

Town of Jefferson  
Select Board Meeting  
November 15, 2021  
Jefferson Community Center

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

The pledge of Allegiance was recited to salute the flag.

Next on the agenda was non-public section which was moved down in the meeting so that the board could go over and accept November 1<sup>st</sup> meeting minutes and go over and accept the week's accounts payable and payroll.

A motion was made by Selectman Norman Brown to accept as written the meeting minutes from the November 1, 2021 meeting. Selectman Kevin Meehan seconded this motion, with no discussion the motion was passed unanimously.

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.

At this point the meeting went into public input. Jason Call was in attendance to speak in regards to the NFI properties still showing as exempt for taxes. He stated that he was viewing the town website under assessments and the NFI properties are still showing as exempt. Jason stated that if they are not owned and occupied by NFI the properties should no longer show as exempt. Selectman Norman Brown stated that 1 of the 2 properties are sold. That the person assigned to the town from our accessing company was out for sometime due to having COVID. They are back to work now and the assessments and reval are still underway. Jason had asked about funds due to not having tax money coming in yet, Selectman Norman Brown stated that he spoke with Linda Cushman she stated that the town is ok until close to the end of the month but then the town will have to do something with the TAN. Selectman Norman stated that it's going to be tight with the TAN because it is only for so much and the bill for the county taxes which is pretty close to the amount of the TAN and that always comes about the same time. During public input Selectman Norman Brown asked Jason Call for an update on if the Library has started receiving funds and they have made their first deposit into a Trust Fund that is protected funds. The first two installments were retained the third installment was just received and the forth will be received in the Spring.

Selectman Norman Brown made a motion at 7:17 p.m. to go into Non-public session with a second from Select Chairperson Cindy Silver. Meeting was adjourned into Non-public session.

Selectman Norman Brown made a motion to leave non-public session with a second from Selectman Kevin Meehan. Motion was passed and public session reconvened at 7:39 p.m.

A motion was made by Selectman Norman Brown to hire James Astuto for the town's Health Officer position. Selectman Kevin Meehan second the motion. There was no discussion and motion was passed.

Next on the agenda was discussion of Budget. Selectman Norman Brown asked to have Amanda

Simino send out an e-mail to all department heads asking that they have their budgets into the select board by December 15, 2021. Selectman Norman Brown talked to Mark from the highway department about looking at some expenditures to bring the town's roads up to par. Big projects like these the board is going to want to know about and figure out how to get them into next years budget by only authorizing them to be done with any federal funding that the town receives as opposed to using tax payers money. Selectman Kevin Meehan would like to take a look at the Capital Improvement Plan due to not having any major adjustments being made to the plan for a 10-15 year period. Selectman Norman Brown suggested that instead of meeting with the departments as soon as the board receives their budgets the board should schedule one to two budget workshops to talk about projects to go on Capital Improvement Plan.

Last on the agenda for discussion was other business. Selectman Norman Brown made the board aware that one of the code requirements is to have roof access. Currently the JCC building does not have access to the roof other than a ladder. Thinking that the best room to have an access to the roof would be the IT room.

Selectman Norman Brown received price for new vault. For the room we will have to have fire rated walls & ceiling with another door to access electrical panel due to not being able to have the panel in the same room as the vault. Received a quote from Daniel Hebert of \$20,850.00 which Norman submitted to the insurance company in hopes for a per-approval as part of the insurance claim. The County approved us for \$125,000.00 for the change order 1. Those funds will be for alternates 1,2, & 3 on change order 1. At that time Selectman Norman Brown made a motion to approve change order 1 to complete alternates 1, 2, & 3, with a second from Selectman Kevin Meehan. There was no discussion motion was passed.

Selectman Norman Brown brought a proposal to the board about having Select Board meetings bi-weekly rather than meeting every week during construction. Selectman Norman Brown made a motion for the Select Board to meet bi-weekly during construction, Select Chairperson Cindy Silver seconded the motion. All were in favor with no discussion

With the new bi-weekly meeting next meeting will be held on November 29,2021

Selectman Norman Brown made a motion to adjourn the meeting at 8:19 p.m., Selectman Kevin Meehan seconded this motion and with no discussion the motion passed unanimously.

Respectfully submitted,

Amanda Simino