

SELECT BOARD MEETING MINUTES

Monday, August 16, 2021

PRESENT: Cindy Silver: Select Board Chair and Kevin Meehan and Norman Brown: Select Board members, all comprising a quorum of the board.

ALSO PRESENT: Kathi Marshall: Assistant to the Select Board, Joe Marshall: President of the Historical Society, Liz Milligan: Trustee of the Trust Funds Chair and approximately 45 Jefferson residents

PUBLIC HEARING

The purpose of the public hearing was to give the residents of Jefferson an opportunity to hear the actual plans for changes to be made to the old school building in order to begin work to accommodate the Jefferson Library and the Historical Society within the building.

Cindy Silver opened the meeting at 6:45 p.m. and those present recited the Pledge of Allegiance.

Cindy then introduced Joe Marshall who began the presentation with a slide show.

Joe mentioned the school changed hands in 2018, when the town acquired it from the school district. The object of the plan is to bring the old school into full functionality. Currently there are two offices set up (Town Clerk and Administrative Office). The entire project will involve two distinct and separate entities—the Town of Jefferson and the Jefferson Library. The Historical Society will be involved in the building as a tenant of the town. The contractor for the project is Dan Hebert.

The plan includes a new heating system, a new ventilating system and an air conditioning system. They are all combined into one unit. The heating will be run with propane as opposed to fuel oil, and the school will use pellet heat when needed.

There will be new floors of a “durable” carpet square. The gym area will have a new floor as well, which will likely be rubber. It will have the stripes painted for basketball so games can still be played there, or parents can shoot “hoops” together with their children and so on. The entire building will have dimmable lights. Most of the ceilings will be removed so new ventilation and heating can be installed. Walls will be painted. The two offices already renovated (Town Clerk and Town Administration) will not need new floors or ceilings.

Norman Brown gave an overall explanation of what each room will contain, the update of bathrooms that will be handicap-accessible. He pointed out the walls that will be removed in order to accommodate the new library’s floor plan, and he informed everyone that some of the outside walls will need to be newly insulated.

There will be several new offices constructed for other town employees such as the Tax Collector, Treasurer, etc. with a conference/board room for the various boards to use for meetings.

Norm let everyone know the new heating/ventilating/air conditioning system comes all in one. He said today it is difficult to find individual systems, and if you did you would pay much more for the individual systems than you do for the combination. A question was asked about storage space, and Norm pointed out the room that currently holds two fire-proof safes, as well as other areas throughout the building that will offer storage space.

Liz Milligan gave a presentation of the plans for the library. She said it will consist of three separate areas: one will be the children’s area where kids will have tables and an area for arts and crafts. Another room will be the non-fiction section and the third the room for fiction. From the slides she pointed out the new entrances and egresses

and illustrated the flow of foot traffic from one area to another. Liz assured everyone that people would be able to use this library in many ways, including bringing in your own computer and working quietly, or using the computers the library will have available. You can also sit and read a book—a library book or your own. And parents can work quietly while their children play on the playground out back.

Joe Marshall discussed the cost of the project and the funds currently on hand. He said the base bid for the town is \$422,360, and for the library, \$320,892. The library will be self-funded. Joe said the town has a certain amount of funds on hand right now and the town also has funds coming in. However the town cannot legally spend funds they do not yet have in hand. The funds currently available will cover the base bid which will get the major basics done on the building. The total cost of the project will be \$877,403. Joe reminded those present that the previous bid the town had received on this very level of renovations was approximately \$1.5 million dollars.

The goal at this time is to make the portions of the building that are accessible to the public more complete and aesthetically pleasing. In order for people to be able to work within the building it is also imperative that heating and ventilation are in good working order.

Liz explained the funding the library has, including the funds from a private donor. When all the legal issues have been addressed, the library will have a \$500,000 endowment fund. Currently they are authorized to expend \$150,000 of that fund. These funds will help to complete all the work needed to get the library totally renovated according to plans and open for the public to use.

Norm went on to address scheduling for the project. Mr. Hebert said once the contract is signed the work will begin within thirty days. Once the job is begun it will be fully completed within ninety days. The additional funding expected for the town should be available as the project moves along, so the pieces should fall together to bring this project to completion in a timely manner. Norm also mentioned the *Memorandum of Understanding* that will exist between the town and the library, detailing the responsibilities of each with regard to expenses moving forward. Norm suggested they delay signing the contract with Mr. Hebert until that upcoming Wednesday (August 18), so the Library Trustees can make the changes needed before signing.

