

Town of Jefferson  
Select Board Meeting  
March 21, 2022  
Jefferson Community Center

The meeting was called to order at 7:01 p.m. by Selectman Chair Kevin Meehan, Norman Brown (Selectman), Terri Larcomb (Selectman) Melissa Grella (Taproot), Maura Annette Chappelle, Larry Wells, Mark Dubois, & Amanda Simino present.

The pledge of Allegiance was recited to salute the flag.

Selectman Norman Brown made a motion to accept March 7, 2022, meeting minutes as written. Selectman Chair Kevin Meehan seconded this motion, with no discussion the motion was passed unanimously.

Selectman Norman Brown made a motion to approve payroll for the weeks of March 14, & March 21, 2022. Selectman Chair seconded this motion, with no discussion the motion was passed unanimously.

Selectman Norman Brown made a motion to approve accounts payable for weeks of March 8, March 11-14, & March 18, 2022. Selectman Chair Kevin Meehan seconded this motion, with no discussion the motion was passed unanimously.

**JCC Building renovations update:** Selectman Norman Brown gave an update on the building renovation. Most everything is completed. There is a punch list that is still being worked on but should be completed shortly. Electricians will be back to do some wiring in the boiler room and in the meeting room. There was a mishap with one of the thermostats in the library from when the shelving crew was in there putting together the shelving. The shelving company is going to cover the cost of the thermostat which is (\$450.00). The Select Board reviewed Change Order 11 from Daniel Hebert, Inc. Change Order 11 is the bill from the electrician. The original bill was a little more than \$40,000 which was not the estimated cost. DHI took about half of the price off. The library & Fireman's Association is going to pay their portion of the bill and the town will cover the rest. The Fireman's Association is knocking off \$1280 for the installation of the dishwasher and garbage disposal, which brings the total bill down to \$19,907. **Selectman Norman Brown made a motion to approve Change Order 11 for the electrical wiring for the whole building in the amount of \$19,907.00. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.**

**Purchase storage container:** Amanda was able to find a 40' storage container for sale from Chapman Steel. The container is for purchase in the amount of \$6,400.00. That price is without delivery where Chapman's does not have the machinery to deliver. The board asked that Amanda check with Beattie Enterprise to see if they would be able to pick it up and deliver to us. This container will replace the one the Town is renting from Meadow Leasing. We would unload the current container into the new one. Once we are able to move furniture and take care of documents in there, we would allow the Historical Society to use it. Then once they are done with the container it would go to the Transfer Station to eliminate the current sorting structures, we have in place there now. **Selectman Norman Brown made a motion to approve the purchase of a 40' storage container from Chapman Steel in the amount of \$6,400.00 and coordinate with Beattie Enterprise the pickup and delivery of the container. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.**

**Carpet Runners:** Currently the Jefferson Community Center has 7 carpet runners at a charge of \$48.00 though UniFirst. We are going to stay with 7 for now. Once the library opens, we will go from the front entrance of the building to the library entrance. We are looking at about 3-4 more with pickup and exchange every 2 weeks. This will help with wear and tear of the carpet.

**Public Input:** Melissa Grella from Taproot came to do a meet and greet with the Select board. Taproot is an organization from Lancaster. They are an environmental education organization that teaches economic viability and restorative food systems. They have a new location in Jefferson where they can hold their home school programs and vacation camps. They are excited to be in Jefferson and they love their location. Due to COVID they had to shut down for a while and are now eager to open back up and start working with the community again. Larry Wells asked that the Select board sign off on his Fire Warden paperwork. **Selectman Norman Brown made a motion to appoint Larry Wells the Fire Warden for the Jefferson area. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.** Maura Chappelle wanted to get the opinions of the board on SB400 & HB1177. SB400 allows the Governor to take town federal money which would be fed back to the town for allowing their planning board and zoning board members to attend a training to learn about approving apartments and duplexes. If towns make these approvals the town would get a bonus. HB1177 is requiring towns to approve all 4 unit building permits on single lots. Maura feels that if this happens it would take away from the small-town atmosphere. Selectman Norman Brown talked about short term rental properties bill-allowing municipalities to make their own decisions on how short-term rentals be handled. If the towns require registration, then that info would be reported to the state for the state to collect rooms and meal tax. Maura stated that if someone is using VRBO/Air B&B online platforms the platforms collect the rooms and meal tax.

