

Town of Jefferson
Select Board Meeting
September 27, 2021
Jefferson Community Center

The meeting was called to order at 7:05 p.m. by Select Chairperson Cindy Silver with Kevin Meehan and Norman Brown present.

The pledge of Allegiance was recited to salute the flag.

A motion was made by Selectman Norman Brown to accept the week's accounts payable and payroll expenditures. Selectman Kevin Meehan seconded this motion, with no discussion the motion was passed unanimously.

A motion was made by Selectman Norman Brown to accept as written the previous week's minutes. Selectman Kevin Meehan seconded this motion, with no discussion the motion was passed unanimously.

Old Business

There was one public comment in regards to our financial software. Selectman Norman Brown explained that Primex, the towns Insurance, will not provide coverage for a cyber-attack if the financial software has an online connection. Primex has certain requirements that the town must meet before they would provide coverage. It was mentioned that it is more beneficial to the town to buy software that is independent of online connections.

New Business

Selectman Norman Brown went over the Town Departments Report. Mark Dubuis Highway Forman's hours were reported. Mark preformed regular maintenance of vehicles and roads.

Selectman Norman Brown talked about the full time office position's current vacancy. Selectman Norman Brown and Select Chair Cindy Silver discussed the options of a pay scale and also discussed qualifications. Twin Mountain has had this position open for about a year. Their starting wage is around \$25 an hour. The board discussed possibly changing the title of the position to Town Administrator and altering the job description to better fit this title. A starting and ending wage for this position has not been decided. There was one public comment regarding the position being salary vs hourly. Selectman Norman Brown gave the pros and cons to both and explained that it would be more beneficial to the town by keeping it an hourly position as the job is not in a supervisory role.

Selectman Norman Brown stated that the School Board has asked for a special meeting to accept and distribute \$547,000 in grant money. This meeting will be held on November 10th at 5:30pm.

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Selectman Norman Brown talked about putting information regarding the Wic program on the town's website as it would be very beneficial for some families.

Selectman Norman Brown talked about Gem Environmental working in the town building and to give the bill of \$145 to Linda for accounts payable.

Selectman Norman Brown stated that Atlantic Recycling will be at the town building on October 5th to service the compacter.

Selectman Norman Brown discussed CN Brown Energy wanting the town to sign a contract with them for propane by October 15th. Norm would like CN Brown to submit a proposal before the town commits.

A building permit for Presidential Highway was discussed.

A building permit that was previously approved for Cedric Road was reviewed and no further action was required.

Selectman Norman Brown has met with Consolidated Communications about getting 5 phone sets with high speed fiber lines. Consolidated Communications is working on a proposal for the town.

Other Business

Selectman Norman Brown discussed some of the questions town's people have called about during the day. A lot of these questions are in regards to zoning and planning regulations. Norm stated that it would be wise to have Selectman Kevin Meehan handle these questions as he is more familiar with the zoning and planning regulations. Selectman Norman Brown suggested to have people with these questions call, leave a message and Kevin will return their call. The select board agreed.

Cheri Marshall gave an update on her communications with Cheryl Meehan on the Memorial Fund. There is a discrepancy of \$1,750 between Cheryl Meehan's balance and Cheri Marshall's balance. Cheri Marshall will post a general thank you to all who have donated to the Memorial Fund and to anyone who has donated and not yet been acknowledged to please contact her. Hopefully we will be able to recognize the discrepancy through these inquires. If no response is generated, then it is the assumption that when the general fund is audited the discrepancy will be resolved.

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A motion was made by Select Chair Cindy Silver to adjourn this meeting at 8:00 p.m. Selectman Norman Brown seconded this motion and with no discussion it was passed unanimously.

Respectfully submitted and transcribed through digital recording,

Wendy Wells

Megan Wells