Regarding the fire damage to the old town hall/offices, the insurance company's offer to the town is to write us a check for \$440,634. The building was insured for \$800,000 plus. Norm said if we were to replace the building (on the same site), it wouldn't have to be a town hall or town office building. While the insurance company would write us a check for much more, Norm does not believe a new building can be erected there at the price offered. He also said we wouldn't really want to add on to the building (fire station) that is already there since it is 40 years old. The building would have to comply with the latest codes. He asked that Chris and his officers do some brainstorming together. Come up with a solution for giving FD members more space and things they absolutely need. Then see if they can't come to a reasonable price within the insurance company's guidelines. Norm suggested an idea that the old building become a place for meetings, offices for officers, and a workshop. A new building could house several bays for the trucks and vehicles and a room for equipment. (Focusing on longevity and future needs.)

Norm said the town has two years to agree to a number with the insurance company as to how much the town will receive in replacement value of the old hall/offices. Once an agreement is reached, the town has two additional years to begin building a new structure. So the town has some time to create and price a new idea for replacement. The insurance company said if the town elects to construct a whole new building they could do that as long as they used at least a portion of the old footprint.

SELECT BOARD MEETING

Cindy Silver opened the meeting at 8:27 p.m. Present were Cindy Silver, Kevin Meehan and Norman Brown, all three comprising a quorum of the board

Also present were Jason Call: Trustee of the Trust Funds Chair and Joe Marshall: President of the Jefferson Historical Society

ACCOUNTS PAYABLE/PAYROLL

Kevin made a motion to approve Accounts Payable and Payroll items for the week ending August 14, 2021 and to authorize Kathi to pay invoices and payroll. Norm seconded the motion. The motion passed, and accounts payable and payroll were approved.

APPROVAL OF MINUTES FOR 8.9.2021

Norm made a motion to approve the meeting minutes from 8.09.2021 as recorded. Norm seconded the motion but with a point of discussion. He said on page 3 it stated the “town” could put in a new trailhead to help alleviate the parking issues on Starr King. He said it should read the “Forest Service” could put in a new trailhead. Norm said he would approve the minutes with the designated change made. Board members voted “aye” on the motion and the motion passed. The minutes were approved with the change.

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

PUBLIC INPUT

REPORT OF DEPARTMENTS AND/OR BOARDS

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

NEW BUSINESS

Transfer Station Hours: Kathi presented this topic for a vote. It was to change the Transfer Station Summer hours to include Mondays from noon until 5:00 p.m. as opposed to 3:00 p.m. until 5:00 p.m. Norm said to expand those hours might help to lessen the Saturday load of customers. Norm made a motion to change the Monday hours from 3 p.m. — 5 p.m. to Noon to 5:00 p.m. effective immediately. Kevin seconded the motion, and the motion carried. Effective Monday, August 23, the Transfer Station will be open Mondays from noon-5 p.m., Wednesdays from noon-5 p.m., and Saturdays from 8 a.m. until 5:00 p.m. from the Monday following Father’s Day through Columbus Day, when the Transfer Station will be closed on Mondays.

UNFINISHED BUSINESS

ANY OTHER BUSINESS

Update on Veterans Memorial Donations: There was a \$50 donation to the Memorial Fund that day. A new account has been created—the *Town of Jefferson Veterans’ Memorial Fund*. The opening deposit was \$400, and the balance of donations was to be deposited Tuesday morning into the account in the amount of \$12,935.86 including three months interest (\$3.68) for a total of \$12,939.54.

Mowing Issue: A local resident has been mowing a piece of property in town and there has been water running into the field so his tractor gets stuck in the water. The property sits on a state road. The resident asked if he could clean out the ditch and if so, how many linear feet could he clean out. Board members said the property is on

a state road, so the town was not at liberty to help in this situation. Kevin was familiar with the property and mentioned it was now privately owned and the resident doing the mowing needed to speak to the property owner.

Piano: Kathi mentioned a gentleman has offered to donate a piano to the town and she asked if the Board would like to take possession of it. Since the town already has a piano on site Norm suggested the library might be able to use it for any upcoming events they plan once they are located here in their new building. Kathi said she would contact Liz.

Transfer Station Container: Norm mentioned the container at the Transfer Station that was for sale. He told Kathi to write a notice and post it publicly to see if anyone would be interested. The container is in extremely poor condition. Norm said if anyone is interested they can let us know and the container will go the highest bidder.

Reports for Signatures: The board members signed two reports for the Department of Revenue. The first was MS-232, Appropriations Actually Voted at Town Meeting and a report for the Assessment of Forest Lands.

Dan Hebert Contract: Norm made a motion to approve Dan Hebert's contract for the town offices/ community building with the updated and approved MOA signed by the Library Trustees and Select Board members. Kevin seconded the motion. All three members of the board voted "aye" and the motion was approved.

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

PUBLIC INPUT

ADJOURNMENT

Cindy made a motion to adjourn the weekly Select Board meeting. Kevin seconded the motion. The motion passed, and the meeting was adjourned at 9:06 p.m.

The next meeting of the Select Board will be Monday, August 23, 2021 at 7:00 p.m. in person at the Jefferson Community Center.

Respectfully submitted,