

SELECT BOARD MEETING MINUTES

Monday, August 23, 2021

PRESENT: Kevin Meehan and Norman Brown: Select Board members, comprising a quorum of the board. Select Board Chair Cindy Silver was not available on this date for the meeting.

ALSO PRESENT: Kathi Marshall: Assistant to the Select Board, Mary Gross: Town Tax Collector, Chris Milligan: Jefferson Fire Chief, Bill Patnaude and David Savage: Jefferson Fire Fighters and Representatives for the Jefferson Firemen's Association, Terri Larcomb, Deputy Town Treasurer, Shawn Davenport: Building Permit Applicant

Kevin Meehan opened the meeting at 7:07 p.m. and all those present recited the Pledge of Allegiance

ACCOUNTS PAYABLE/PAYROLL

Norm made a motion to approve Accounts Payable and Payroll items for the week ending August 21, 2021 and to authorize Kathi to pay invoices and payroll. Kevin seconded the motion. The motion passed, and accounts payable and payroll were approved.

APPROVAL OF MINUTES FOR 8.16.2021

Norm made a motion to approve the meeting minutes from 8.16.2021 but with a point of discussion. Kevin seconded the motion. Norm mentioned the construction contract, but said it should be added to the minutes that while the contract was approved, the board and Library Trustees were holding off on signing it until the following Wednesday, August 18, so Library Trustees could make any changes to the *Memorandum of Understanding*. Both 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

Tax Collector/Deeding: Mary Gross was present at the meeting to bring the board members up to date on the deeding. Mary mentioned two property owners who had not paid taxes since 2015 and 2018. She felt these individuals' properties should be deeded back to the town. Norm said it made sense to him, and Kevin agreed.

Fire Department/Chris Milligan: Chris mentioned safety meetings that used to be held quarterly and wondered if they could be scheduled again. He said he thought it would be good to pick a date. It didn't necessarily have to be on a Monday. He said the current Safety Program we have has not been reviewed for quite some time, and he felt it would be a good idea to review it and then meet to discuss it—to make sure it is still in line with what we should be doing.

Norm was curious as to why the meetings never continued. Kathi said when Covid came and everyone was in lock down those meetings stopped. The Select Board tried to bring them back, but they did not have Zoom at the time. They had a phone conferencing system. The connections were not always good and many of those who tried to attend said they could not work with that system. Since meetings in person were not yet approved, no meetings were scheduled at that time.

Chris went on to discuss the status of the alarm system at the fire station. The two new dedicated lines have been installed. He is waiting for Royal Electric to come in and verify that these lines are functioning properly before he has the safety system fully installed. The company that will be monitoring the alarm system is PPM out of Massachusetts.

The contract with them will be \$408 annually. Grafton County Sheriff's Office will take in any call dealing with the safety alarm at no cost. Chris explained if the alarm goes off, it will be picked up by the monitoring company, and they will contact Grafton County Sheriff's Office. Grafton County will then dispatch fire, police, etc.

Chris said he is also addressing the "low reading" light on the outside of the station. Royal Electric is going to replace what is there with a more prominent lighting indicator. The light is to let people driving by know that the temperature inside the building is very low and should be checked. But the light currently in place does not catch anyone's attention. It will be updated.

Chris also gave Norm the latest information he had on the estimate for a new generator. Chris is currently checking to make sure that quote still stands, and he will get back to Norm with the answer. Norm asked Chris to see if there was a way we could use our own town staff to prepare the site or do anything that might help to mitigate the cost. He went on to say the town still has to remove the 6,000-gallon underground tank and put in two above-ground 1,000-gallon propane tanks. We also need to take out the oil line and put in the propane line. There is definitely a good deal of ground work to be done.

Chris mentioned inspection items the department is working on. One is Shiloh, and the other one is the old Applebrook. They are trying to work with them to bring them up-to-date on safety and compliance issues. Chris will also be sending a letter to the Gingerbread House offering to help them with a safety and compliance inspection since that business is up for sale.

Chris is still working on some of the replacement items from the fire. He told the board he cannot always find what he needs to replace the items lost. Some of the turnout gear is expensive. Norm said the recommendation from the insurance provider is to not struggle to find a lower cost item, rather find what the suitable replacement item is, submit the cost information to them for approval and then buy it. Norm said that way the department can have current state-of-the-art equipment.

Chris would like to replace the rear tires on Engine #1. Mark Corrigan has found a place to obtain the same tires DOT is running on their trucks. Good quality, long wear, great traction. They can pick up 4 of them for \$1,200. Chris said the department members can change them out.

With regard to equipment Chris said he budgeted \$4,000 for turnout gear. Turnout gear is now about \$2,300 for the jacket and pants. He knows the department has a CRF and it has \$8,656.00 with \$5,000 approved to be added. He would like to go ahead with getting two sets of turnout gear. He is also looking at air packs. One air pack by itself is \$5,500. They can be up to \$6,200 depending on how many extra features it has. Air cylinders have gone up and are now \$835 each. To replace three of them is \$2,500. It's \$285 to send out a cylinder and have it recertified. It's supposed to be good for another 15 years. Chris said he'd like to send out a couple to see how they are when they come back. Chris said he doesn't want to drain the CRF account, because he wants to make sure funds are there in case of an emergency. Norm and Chris added the expenses, taking the budgeted \$4,000 out of the FD regular budget and the balance from the FD equipment fund.

Chris also discussed EMS jackets, approximately \$350 each.

