

Town of Jefferson

Select Board Meeting

Library & Highway Dept. Budget Workshop

January 31, 2022

Jefferson Community Center

The meeting was called to order at 6:06 p.m. by Select Chairperson Cindy Silver, with Kevin Meehan (Selectman), Norman Brown (Selectman), Liz Milligan, Joy McCorkhill, Bette Bovio, Jeannie Kenison, Leslie Seppala, Jason Call, Mark Dubois, & Amanda Simino present.

The pledge of Allegiance was recited to salute the flag.

Selectman Norman Brown made a motion to accept as written the meeting minutes from the January 24, 2022, meeting. Selectman Kevin Meehan seconded this motion, with no discussion the motion was passed unanimously.

**Library:** Discussion about the library proposed budget. Liz Milligan (Library Trustee Chairperson) had asked the board 3 questions regarding their proposed budget. **One:** With the library moving into the JCC building they were not sure on figures to use for their agreed 20% of utilities for their portion of the building. The Select Board said to use the figures that they had from 2021. Those figures will be different but once the building is open for a full year will give a better understanding of the expenses. **Two:** They were not sure of dollar figure for cleaning. Right now, Joy cleans the current library building, that will change going into the new building because of having a maintenance person for the building. The library was looking for that person to clean once a week and take garbage once a week. The Select Board suggests that the library be cleaned every day that they are open so that the person doing the maintenance is on a regular schedule with the whole building. The Select Board stated to leave that off their budget for now and we can revisit once further conversation are had. **Three:** Liz asked if they were still going to be responsible for fire extinguisher inspection. That is going to be a building expense and they will no longer have to cover that service.

The Select Board suggests that the library take on their own bookkeeping. Auditors do not want commingling funds. (i.e.: when library trustees want to raise wages halfway through the year

when budgets are already done) The library is not ready to do that but will look into and research this topic and possibly move towards this in the future.

The library incurred legal fees that were covered by the town for their gift they received. The library will be paying these invoices going forward and reimburse the town the funds that were already covered by the town in 2021.

The library has certain privacy policies they have to follow for their patrons that is making them be reluctant to having cameras in the library. If the library decides against putting cameras in the library, then the town would ask for something in writing stating that in the event of an emergency and something happens in the library or to their patrons the town is not held responsible the library would be held responsible, per conversations with Selectman Norman Brown and the towns lawyers and insurance company. Joy asked about camera footage, retention, and who can see the recordings. Footage will be a span of the room. Cameras will be in three corners of the library to scan over the two rooms. Each town employee in this building will have a monitor to see all cameras in and outside of the building. The retention will be once we have gone through 2 terabytes the system will automatically delete and start recording all over again. The town will be putting up signage throughout the building letting people know that they are being recorded. Jason Call asked; On weekends when the library is the only ones in the building, will their staff be able to see entrances? Selectman Norman Brown stated that everyone with a monitor will be able to see all cameras in and outside of the building, the Librarian will have a monitor at her desk. The Library Board of Trustees have a meeting 2/3/2022, they will discuss this matter make a vote and get back to us no later than Monday 2/7/22 with the decision that is made for either going forward with cameras in the library or not.

**Highway Department:** Discussion about the highway department proposed budget. The highway department needs a new plow/sand truck. The Board and Mark discussed a couple different avenues the town can go down with raising the funds to support a new plow truck. More to come on this topic. Selectman Norman Brown discussed the roads infrastructure grant that is coming down the pipeline to apply for. This would be for the 5 railroad crossings that are in town and applying more gravel for the towns gravel roads.

**Public Input:** Jason Call wanted to know if the town was thinking about going from an annual tax bill system to a semi-annual tax bill system because it is better for cash flow throughout the year. Currently, it is not something that is in discussion. The School Board meeting was brought up regarding the Town of Carroll's withdrawal from the district. If this does happen the Town of

Jeffersons tax appropriation looks like it will decrease in the amount of funds paid to the district.

**Other Business:** Amanda presented the board with a list of Warrant Articles from last Annual Town Meeting to see if they wanted to change any of them. The board looked them over would like to keep as is but wanted to see about better wording on one of the articles and to see if we could lump two of the articles together. Selectman Norman Brown would like to include a new article for Broadband infrastructure for the town. Amanda brought the board an update of information found by Planning Board in their meeting minutes re: Souza building permit. The board asked that Amanda draw up a letter to send to the Souza's following up to see if the building permit is still needed, giving them 30 days to let us know.

Selectman Norman Brown made a motion to adjourn the meeting at 8:29 p.m. Selectman Kevin Meehan seconded the motion and with no discussion the motion passed unanimously.

**\*\*\*\*Next Select Board Budget Workshop will be held on February 2, 2022 @ 6:00 p.m.\*\*\*\***

Respectfully submitted

Amanda Simino