

Town of Jefferson
Select Board Meeting
June 13, 2022
Jefferson Community Center

The meeting was called to order at 7:02 p.m. by Norman Brown (Selectman), Terri Larcomb (Selectman), Richard Zitto, Kevin Meehan (Select Board Chair), and Larry Wells, present.

The pledge of Allegiance was recited to salute the flag.

Selectman Norman Brown made a motion to approve the building permit for Richard Zitto to build a 36' X 24' garage/barn on his property located at 149 Valley Road. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion was passed unanimously.

Selectman Norman Brown made a motion to approve the building permit for Hozeny Family Revocable Trust (Marilyn Hozeny) to build an 8' X 16' three-sided woodshed on her property located at 763 Bailey Road. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion was passed unanimously.

Selectman Norman Brown made a motion to approve the meeting minutes from May 23, 2022. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion was passed unanimously.

Selectman Norman Brown made a motion to approve payroll for the weeks of May 30, June 6, & June 13, 2022. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion was passed unanimously.

Selectman Norman Brown made a motion to approve accounts payable for the weeks of May 27, June 3, & June 10, 2022. Selectman Terri Larcomb seconded this motion, and with no further discussion the motion was passed unanimously.

JCC Building renovations update: Selectman Norman Brown gave an update on the building renovation. Joe Marshall and Norman Brown moved the cubicles that were donated to the town out of the rental storage container. The town doesn't have a need for them and would like to give them away. The rental container is empty, and all swept out. Meadow Leasing will be here on Wednesday to pick it up. We are still waiting for the gym floor to be completed. Selectman Norman Brown spoke with Dave Landry regarding the under-ground oil tank removal. He is finishing up another job any day now and he will be here after that. Selectman Norman Brown let him know that we do need to move things along because the removal of the tank and the rental container are the only two pieces that are holding us up for the parking lot. We are still waiting on a date from DG Roofing to do the termination piece. Dan Hebert's guy Brendon Quigley came back and fixed the drainage leak that was in the Historical Society room. Selectman Terri Larcomb mentioned that the window was installed in Amanda's office however the pain that will open isn't coming in for about a month. Portland Glass did fix and changed out Linda's window so that is now completed. Windows for the front of the building are scheduled to be done in August.

JCC Building use: The office has been getting some inquiries about the use of the building. Selectman Norman Brown suggests that until the gym floor is complete, we do not rent out the gym space. He does not want to jeopardize the warranty of the floor. Selectman Terri Larcomb asked about the progress of the kitchen. Fire Association still has a lot to complete and are still a ways out from completion. Selectman Terri Larcomb mentioned that she knows the library has postponed their open house that was scheduled for this summer. She wanted to know if we should schedule our open house for when they do theirs. Selectman Norman Brown thinks that maybe we should hold the towns on a different date so that the focus is on the town and the library open house the focus is on the library. The Select Board agreed that once the last few things mainly the gym floor is completed then we could schedule, and it can also be a kickoff to the community for rental use of the building. Selectman Norman Brown stated that the Select Board needs to be thinking about a fee schedule/clean-up schedule for the use of the gym and kitchen. Selectman Terri Larcomb asked if the town has received any applications for the open custodial position for the JCC building. Selectman Norman Brown stated that they had one to review another that will be coming in soon. Concerning usage of JCC building Selectman Norman Brown stated that the Select Board received an e-mail from an organization out of Merrimack County requesting the use of the conference room monthly. He feels that the town shouldn't tie up the space with organizations that do not have ties to the community where it will take away the use of the building from local people and taxpayers.

Public Input: Larry Wells presented a fire reimbursement bill from the state. This reimbursement to the town is for the Jefferson Fire Fighters that assisted the forest fire that was in Hearts Location in Crawford Notch. The document basically is an acknowledgement that our fire fighters went and worked the fire and the town paid them for their services. The state is reimbursing the town at state wages. Hearts Location is going to pick up the difference from the town and state so that the town will get reimbursed 100% of what they paid out. The treasurer will have to sign the document certifying that the town paid at least the state wages. Once the document is signed Amanda will contact Larry Wells to pick up the form and send it to the state.

Other Business:

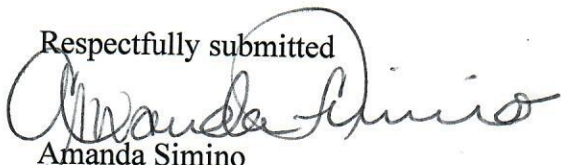
- Select Board reviewed and initialed Unpaid Bills for 6/10/22
- Select Board reviewed and initialed GL's 5/4, 5/18, 5/23, & 5/31/22
- Select Board reviewed and initialed the General Fund & ICS Fund May Bank Statements
- Select Board reviewed and initialed corrected deposits (added in redeposits of drafts that were previously returned) for 5/10 & 5/25/22
- Select Board reviewed and initialed bank deposits for 5/17, 6/1, & 6/7/22
- Select Board reviewed and signed the RFI letter for Charter/Spectrum to move forward with broad band efforts.
- Select Board reviewed, motioned, and signed estimate from JC Madigan. **Selectman Norman Brown made a motion to approve and sign the estimate from JC Madigan in the amount of \$13,050.00 for a stainless-steel Fisher sander and the installation of sander in the new Highway Department truck. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion was passed unanimously.**
- Select Board reviewed, motioned, and signed the appointment of Mark Gross becoming a member of the Planning Board. **Selectman Norman Brown made a motion to approve the appointment of Mark Gross becoming a member of the Planning Board. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion was passed unanimously.**

- Select Board reviewed and signed cemetery deed for D. Dubois
- Select Board reviewed and signed letters to NH Dept. of Transportation Bureau of Planning & Community Assistance. The letters were regarding FY 2020 & 2021 indicating if your town received federal funding awards in the amount of \$750,000 or more indicating if you needed to have an audit. Jefferson did not receive \$750,000 or more so there is no need of an audit.
- Select Board reviewed FD wage increases, and Selectman Chair Kevin Meehan signed the wage increase forms.
- Select Board reviewed and discussed colors for the new chairs to go with the conference table.
- Select Board discussed town e-mails for Planning Board and BOA members. The town has a total of 20 e-mails as part of our plan. Select Board would like Amanda to talk with the Planning Board and BOA to see who would be interested in obtaining a town e-mail.
- Select Board reviewed and signed driveway permit for A. Dutkewych 259 Old Cherry Mountain Road.
- Select Board reviewed and discussed proposed design for the Library/Historical Society sign for the front of the JCC building. The Select Board liked the design and format of the new sign.
- Select Board reviewed, motioned, and signed the estimate from United Ag & Turf out of North Haverhill, NH for the purchase of a John Deere mower for Rodney who mows the town's properties. **Selectman Norman Brown made a motion to approve the purchase of a 500 series X570 48" deck John Deere mower in the amount of \$7,699.00. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion was passed unanimously.**
- The Select Board decided to craft a letter to send to Akerman's and Ingersoll's regarding the use of the Akerman property. The Select Board is going to work on coming up with guidelines for property use to make sure that everyone in town is complying with the Town's Zoning Ordinance.

Selectman Norman Brown made a motion to adjourn the meeting at 8:13 p.m. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.

******Next Select Board meeting will be held on June 27, 2022 @ 7:00 p.m.******

Respectfully submitted



Amanda Simino

Administrative Assistant to the Select Board