#### **Other Business:**

- Select Board reviewed and initialed Unpaid Bills for 3/18/22
- Select Board reviewed and initialed bank deposits for 3/2, 3/11, & 3/15/22
- Select Board reviewed and initialed statement reconciliation for General Fund account & ICS account for February 2022.
- Select Board reviewed and signed Warrant Excavation Tax J. Olson
- Select Board reviewed and signed Notice of Intent to Excavate J. Olson
- Select Board reviewed and signed the 2022 MS 232
- Select Board reviewed and signed the application for current use assessment from Peter Carter.
- Select Board reviewed and voted on DS Security Solutions final invoice. **Selectman Norman Brown made a motion to approve and pay the invoice from DS Security Solutions for the camera and alarm system in the JCC building in the amount of \$4,338.00. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.**
- Select Board had a discussion on the current library building. They currently are set up for auto-delivery for heating fuel. The Select Board asked Amanda to call C.N. Brown to remove the library from auto-delivery and putting them on an as needed delivery.
- Select Board reviewed A.V.R.R.D.D. 2021 budget report
- Select Board reviewed Lane Enterprise culvert material pricing list. The Select Board asked Amanda to give this information to Mark Dubois
- Select Board reviewed NH DOT Santa's Village driveway improvements.
- Select Board reviewed and voted on the purchase of additional AED machines for the JCC building. **Selectman Norman Brown made a motion to approve the purchase of 2 more AED machines for the JCC building in the amount of \$1,250 each. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.**

- Select Board reviewed CAI the towns digital mapping company changes and updates.
- Select Board reviewed and signed Fire Department wage increases.
- Select Board reviewed & answered the following questions from the Historical Society about their lease agreement: 1. Can the lease be longer than a year? **Yes, we can do a 3-year lease, this will give enough time in the building and really knowing the amount of expenses.** 2. Item #6 talks about property taxes. We need to understand why that is in there and why we might be subject to paying property taxes. **Tax portion needs to be removed** 3. Item #9 discusses property insurance with a blank amount in the text. What insurance would we need to carry besides renters' insurance for contents? Doesn't the town keep insurance on the building proper? **The only insurance that the Historical Society needs to hold is renters' insurance.** The Select Board asked that Amanda contact the lawyer's office to make the changes to the lease.
- Amanda asked the Select Board how they would like to proceed with the building permit that was submitted by Chris & Liz Souza. They are lacking septic approval information. **Selectman Norman Brown made a motion to deny the building permit that was submitted by the Souza's due to the lack of information that they submitted regarding the septic system. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.**
- Amanda presented a letter to the board from Fire Chief Chris Milligan. The first part of the letter was asking the board to purchase 2 LED Stop/Slow signs. The cost for both would be \$502.00 plus shipping. **Selectman Norman Brown made a motion to approve the purchase of 2 LED Stop/Slow traffic signs in the amount of \$502.00 plus shipping costs. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.** The other part of the letter was to set up a training with the Jefferson Fire Department Officers and DS Security Solutions to go over the alarm system and the JCC building. Selectman Norman Brown stated that Dustin from DS Security would be in contact with the Chief to set that training up.

Selectman Norman Brown made a motion to enter into Non-Public RSA 91-A:3, II(a) at 8:54 p.m.  
Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.

Selectman Norman Brown made a motion to come out of Non-Public RSA 91-A:3, II(a) at 9:50 p.m.  
Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.

Selectman Norman Brown made a motion to adjourn the meeting at 9:51 p.m., Selectman Terri Larcomb seconded the motion and with no discussion the motion passed unanimously.

**\*\*\*\*Next Select Board meeting will be held on April 4, 2022 @ 7:00 p.m.\*\*\*\***

Respectfully submitted

Amanda Simino  
Administrative Assistant to the Select Board