

Town of Jefferson

Select Board Meeting

April 18, 2022

Jefferson Community Center

The meeting was called to order at 7:05 p.m. by Selectman Chair Kevin Meehan, with Norman Brown (Selectman) Terri Larcomb (Selectman), Aaron Davis, Maura Annette Chappelle, Alan Balog (Zoom), Christopher Miller, Azita Miller, Mark Dubois, & Amanda Simino present.

The pledge of Allegiance was recited to salute the flag.

Selectman Norman Brown made a motion to accept the April 4, 2022, meeting minutes as written. Selectman Terri Larcomb seconded this motion, with no discussion the motion was passed unanimously.

Selectman Norman Brown made a motion to approve payroll for the weeks of April 11 & April 18, 2022. Selectman Terri Larcomb seconded this motion, with no discussion the motion was passed unanimously.

Selectman Norman Brown made a motion to approve accounts payable for the weeks of April 8 & April 15, 2022. Selectman Terri Larcomb seconded this motion, with no discussion the motion was passed unanimously.

**JCC Building renovations update:** Daniel Hebert's crew is making their way to completion. All 3 boilers are now up and running by both pellets & propane. The pipe insulators will be back this week to insulate all the pipes in the boiler room and a few inside the building. Selectman Norman Brown will be meeting with Black Top Paving this week to go over plans for the parking lot. Zizza Locksmith was here today to work on the interior master key system and making keys for the individual rooms inside the building. We received Change Order 12 from DHI for the new pass-thru sliding window for Linda's Office and the installation of new window on left side of main entrance. **Selectman Norman Brown made a motion to approve Change Order 12 for Linda's window and new window in Administrative Assistant's Office in the amount of \$4,366.00. Selectman Terri Larcomb seconded this motion, with no discussion the motion was passed unanimously.**

**Public Input:** Aaron Davis inquired about a building permit that he sent in two weeks ago. Selectman Norman Brown asked if he mailed it in or dropped it off. Aaron stated that he mailed it in. Amanda stated that she has not received it yet. Aaron stated that this is the third time this has happened in the last two years. First was in 2020 the town never received the building permit that was mailed in to build his home. Second time the Select Board at the time denied his request because they were told that he was building a business which was not the case. The third time the building permit was lost then found and that one was approved for the building of a shed. The Select Board advised him for future to not

mail in his building permits due to the issues with the post office, instead drop them off to the Town Office. The Town Office is open Monday-Friday 8:00-3:00. Amanda also indicated that she picks up the mail in the afternoon. She received a big stack of mail this afternoon that she will go through in the morning. She will contact Aaron tomorrow to let him know whether the building permit has been received. Aaron also inquired about the process of building a three-bay garage and his son using one bay for a small detailing business. The Select Board stated that he would have to start with the Board of Adjustments to get a special exception for change of use of property. Once that was granted then he would be able to move forward with a building permit.

Mark Dubois present to the board an updated body & plow setup quote from Tenco regarding the Highway Dept. purchase of a Western Star. The new quote was much higher than the original. Select Board asked that Amanda send the original quote to the board so that they can see a side-by-side comparison and then go from there with a decision. Mark let the Select Board know that he would be on vacation next week. Selectman Norman Brown asked Mark if Mike would be around next week and Mark stated that he would be and that Larry Wells would be helping him sweep the roads.

#### **Other Business:**

- Select Board reviewed and initialed Unpaid Bills for 4/15/2022
- Select Board reviewed and initialed Deposits for 3/29, 4/5, & 4/12/2022
- Select Board reviewed and initialed ICS & General Fund Reconciliation for the month of March 2022
- Select Board reviewed and signed the TAN loan documents
- Select Board reviewed and signed Planning Board appointment forms for Michael Meehan & Michael Smith
- Select Board reviewed and signed building permit for Michael Spagnuolo **Selectman Norman Brown made a motion to approve the building & driveway permit for Michael Spagnuolo 4 Enman Dr. Selectman Terri Larcomb seconded this motion, with no discussion the motion was passed unanimously.**
- Select Board reviewed and signed Petition & Pole License for Eversource and Consolidated Communications
- Select Board reviewed Fire Department wage increases Selectman Chair signed the wage increases
- Select Board reviewed Klicka current use application. The Board held off on signing so that they could do a little research to make sure the maps are accurate.
- Select Board and Mark Dubois had a discussion on road bands. Mark follows the same time frame as the state. There have been several inquiries from various towns people about road bands and getting deliveries while roads are still posted. The Select Board has decided to not make special exceptions during road bands so that there are no issues or damage to the roads. Mark stated that typically the road bands get lifted around May 1 but that is not definite, it will all depend on weather.
- Amanda brought to the boards attention that Israel River Campground has added close to 10 camper sites with water & electrical hook ups. The town has not received a building permit or special exception from them to expand. The Select Board would like Amanda to send them a letter advising that they should have and still need to provide permitting for the expansion.

- Amanda brought to the board's attention that 138 Israels River Rd. has converted the garage on the property into living space where the current house on the property is not livable. Selectman Terri Larcomb stated that they are not living in the garage, they are living in their camper. They use the garage for their heating. Select Board would like Amanda to draft a letter letting them know that they will have to be in compliance with the towns rule of only having one dwelling per lot.
- Amanda followed up with the Select Board regarding the softball team from Lancaster utilizing Couture Field. Select Board is ok with them using the field as long as there are no scheduling conflicts and that they provide the town with a copy of their Certificate of Liability Insurance. Amanda will update Patricia.
- Select Board reviewed and initialed notice from Fish & Wildlife outlining how much money (\$16,899) the town will receive for the lands administered for Jefferson. This payment should be received during the week of June 6, 2022.
- Selectman Chair Kevin Meehan wanted to update the Board about the compactor at the Transfer Station. There is a box that is currently on the ground with exposed wires and the stop button on the ram is no longer working. Atlantic Recycling was conducting the annual inspection and stated that the gate needed to be fixed, once the gate is fixed Atlantic would be back to fix the box with exposed wires and relocate the box from the ground and the stop button. Amanda stated that Jimmey spoke with Mark to get the gate fixed and Mark has already fixed the gate. Amanda stated that she reached out to Atlantic already to schedule them to come back to finish the work.

Selectman Norman Brown made a motion to adjourn the meeting at 8:07 p.m., Selectman Terri Larcomb seconded this motion and with no discussion the motion passed unanimously.

**\*\*\*\*Next Select Board meeting will be held on May 2, 2022, 7:00 p.m. \*\*\*\***

Respectfully submitted



Amanda Simino

Administrative Assistant to the Select Board