

TOWN OF JEFFERSON
SELECT BOARD
December 10, 2018

The regular meeting of the Board of Selectmen for the Town of Jefferson was held at the Select Board Office Monday December 10, 2018 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

Cindy Silver opened the regular Select Board meeting at 7:00 pm. The Highway and Transfer Station report was reviewed.

The warrants were signed for the payroll and accounts payable.

Invoices were approved for payment December 17, 2018.

The Chair led the Pledge of Allegiance.

Kevin Meehan made a motion to approve the minutes of the December 3, 2018 Select Board meeting. Tom Brady seconded the motion. Cindy made a motion to amend the minutes making clarifications corrections. Tom seconded the motion to amend. Motion carries. The motion to approve the minutes carries.

Public input: None

Reports of Departments:

Cindy reported that John Silver, Jr. said that the oil burner at the school is running fine. Since the pellets were delivered the silo is getting jammed because the delivery was the bottom of the load. Where the worm gear is that releases the pellets is getting clogged. He had to go there four times last week. He had to clean it out three of the four times he was there. Just so that the Board is aware it takes twenty to fifty minutes to re-start the pellet burner.

He measured the oil. There is 12-inches of oil in the tank which calculates to 443 gallons. Kevin asked what the amount of oil is that we can't go below. It can't go below seven inches. The building is using 2-inches of oil per week. The building is using approximately 112 gallons a week. Linda asked for clarification on reading the chart for the equivalent of the number of inches to the quantity of oil in the tank. Cindy said that if there was a question that she would have John call and go over it with Linda.

John has asked what is the protocol if there is an issue that arises that he can not take care of. Who is on stand by. Who does the Town has for on call service. Linda stated the Crawford Plumbing does the oil service for all of the current Town buildings. As for the pellet burner the Town has no service tech. Cindy stated that the Board needs to think about who would be that 24-hour on call person should an issue arise. What is the protocol? Does John call Linda and she call whoever is on call or should he call himself and fill Linda in later. We need to figure this out. Kevin said at this point Linda should be called we do have people that we are using. Tom asked if the pellet boiler would have to be fixed in

the middle of the night if it went down. Kevin stated that as long as only one heating source went down he would think that repair could wait until morning.

Linda was asked to contact New Day Energy to find out if they would do emergency on-call service and what their fee would be.

Cindy asked what the freeze temperature was set for the alarm at the school. Linda said that Capital Alarm to her 40-degrees.

Linda was also asked to contact Capital Alarm to find out why the flame fail alarm did not work when the school building had ran out of fuel.

Linda said that Mark Dubois didn't have anything to report other than they have been plowing and sanding the roads.

Spectrum:

Linda asked the Board if there had received the email with the maps and information that the Board had requested and the proposed contact for renewal.

Cindy asked that this information be printed off for the Boards review at the next meeting.

Tom asked if there are any other companies out there that provide cable service. Tom asked Linda to call and find out if there are other cable providers in the area. He said that Milan has a different company in their town.

In a quick internet search GWI is a provider out of Maine. Linda was asked to contact them.

Is it possible for several towns to establish a coop to get cable service into their area.

Julia Gilmore will be in on the 17th to discuss Spectrum service in Jefferson.

Tom provided the Board with some information that Ms. Gilmore had forwarded to him and asked that they look it over.

Tom asked if anyone knows anything about a repeater being installed on the Ingerson Road. It was asked if the repeater was for cable or DSL?

Tom stated that he thinks that it is great that the Board is looking at all options for cable service for the Town and not just accepting one provider.

Old Business:

Not everyone has completed review of the job description. Tom apologized for not having done this. With the holidays next week will be the last meeting this year. Tom asked if there was something with the job description for the school maintenance position that had to be done before the new year. Cindy said that she has not drafted the job description yet.

Linda said that the highway foreman, laborer, transfer station attendant and selectmen assistant are the only description that need review. The other jobs are governed by RSA.

Kevin asked if Cindy was still concerned with the layout of the description. Cindy said that she does not have any major concerns or changes. She has some additions that she would like to add. The layouts are fine.

Tom asked if it would be possible to providing time allows that the Board start the review next week.

It was decided that doing one job description next week to get started.

Review of the job description for the Assistant to Selectmen position will be done at the December 17th meeting.

Cindy said that as far as the discussing a newsletter that could be put a hold on that unless the Board wants to say ya or nay at this point. Maybe not so much as ya or nay, but we need to think about how we keep the public informed with information on the survey findings. There will be a lot of dialogue happening and communication after the survey results come out. Cindy said that she wants to be sensitive to the public and them as much informed as possible.

Tom said that he was not at last weeks meeting when this was discussed, however he has read the information that he was provided. He would like to state that he feels that if there is anyway possible he would like to see this happen if it doesn't incur a huge cost.

Tom said that he has looked and there are a number of towns that have newsletters even small towns that are done either monthly, bi-monthly or quarterly. Kevin asked how are they put out. Are they just on a web site. Kevin said that putting a newsletter on the web site is great, but how do you get it out to everyone. If you start mailing there is a cost that is being incurred. Kevin said that he understands that not everyone has access to the website, but some of the people that do aren't necessarily reading it. So if we start to incur a cost to send them out and people don't read it then what.

Cindy said that she has an idea that she would like to put out. Attach a copy to the web site, then put copies at the Old Corner Store, Post Office, Library and the office. Tom said that you could put out a flyer letting people know the newsletter is available on the web site. Another idea would be a cue code on the poster that someone could scan with their phone. The cost to do this would be minimal.

As with everything else that the Board is doing now lets just take this in small steps. More information to come.

The next meeting will be December 17, 2018 at 7:00 pm.

Public input – None

The Chair asked the Board how they wanted to handle the meeting schedule for the 24th and 31st. It was decided that these meeting would be cancelled. The Board will meet January 2nd at the Office at 7:00 pm.

Linda distributed the information to the Board that showed the break down of the funding and reimbursement for the special police duty at Santa's Village. The amount being charged does cover the cost incurred by the Town.

Tom asked what the actual policy/procedure is with the officer on duty at Santa's Village. Is it appropriate to stop a car to let just one person cross the road. Linda was asked to contact Norman Brown to have him come into the Board to review procedures at Santa's Village for a special duty officer.

There was some discussion on putting up a sign here at the town office that could be used to keep the public informed as to what is happening in town. It was asked what the State R-O-W is. This is something that could be investigated.

Linda reported that she would be out of the office Thursday.

The Board signed a letter in support of North Country Council applying for a Solid Waste Technical Assistance Grant through the U.S. Department of Agriculture.

Linda was asked to put together something in writing regarding the procedures for getting a private road converted to a town road for the Board to have in their binders. This will give the Board the information available to them when asked the question by someone.

Tom suggested that a letter be send to Daniel Bourque outlining the procedures for getting warrant put on the town meeting warrant requesting a private road be taken over by the town. Mr. Bourque was the party who had contact the Board looking for this information.

Non-Public(if needed): None

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

The meeting adjourned at 8:37.

Respectfully submitted,