

Town of Jefferson

Select Board Meeting

December 27, 2021

Jefferson Community Center

The meeting was called to order at 7:06 p.m. by Select Chairperson Cindy Silver, with Kevin Meehan (Selectman), Norman Brown (Selectman), Linda Cushman, 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 December 20, 2021, meeting. Selectman Kevin Meehan seconded this motion, with no discussion the motion was passed unanimously.

Selectman Norman Brown made a motion to accept the weeks accounts payable and payroll expenditures. Selectman Kevin Meehan seconded this motion, with no discussion the motion was passed unanimously.

Budget Workshops: Discussion regarding setting up a schedule for the Department budget workshops. The schedule is as follows:

Fire Department: Monday January 3, 2022 @ 6:00

EMS Department: Monday January 17, 2022 @ 6:00

Highway Department: Monday January 31, 2022 @ 6:00

Library: Monday January 17, 2022 @ 6:00

Public Hearing for annual budget was discussed and will be held on Monday February 7, 2022, scheduled for 6:00 at this time.

On proposed budget 40 hours per week for the full-time Administrative Assistant position was discussed and will be budgeted for 2022. Suggestion was made that the accounting procedures for the library be further discussed at their budget workshop.

Town Building Renovation update: Progress is moving along. We received year end billing from Daniel Hebert's office for JCC building and Library portion of the building. The library portion will be coming from their Capital Reserve Account, a request has been made to the Trustee of the Trust Funds in the amount of \$156,223.70. The JCCs portion will be as follows \$54,000 from the ARPA grant, \$200,000.00 from the undesignated funds, and the remainder of the JCC portion which is around \$20,000.00 would come out of the building fund. Plumber is the only one hear this week. He will be working on getting the boilers set up. Ceiling grids for both library rooms are done, just need to drop the heating grids and lights into the frame. Then the ceiling tiles can go in. Painters will be back to

complete so that the flooring and baseboards can be installed. There is a possibility of having extra office space in the building which would open the option of renting those spaces out. There is a need for having a “safe” room in case of an emergency. We will have different security mechanisms in place to help get employees to safety on either side of the building. Each department that will be in the JCC building will have a key phobe as a panic button to sound a silent alarm in case of an emergency in the building. The pellet system issue with the coupler has been worked on. New Day Energy came and sealed the coupler which is what they believe to be the issue. We have ordered two tons of pellets to fire it up to make sure all is good and that there is no longer any moisture getting into the silo.

Other Business: Linda Cushman presented the Select Board with three veteran tax credit applications that appeared to be approved but were never signed by the Select Board. She showed that two of the applications had approval notes on attached to them and the other was approved back at the May 10 Select Board meeting. Clarification was needed for the donation amount that the Board agreed to make in memory of Maurice Dubois at the December 13 meeting. The Board discussed and agreed to send a \$100.00 donation. The TAN note was signed by the Board for adding the extra funds that were requested by the Town to help with finances while waiting for tax dollars to come in. The Board reviewed and signed the 2020 financial statement from the auditors Roberts & Greene.

Selectman Norman Brown made a motion to adjourn the meeting at 8:01 p.m., Selectman Kevin Meehan seconded the motion and with no discussion the motion passed unanimously.

\*\*\*\*Next Select Board meeting will be held on January 10, 2022 @ 7:00 p.m.\*\*\*\*

Respectfully submitted

Amanda Simino