine he can do that. If you are going to try to maintain the ditch line then you need to take out the culverts and reset them going in the correct direction. Kevin asked if the road is high enough should the water come up that the water would be diverted to the lower culvert. Kevin said when they were down there last year it appears that the problem is starting from where the culvert coming on the pond going back to the big culvert is backing up. It appears that this is where the problem starts. Mark said if that culvert was not in there it

may keep the water down another foot or more. The more water you keep out of the pond the less of a problem you would have. Mark said that now would be a good time to go look at it again. Mark said that he has watched that area for quite a while now and it hasn't changed. Mark said that the big culvert with the concrete bottom is draining nice. Mark said that if the river comes up it will be up to the bottom of our culvert no matter what. Kevin said that his concern for the campground is that with out the culverts in there someone needs to make sure that the pond is draining correctly because if it isn't that is what causes the problem, when that section plugs up. It not the Town's culvert it is in the section between the pond and the Town's culvert. Kevin asked what Mark thinks about taking the two small culverts out and moving down the road closer to the pond and putting in a little bigger culvert. This would remove the ditch that seems to be the problem. Would this work should there be high water. Mark said that if your talking about replacing culverts and such he would lift the road another four feet. Mark said that with the big culvert that is in there all ready it would handle all the water. With lifting the road the water would not get into the campground as easy. Where the water comes over the road is there by the dry hydrant and back towards Israels River Road. Mark was asked if he has any idea what the cost would be to raise the road. Linda asked if the road was to be raised 4-feet would that be the entire length of the road. Mark said no it would run from the Israels River Rd. back to about 200 feet. Mark did say that you probable won't be able to raise it 4-feet, more like 2-feet. Linda asked if had any idea what the cost would be. No, it would take about 30 loads of gravel. It was estimated that the cost would be about \$5500.

Mark said that when he went down there it was with the intentions of cleaning out the ditch, but after looking at it again he doesn't see that it will solve anything. Mark asked the Board to go look at the site again to get their opinions. Tom said that it would be nice to go back down and take a look at it. Kevin asked who is responsible for the drainage from the pond. Linda said that Winterset owns the property. Mark said that he thinks that they would approve of the Town cleaning it out and lower the pond a foot or so. Kevin said that he didn't mind the heights of the pond if you could put in a couple more over flows right above the one that is in there so when it does overflow it would go down that ditch instead of coming across the road. Mark said that when the pond overflows it is coming from the river on the upper side. Tom and Kevin said they would like to go look at it again. Cindy agreed. The Board will let Linda know when they can get together to with Mark and she will let Mark know when. Cindy asked that when it does flood where does it come across the road. Mark stated from the dry hydrant back toward the mail boxes on Israels River Rd. Kevin said this is the lowest part of the road.

Tom ask Mark what roads he would be working on this week. He said that it would depend on the rain. Today they worked on Chambers Road, they got the bridge all cleaned off. He said that he would like to get Whipple Rd and the Turnpike graded. Kevin said that if where the pot holes are bad if they could get some material in them it would help for a week or two. Kevin said that he just has gotten some complaints. Mark said that the Turnpike, Whipple and Valley roads are the worst and what he wants to get graded. He said if it does rain Tuesday he will try to get some gravel in the holes. Ingerson Road would be the next on the list.

Kevin asked if the aprons are all looking good. He said he noticed that some work had been done up by the cemetery. Tom said that the apron by the cemetery looks really good. Mark said that he would have to give Mike credit for that. Tom said there a couple of bad pot holes on the Ingerson Rd. up between Cooks and Winsors. Mark said that he would check that out Tuesday.

Mark said that when grading you really should have be two or three goods days in a row. One day to grade and a second day to harden up.

Office:

Linda said that she did not have a report ready because of being at the DOL training this morning. One item that came out of the training is that the funds that is paid to an employee to cover such things as regular bonuses and reimbursement for insurance coverage through a spouses coverage has to be calculated into any overtime that is paid to an employee. If this is something that a company has not done they should go back two years and make the appropriate correction to keep from being in violation.

These trainings are always informative and you learn something new every time you go.

Unfinished Business:

NCC RFP Draft -

Linda asked if we should be references this as a RFQ. The "Q" referencing qualifications. Cindy said that the Board had previously decided to go with qualifications instead of proposal because if the Board used proposal it would have to take the lowest proposal submitted. If the Board uses qualifications then a decision can be made on the qualifications of the submitting parties.

Cindy said that she had spoken with Michelle Grey today. Cindy said as she remembers when opening any requests that come in you should not open the envelope that contains the dollar figure until after the Board have made a decision.

Michelle had submitted a revised RFQ draft and a time line. Kevin asked what the time line looked like, does the Board have time to review the draft and get back to her next week. Cindy said that she didn't think that would be an issue.

The Board discussed the time line. What is being looked at is the dates for the newspaper ad and the date for the walk through. The walk through should be done so to give interested parties a chance to do the walk through and have the time to incorporate the information into the proposal. Cindy said that she would like to go over the date because she does not want to rush this. She does not have a good sense of all the dates. Kevin said that as understood what Michelle had said about the walk through is that this should be done within a week or two of posting. The walk through should be done before accepting and drafts. Cindy said yes, as they really need to see the building before submitting anything.

