

## SELECT BOARD MEETING MINUTES

Monday, August 9, 2021

**PRESENT:** Cindy Silver: Select Board Chair and Norman Brown: Select Board member, both comprising a quorum of the board. Kevin Meehan was not able to attend this meeting.

**ALSO PRESENT:** Kathi Marshall: Assistant to the Select Board, Cheri Marshall: Trustees of the Trust Fund Member, Mr. & Mrs. Dennis Rossignol: President and Secretary of the Gem/Mineral Group, Terri Larcomb: Jefferson Deputy Treasurer, Jim Ackerman, Sr., Alan Balog, Dave Passios, residents

Cindy Silver called the meeting to order at 7:00 p.m., and those attending stood for the Pledge of Allegiance.

### ACCOUNTS PAYABLE/PAYROLL

Cindy made a motion to approve Accounts Payable and Payroll items for the week ending August 7, 2021 and to authorize Kathi to pay invoices and payroll. Norm seconded the motion but asked for discussion with regard to the payroll. He mentioned that one of the payroll items was covering time worked from December of last year which our current budget does not cover. Norm also said that some town employees turn in weekly payroll and then there are others who turn in payroll every six months. Kathi said the protocol that has been used with the fire department has been to pay firefighters twice a year. Norm asked to have Chris clarify whether or not these work hours are for January or December. Kathi said she would talk to Chris. Norm seconded the motion to pass Accounts Payable and Payroll with the exception of the payroll check in question. The motion passed, and accounts payable and payroll were approved.

### APPROVAL OF MINUTES FOR 8.02.2021

Cindy made a motion to approve the meeting minutes from 8.02.2021 as recorded. Norm seconded the motion but with a point of discussion. He mentioned the information the board had received from Jason Call regarding the Honor Roll Fund. He explained that the fund was not intended to cover repair and maintenance for a newly renovated memorial. The original funds were for the original monument that was intended only for those who were residents of Jefferson when they signed up for military service. It didn't matter which war, only that your home of record was Jefferson. The funds that were deposited into that account were not used for repair and maintenance, rather they were used to cover the cost of inscribing new names.

The new memorial will include anyone who has lived in Jefferson for at least one year and has served honorably in any branch of the service. Norm did not feel the funds currently in the Honor Roll Fund and the funds recently donated for the new memorial should be co-mingled. He mentioned in the Treasurer's Report there is the Savard Fund, and the town should be able to create a new account through the Treasurer for the new memorial upgrades and repairs. At this time there is no need to involve the Trustees of the Trust Funds. The majority of this money will be expended as the memorial is renovated. Whatever money is left can be included in a warrant article to create a trust fund for future maintenance. Board members voted "aye" on the motion and the motion passed. The minutes were approved.

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

### PUBLIC INPUT

**Dennis Rossignol:** Mr. Rossignol represented the Gem/Mineral group that used to meet regularly in the old town

hall once a month. They did meet in the JCC building once and wanted to know if they might have a key to come and go for their meetings. He mentioned that the boy scouts met on the same night, and when they met last, the boy scouts left early, and since they did not have a key they had to disband early as well.

Norm said the issue with the last meeting they had was that the room was a mess when they left. There was food left out and the chairs were all over the place. Norm said it would have been nice to receive a phone call the next day letting the office know that their meeting was called short. The board was also leery to give a key to an “outside” group due to the security system set-up and the privacy protocols.

Cindy also mentioned the upcoming construction. There will be major work and large equipment in several areas of the building. Norm said there will be a complete shut down, probably at the end of the month, to all groups using the building once the construction begins. The exceptions to this will be the Select Board, the Planning Board and the Zoning Board.

Mr. Rossignol said they will probably look for another place to gather. They will meet for the last time at the JCC on Thursday, August 19.

### 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.

#### NEW BUSINESS

**Whitefield Select Board Protocols:** Cindy and Norm had not been able to read through the entire document, and Cindy said she thought it was a very interesting and informative guideline. She wanted to make certain the board discussed it at some point. She said it would be a great way to keep the public aware of the responsibilities of the board, and to lend guidance to the board itself as different situations present themselves. When all three members are present to discuss the document it will go back on to the agenda.

