

Town of Jefferson  
Select Board Meeting  
January 24, 2022  
Jefferson Community Center

The meeting was called to order at 7:05 p.m. by Select Chairperson Cindy Silver, with Kevin Meehan (Selectman), Norman Brown (Selectman), Amanda Simino, Terri Larcomb (via-Zoom), & Maura Annette Chappelle 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 10, 2022, meeting. Selectman Kevin Meehan seconded this motion, with no discussion the motion was passed unanimously.

Selectman Norman Brown made a motion to accept the accounts payable for the weeks of January 14, 2022 & January 21, 2022, and payroll expenditures for the weeks of January 17, 2022 & January 24, 2022. Selectman Kevin Meehan seconded this motion, with no discussion the motion was passed unanimously.

JCC Building renovations update: The Select Board took a tour of the building to look at the updates that have gone on in the building. A lot of wiring has been going in for security camera system & internet service. Cameras have been installed along with fire alarms. Electrical work has been moving along. Ceiling grids have all been put in for library side of the building and hallways. Library is coming along nicely; painting is almost completed in those two rooms. The roof on the Select Board Office side of the JCC building the side that faces Meadows Road was leaking, so DHI put in 5 inches of spray foam with fire barrier to fix the issue so this doesn't happen again. They will be doing the same thing on the opposite side of the building where Select Board meetings are being held currently so that we do not have the same issue as we did on the other side. Everything still on track and moving along.

Public Input: Maura wanted to know what the Select Boards thoughts are on Berlin & Jefferson being one State Representative territory. The Select Board feels that the way it is broken out now is better. They feel that we will still have representation but not to the same level as we do now. Maura will be attending Berlins next Select Board meeting to present information she has been gathering on this topic.

Other Business: The Select Board reviewed deposit details from January 10, 2022 & January 14, 2022, reconciliation summary for the 2021-year end general fund banking statement, and the unpaid bills for January 31, 2022.

The board reviewed the 5-year contract from Commerford, Nieder, & Perkins, LLC appraisal & assessment Services. The total yearly cost of their services is \$25,500.00. Selectman Norman Brown made a motion to approve the proposal for \$25,500.00 annually for the next 5 years for the services from Commerford, Nieder, & Perkins, LLC. Selectman Kevin Meehan seconded this motion, with no discussion the motion was passed unanimously.

The board reviewed change orders 4 & 5 from Daniel Herbert, Inc. Change order 4 for two doors. One is for the labor and material for insulated exterior door in the library. The other is for the furnish and install modifications to the door for the Administrators office consisting of a manufactured stainless steel shelf with a one-way glass pass-through. Selectman Norman Brown made a motion to approve

change order 4 in the amount of \$4,240.00. Selectman Kevin Meehan seconded this motion with no discussion the motion was passed unanimously. Change order 5 takes care of the issues with the two gable ends of the JCC building that face Meadows Road where the roof was leaking. Change order 5 is the demo and removal of the insulation from both areas, spray foam underside of roof rafters with 5-inch spray foam and spray a coat of intumescent paint for fire barrier over new foam insulation. Selectman Norman Brown made a motion to approve change order 5 which is the insulation for both front gable walls to include spray coat of paint to achieve a 20-minute fire barrier on new foam insulation in the amount of \$39,685.00. Selectman Kevin Meehan seconded this motion with no discussion the motion was passed unanimously.

The board reviewed and signed the cemetery deed that was purchased. The board reviewed and signed the Supplement Warrant that was put together by Mary Gross. There was an oversight with a tax bill that was omitted, and the Supplement Warrant is necessary to add property to the 2021 tax roll. The Select Board also reviewed and signed off on three abatement's due to assessment errors. The abatement's all together totaled \$8,039.46.

All the Mitchell Municipal Group Invoices were pulled and the amounts for the library services were highlighted and totaled for the library budget workshop. The library board of Trustee's is going to reimburse the town for their portion of legal fees that were acquired for their gift.

Health Trust is the town's health insurance company. There is a 60 day hold on health insurance for any new full-time employees. The Board can choose to waive the hold. We would then just have to submit the approved minutes showing this motion of waiver. Selectman Norman Brown made a motion to sign a letter to waive the 60 days hold effective as soon as possible. Chairperson Cindy Silver seconded the motion with no discussion the motion was passed unanimously.

Selectman Norman Brown made a motion to go into Non-Public Session at 8:25 p.m. Selectman Kevin Meehan seconded the motion. Meeting was adjourned into Non-Public Session.

Selectman Norman Brown made a motion to leave Non-Public Session. Selectman Kevin Meehan seconded the motion. Motion was passed and Public Session reconvened at 8:35 p.m.

Discussion on clarification as to how the part-time employee holiday pay will work. We will take the total number of hours worked divided by the number of days worked to come up with the average number of hours and based upon that will be the hours paid for a holiday.

Selectman Norman Brown made a motion to adjourn the meeting at 8:36 p.m. Selectman Kevin Meehan seconded the motion and with no discussion the motion passed unanimously.

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

Respectfully submitted

Amanda Simino