Kevin asked if the Board would be able to do a walk through either the 21st or 22nd of May. Cindy said that she would not be available.

Tom suggested that the Board take the draft RFQ home and review it and at next weeks meeting Linda have a proposal of dates ready for the Board to review. Kevin said that he thinks that a Tuesday or Wednesday would be reasonable for a walk through Cindy said that she would not be able to do a day time walk through.

Linda asked if it would be a good idea to contact Michelle Grey to find out what the normal time has been to do a walk through. Is a Saturday acceptable. Kevin said that he would think from a business side of it that you would have a better turnout during the week than a weekend. Kevin said that it may be best to ask Michelle what her recommendation is. Tom said that Linda could do the walk through. Linda stated that Michelle had said that everyone should be there at the same time to answer any questions. Linda said that she really did not think she should do this. Kevin said that he believes that

there should be at least two Board members there. Cindy agreed and said that it should at least be one Board member. Kevin stated that it would be nice to have an idea what their thoughts are at that time.

Linda will contact Michelle Grey and the Board will review this again next week.

Cindy asked if the Board was okay with the materials that the Board is expected to include with the RFQ, the survey, the Master Plan, the Land Use Ordinance, the new library cost analysis study, town office and library. Linda asked if when planning the walk through should it be a day when at least the Library is not open. Kevin asked what the hours of operation are for the Library. 2 to 8 on Tuesday and Thursday. Cindy asked why wouldn't it be better if the Library is open. Linda said because of the space and interference with any of the patrons. Kevin said that depending on the number of people it could get crowded. There is also the comfort level of asking questions if patrons are there. Cindy said she did not think that whether the Library is open or not should determine a time for a walk through. The Board will take into consideration of the timing. Michelle did say that the cost study for the new library should be taken into consider.

Cindy did say that she had gone over the first draft that Michelle had given the Board and Michelle had made the changes that the Board had asked her to do. Michelle did agree on the not to exceed figure. Michelle did mention that the full package RFQ should have hyper links to them instead of mailing copies. These hyper links should be on the web site. Linda asked if for the returns if they would be all hard copies. Yes, they would be paper copies.

Web Site -

Cindy said that she had not gotten the statement ready to be included on the web site.

Linda said that last week they had talked about using a banner that would display across all pages to let people know that more information is available in a new folder that would be created for that purpose.

There was no more ideas at this time. The update to the web site is still being reviewed.

Linda said that the only other thing she had was that she had reached out to Eversource regarding the streetlights. She has not gotten a response yet.

Cindy asked what would the cost be to have another streetlight. Kevin said that it would be about ten to twelve dollars a month depending on the size of the light. In the long run it may be less expensive to go with two additional streetlights rather than a lit stop sign. You always have the chance of a stop sign getting damaged and at fifteen to eighteen hundred dollars each it could get costly. Cindy asked if there any other lights that we do that for. Kevin said not necessarily at intersections, we do have the streetlights in Town. Cindy asked how much this runs a month. Kevin stated between ten to twelve dollars month depending on the size. The average streetlight bill runs between five to six hundred a month. Cindy did comment that this does sound reasonable.

Cindy asked if there had been any confirmation from Spectrum as to when they would be coming. Linda said that she has not heard anything yet, they were supposed to call last week and hadn't. Linda said she has a not to contact Spectrum again.

New Business:

Linda said that she had gotten a call from the Secretary of State's office regarding New Hampshire Interlocal Trust. They were asking about whether dividends had been paid out to the Town. There has been a complaint filed that NHIT has not paid out dividends to their members. They would like to come and review all of the Town's contacts, contract and any other information that may be relevant to their investigation. They will send an email listing all the information they would like to review.

Public Input: None

Non-Public RSA-91-A:39(if needed): None

Any Other Business:

Linda said this is just a point of interest. She asked if any of the Board went to the Chili Cook Off at the school building Sunday night. No. Cindy said that she reached out to Chris after to let him know why she didn't attend.

Linda said just so that everyone is aware inside everything was great. There was more than enough room. Even with just the number of people of people that were there, there were cars starting to have to park along the side of the road. Cindy said that is something to start thinking about. The old soccer field could be ditched and steps put in and make parking there. Linda said that is what Mark had suggested earlier. Mark had suggested bring in some fill and build it up to create a parking area. Kevin said that part of the problem with that field being wet is from what John had said is that the roof system drains down there. Kevin said this could be addressed by rerouting the drain pipe. Cindy said there is space for options. Kevin said that there has also been talk about putting in access to the gravel pit as well. That might even help will getting fill to get a base in.

Linda said that this was just a comment. When she got there, there might have been about 50 people there and there was no place to park because of party she was with couldn't walk any distance.

The next meeting will be May 13, 2019.

The Board agreed that there would be NO meeting on May 27, 2019 in observance of Memorial Day.

Adjournment:

Tom made a motion to adjourn. Cindy seconded the motion. Motion carries.

The meeting adjourned at 8:26 pm.

Respectfully submitted,