#### UNFINISHED BUSINESS

**Job Description:** Chris left added job description documents to the board members. Norm said there is only one job position missing and that is the Fire Lieutenant. Kathi said she would ask Chris for that report.

**Update on Veterans’ Memorial Donations:** Cheri left two checks with Kathi—\$400 worth to be added to the funds. The total collected to date is \$13,335.86.

Cheri asked if the new website was going to have access to the warrant articles and the annual town minutes. Cindy said it would have those items, but right now she has been updating the site and she hopes people will understand that there is still training going on as well as updates and changes to be made. Once the training is complete visitors to the website will begin to see all the items, plus more, that they saw displayed before. The town is working on it, and Cindy said she was happy that people were checking out the website.

#### ANY OTHER BUSINESS

**GOFFER Funds:** Kathi spoke with the GOFFER office and even though they can’t approve our SAM account, they decided to approve the application for the Repair & Refund GOFFER money. The check should be mailed this week.

**Land Use Change:** Kathi presented the Land Use Change application for Aaron Davis. The application had been seen by the Planning and Zoning Boards as well as by Chris Milligan. Board members approved the application and signed the document.

**Grafton County Sheriff's Dept.:** The board received a letter from the Grafton County Sheriff's Department detailing the dates four times a year when the town will be billed for their dispatch services. Cindy asked Kathi to have the Sheriff's office add the year "2022" in the document because it is not noted there. Kathi told the board that Chris also had a document from Grafton County Sheriff's Department but Chris was holding it until the alarm was fully installed at the fire station, and they knew it was working. Norm said to hold off signing the town's billing agreement until they saw Chris's document and made certain it was only for protocol, not for billing. Cindy agreed, so Kathi will get a copy of Chris's document from Grafton County Sheriff's Office.

**C.N. Brown:** Kathi said this was the time of year when pre-buy offers are being made and she wondered what the procedure was for propane as opposed to fuel oil. Norm said we need to put out a bid for fuel oil and propane. Hopefully C.N. Brown can help us calculate—the new boiler will be 650,000 BTUs. There will also be an auxiliary propane hot water heater, since it doesn't make sense to fire up the boiler for limited hot water needs. The JCC building will have 2, possibly 3, 2,000 gallon tanks for propane.

Norm said the biggest dilemma for us will be using up the fuel that is currently in the underground tank. It still has about 1,200 gallons and when we pull the tank it needs to be empty. Maybe the Highway Department can take some of the fuel. Norm also mentioned Tanner Hill who will be removing the tank, and perhaps they know where there is a market for it. The Highway Department may also have room in their tanks for some of the fuel. Norm said to check with Mark to see if he can take any to help us out, and to also check with C.N. Brown for usage in these areas to see what each location has been using.

**Consolidated Communications:** Norm will be meeting with Frank Perry of Consolidated Communications. Norm will e-mail him the renovation plans for the school and then he will walk the building with him to determine our needs for phone system, internet service, etc.

**Public Hearing:** Norm is also collecting all the information he feels he will need for the public hearing Monday, August 16 at 6:30 p.m. He will be meeting Wednesday, August 11, with Joe Marshall and Liz Milligan to plan the presentation.

**Starr King Parking:** David Govatski submitted a plan for alleviating the traffic overflow on Starr King road. He said the Forest Service can build a new trailhead on the other side of the brook where a parking area could go in and add a walking path up to the trailhead. The cost of changes could be funded through a grant. He is applying for the grant to see if an option such as that will work.

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

#### PUBLIC INPUT

James Ackerman Sr. asked if the board might consider having a moment of silence out of respect for the police officer fatalities and injuries that had occurred that week.

Mr. Ackerman was also curious to see if the town would set up an account for the donated funds for the veterans' memorial within the next month or so. Norm said it would be done that week.

Mr. Ackerman also mentioned he had an unfortunate incident at the Transfer Station that week, and due to that

incident, he has chosen not to go back to the transfer station again. He just wanted the board to know the situation was uncomfortable for him. Norm acknowledged Mr. Ackerman's concern and said that the feedback from the transfer station is that there has been a huge increase in the number of people bringing their items from outside communities and trying to leave them off at Jefferson's Transfer Station.

#### **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 8:04 p.m.

The next meeting of the Select Board will be Monday, August 16, 2021 at 6:30 p.m. in person at the Jefferson Community Center.

Respectfully submitted,