

Town of Jefferson  
Select Board Meeting  
April 4, 2022  
Jefferson Community Center

The meeting was called to order at 7:03 p.m. by Selectman Chair Kevin Meehan, Norman Brown (Selectman), Terri Larcomb (Selectman) Maura Annette Chappelle, Cheri Marshall (ZOOM), Jason Call, & Amanda Simino present.

The pledge of Allegiance was recited to salute the flag.

Selectman Norman Brown made a motion to accept the amended March 21, 2022, draft 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 March 28, & April 4, 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 weeks of March 25, March 28, April 1, & April 4, 2022. Selectman Terri Larcomb seconded this motion, with no discussion the motion was passed unanimously.

**JCC Building renovations update:** Selectman Norman Brown & Amanda Simino gave an update on the building renovation. The gym floor will be completed soon with lining of the court and the town seal. Window crew was here and washed the inside and outside of all windows. Zizza locksmith was here to discuss library door lock options. He will be setting all our hallway doors to be mastered to one key for emergency purposes. Also keyed the vault keypad entry with date, time, and new code. Handicap buttons were installed at the front entrance of the building and on the library main door. The Board asked that Amanda order soap dispensers for every sink in the building. Library discussion on when they will be moving and opening. The packing will start April 6<sup>th</sup> and starting move everything to JCC building on April 7<sup>th</sup>. The library will open as of April 18<sup>th</sup>. Selectman Terri Larcomb asked when will the building be back open for people who want to rent out any spaces at the JCC building. Selectman Norman Brown stated that we will wait until summertime to give enough time for the heating/cooling system to be fired up and work out any kinks before opening the building for rentals. **Selectman Norman Brown made a motion to approve the amended Change Order 11 numbers were transposed and a new figure of \$19,835 which was less than the \$19,907 figured that was passed at the March 21, 2022, meeting for the electrical wiring for the whole building in the amount of \$19,835.00. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.**

**Purchase storage container:** Amanda presented to the board the estimate she was given from Meadow Leasing for the pickup and delivery of the 40' storage container that the town purchased from Chapman Steal. Amanda spoke with Beattie Enterprise to see if they would be able to pick up and deliver the container, however they do not have the equipment to do so. Shane Beattie stated that to his knowledge the only company in the area with equipment to do this would be Meadow Leasing. The estimate from Meadow Leasing is \$125 an hour. The time starts from the time the driver leaves their store in Littleton and goes until they arrive back to their store. Joe DePalma from Meadow Leasing stated that it would most likely take half a day to do this. He also stated that it would be a couple of weeks before they

could do this due to their truck being down for repairs. **Selectman Norman Brown made a motion to approve the estimate from Meadow Leasing for the pickup and delivery of the 40' storage container from Chapman Steel at the rate of \$125 per hour. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.** The board asked that Amanda contact Meadow Leasing letting them know that the town will hire them to pickup and deliver the 40' storage container and that there is no rush.

**Copier proposal:** Selectman Norman Brown asked Amanda to look into the purchase of the copier that the town currently leases from Conway Office. Amanda spoke to Ryan from Conway Office. He sent a proposal for the copier we currently have and for a newer model. The current one the purchase price is \$4,050 with a service rate of \$0.007. The purchase price for the newer model is \$4,483 with a service rate of \$0.007. Ryan also included a 60-month FMV lease option which would be \$101.76. The Select Board asked what we currently pay for the current lease. Amanda stated that no one really knows because we have not received any invoicing on the copier. The Board asked that we hold off for now on moving forward with the purchase of the copier.

**Tanner Hill Milling & Construction:** Amanda presented to the board the estimate that was submitted from Tanner Hill Milling and Construction for the removal of the underground fuel tank at the JCC building. **Selectman Norman Brown made a motion to approve the estimate from Tanner Hill Milling & Construction for the removal of the fuel tank at the JCC building in the amount of \$9,320.00. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.**