Cemeteries: This year with the weather the way it's been Chris has done mostly mowing and brush cutting. He would like to continue cleaning headstones. He would also like to work with Larry Kenison and go to Starr King since there are stones there that need new bases or need to be made upright since they are leaning. At Starr King there are probably four that need bases. At Hillside there are probably a dozen stones that need to be adjusted. Hillside also needs something to bring back the grass on the back half of the cemetery. He said it is not even grass in there, probably some kind of weed. But it looks awful. Norm said he would like to see some hydroseeding

going on in the cemeteries. He said to see if Leo Enos could get the right mixture to keep the weeds out and allow the grass to grow. Currently Chris mows and trims the cemeteries, corrects stones that are leaning, reinforces the bases of stones when needed, and cleans the headstones as well. Chris said it just takes time to get things done.

Norm brought up the recent payroll for a FD employee. The pay period covered work done in December of 2020. At the board meeting the members did not approve the payroll check. Norm spoke with DRA, our auditors and the Labor Board and made a motion to pay the individual for his work. Kevin seconded the motion. Discussion ensued with Norm explaining we cannot pay money that is not budgeted in that fiscal year. He suggested rather than pay FD employees twice a year, they should be paid three times a year. Jan-June, July –November and the month of December on its own. December will be turned in at the end of the month and as long as it goes through accounting by Jan. 10 of the upcoming year, we will be fine. Chris agreed. Board members agreed to approve the motion and send the payroll check, both voting “aye.” The motion carried.

Norm also mentioned that years back the town used to pay for a firefighter’s training. Something happened where folks were getting trained and then moving on to other departments. The town implemented a new rule that had new firefighters pay for their own training up front, and after a period of time the town would reimburse them. Norm said since Cindy was not present at the meeting he would like to make a motion at the next meeting to have the town pay for that training as a community to hopefully draw new volunteers to the fire department’s work force.

Chris said the good thing for the town is that the training prices this year have gone down for firefighters. The lower level training is about \$200 and the next level is \$400. It used to be \$1,000. The problem now is for EMS applicants. Training to become EMR are approximately \$500. To advance from EMR to EMT is \$1,600. Norm said that was significant, but he feels it draws a better qualified applicant, and he would be willing to vote in the affirmative to bring that kind of dedication and talent to the town.

David Savage and William Patnaude/Firemen’s Association: David and William came to the board regarding their Firemen’s Breakfast in October. Since Covid became an issue they have missed several breakfasts. It is important because it is largely their only fundraiser. They said it was a big issue because they would ordinarily get a variety of donations from businesses, and the event was always well attended. They asked, considering the upcoming construction, if there was any possible way they might be able to use the JCC to hold their breakfast. Barring that, perhaps they could cook here and take the food elsewhere.

Norm said the construction piece will not involve the kitchen. His concern was that every ceiling in the building, except for Kathi’s and Linda’s offices, will be coming down because new duct work will be going in as part of the heating/ventilation/AC changes. Norm asked if the fire department planned on cooking in the kitchen and then bringing the food to the station. He said that was not an ideal situation.

Norm is going to discuss this with the contractor. He has already asked that the work crew set up plastic and such to seal the work area so the dust factor is minimized. There is a possibility, since it would only be on a Sunday morning, that if the gym portion was sealed off, they might be able to pull it off. Norm said if the contractor begins work on the room behind the gym before and into October it will limit the department’s seating capacity. David and William acknowledged they would just have to deal with it.

Norm suggested when the contractor comes for the first time that David and William come down to discuss this with Norm and Mr. Hebert. Norm feels they will try to work with us.

REPORT OF DEPARTMENTS AND/OR BOARDS

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

NEW BUSINESS

Building Permit/Davenport: Board members approved and signed the building permit from Shawn Davenport. Mr. Davenport received an approval from the Zoning Board for a variance on his property. His paperwork was complete, including DES approval of the design and use of his septic system.

UNFINISHED BUSINESS

Health Officer Application: The town has received another application for the Health Officer position. Kathi asked the board if they would like her to set up an interview date and time for the board members to speak with the applicant. Norm said to add the applicant to the following week’s agenda in the first non-public session.

ANY OTHER BUSINESS

Norm asked Kathi to get in touch with Jason regarding the \$5,300.00 Chris would be using for the equipment he needs to purchase. Those funds will have to be transferred out of the CRF into the general account.

Norm also mentioned that if Mary Gross, the Tax Collector, has an item for the board that involves transactions that will have an impact on upcoming tax calculations, to just forward the request to the board. Mary does not have to be present at the meeting for the board to follow through on approving the payment.

Kathi said she spoke with Mark Dubois about the oil that is left in the underground tank outside. He said he could only use about 50 gallons, which is probably not worth the trouble. The board agreed. Norm said he spoke with Georgia at C.N. Brown and Dan Hebert, and once Dan decides where the propane tanks will go, we can call C.N. Brown and they said they will come and empty out the fuel oil tank which currently has about 1,200 gallons in it. C.N. Brown also let Norm know they have two 1,000-gallon propane tanks ready for us when the time comes.

Norm also contacted Shawn Beattie so when construction begins we will have two large containers on site—one for metal and the other for construction/demolition debris. That way the town may be able to recoup some money on the metal.

PUBLIC INPUT

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

ADJOURNMENT

Norm made a motion to adjourn the weekly Select Board meeting. Kevin seconded the motion. The motion passed, and the meeting was adjourned at 8:08 p.m.

The next meeting of the Select Board will be Monday, August 30, 2021 at 7:00 p.m. in person at the Jefferson Community Center.

Respectfully submitted,