**Public Input:** Maura Chappelle asked if she could read the amended meeting minutes from Select Board meeting March 21, 2022. She stated that boards in town are not consistently posting meeting minutes and agendas at two public places. She stated according to 91A minutes and agenda's are to be posted in two places which is here (Town Office) and sometimes on the website. According to the Attorney Generals Office if the 2<sup>nd</sup> place for posting is the town website then it has to be the website. Planning Board nothing has been posted since February and Zoning isn't any better. Maura stated she understands Amanda is still learning and that the Select Board has gotten better with posting to the website. There is no law stating that the public has to come to this building (Town Office), the law states that they need to be made available at this building. There needs to be a second location which Maura suggested Old Corner Store, Post Office, Library, or the Transfer Station. Maura also stated that according to the Attorney Generals Office if you choose to post on the website then it needs to be done consistently. Maura said that it is frustrating and that she isn't the only one frustrated. Selectman Terri Larcomb stated that we as a town are still trying to hold meetings down here (Town Office) and that soon Charlene will have an office here. The Town is still in a process and Selectman Terri Larcomb asked Maura for a little more patients while we are still working out details. Jason Called asked the Select Board for more info on Tap Root as far as Zoning and changing the use of property. Selectman Norman Brown explained that they are doing outdoor classrooms. Going out in the fields and teaching the kids how to plant. Amanda also explained that if any structures are put up they will be temporary EZ-ups for in climate weather. Jason Call just wants everyone to be aware that if permanent structures do go up that Tap Root understands the zoning procedures. Selectman Terri Larcomb asked Jason Call if both Planning and Zoning Boards are missing any members. Jason explained that they just had a member resign and some alternates have been rearranged. Planning Board is definitely looking for some alternate members and Zoning Board is in need of at least one alternate member. Cheri Marshall stated that she would put something on the Jefferson Facebook Forum stating that both boards are looking for members. Jason Call stated that wouldn't be a bad idea, Cheri said that there are 170 residents on the forum.

### **Other Business:**

- Select Board reviewed and initialed Unpaid Bills for 4/1/22- **Terri Larcomb** asked about petty cash and postage. **Amanda** stated that we do have a small petty cash fund that we pay small amounts out of. Anything that is a larger amount we do a check for reimbursement. **Terri** also asked about a postage machine, she asked if we use one already. We do not put we have per-stamped envelopes. **Terri** stated that maybe it would be a good idea to look into something like to see if it would be cheaper. **Cheri Marshall** stated that she used to use one and it was really easy and convenient.
- Select Board reviewed and initialed bank deposits for 3/22/22
- Select Board reviewed and sign Intent to cut extension S. Powers- **Select Board** asked that **Amanda** follow up with **Linda** as to the process of an extension
- Select Board reviewed and signed TAN permission letter
- Select Board reviewed and signed Deputy Treasurer appointment form
- Select Board reviewed and signed Building permit R. Roy
- Select Board reviewed and signed the application for current use assessment from S. Raymond. **Select Board** did not sign the application and asked that **Amanda** follow up with **Mr. Raymond**. Upon reviewing the map that was provided there is no "road way" getting to the current use piece. The road way needs to be at least 25 feet in width and that it needs to be in current use as well. They would like a new map with road way before signing the current use application.
- 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 reviewed Fire Department certifications for wage increase. **Selectman Norman Brown** stated that instead of looking through all of these tonight and make a decision he would take a close look at them and review for increases.
- Select Board reviewed and signed Balog tax refund letter. **Regarding letter head the Board** asked that **Amanda** look into a better letter head option and connect with **Smith & Town Printers** to get something printed to look for official.
- Select Board reviewed reviewed Zizza lock estimate for the Fire Station. **Select Board** asked that I check with **Chris Milligan** about wanting a regular keypad entry or the ones with an audit trail.
- Select Board discussed Primex Insurance payment. Primex Insurance is issuing a check to the town in the amount of \$87,588.59 to cover some items that have been replaced from the fire. **Selectman Norman Brown** stated that he spoke with Primex. They stated that they would send the town the check however **Selectman Norman Brown** stated that this would only be a portion and that we would have more replacement content coming.

Selectman Norman Brown made a motion to enter into Non-Public RSA 91-A:3, II(a) at 8:36 p.m.  
Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.

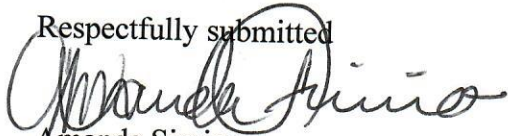
Selectman Norman Brown made a motion to come out of Non-Public RSA 91-A:3, II(a) at 8:50 p.m.  
Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.

Selectman Norman Brown made a motion to increase Amanda Simino's wages from \$25.00 per hour to \$27.50 per hour starting on the next payroll. Selectman Terri Larcomb seconded the motion, with no discussion the motion passed.

Selectman Norman Brown made a motion to adjourn the meeting at 8:55 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 18, 2022 @ 7:00 p.m.\*\*\*\***

Respectfully submitted

A handwritten signature in black ink, appearing to read "Amanda Simino". The signature is written in a cursive style with a large initial "A".

Amanda Simino

Administrative Assistant to the Select Board