

Town of Jefferson
Select Board Meeting
May 16, 2022
Jefferson Community Center

The meeting was called to order at 7:00 p.m. by Norman Brown (Selectman), Terri Larcomb (Selectman), Selectman Chair Kevin Meehan (via ZOOM), Cheri Marshall (Zoom), James Akerman Sr., Paul Ingersoll, Tracy Ingersoll, Maura Annette Chappelle, Mark Dubois & Amanda Simino present.

The pledge of Allegiance was recited to salute the flag.

Selectman Norman Brown made a motion to accept the May 2, 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 May 9, & May 16, 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 May 6, & May 13-16, 2022. Selectman Terri Larcomb 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. When the roof was initially repaired, we were notified that the roof didn't have any termination stripping installed when the addition was originally made to the JCC building. We are having a few leaks due to this in the Men's Restroom and in the Historical Society. We have a quote from DG Roofing to install the termination stripping and patch a couple of other areas of the roof. We have been in touch with Tanner Hill Milling to pump the fuel in the underground tank for removal. The ground around the tank will have to be tested and once that has been done and there are no issues then the tank can be removed. Lining of the gym floor will be completed within the next 30 days. Selectman Chair Kevin Meehan asked Selectman Norman Brown for an update on the generator. All conduit has been put in place in the boiler room & out to the shut off switch. Royal Electric will be back on Wednesday to finish up the rest of the prep work. Generator is on its way from Ohio.

Public Input: Mark Dubois updated the Select Board about the chloride delivery price from Schoenberg Salt Co., Inc. \$13,541. Price has gone up since last order. Last order was around \$10,000. The Highway Department uses the chloride to keep the dust down on the dirt roads. Highway Department has been working on getting the grading of the dirt roads done. The Select Board asked Mark if they had a chance to take a look at the culvert that is backing up due to beavers on Israels River Road. Mark reported that they did take a look at it, and it has gone down some but due to the location and how wet the area is they can't get equipment close enough to dig it out.

Other Business:

- Select Board reviewed and initialed Unpaid Bills for 5/13/22
- Select Board reviewed and initialed bank deposits for 5/3 & 5/10/22
- Select Board reviewed and initialed General Fund and ICS April reconciliations

- Select Board reviewed both quotes for the replacement of exterior windows that are along the front of the building excluding the windows in the Selectman's office and on the left and right side of the building. The Selectman received a quote from Portland Glass in the amount of \$83,200.00 and from Top Notch Custom Glass in the amount of \$63,820.00. The Select Board is looking to at least do the front of the building for now and then work on the two sides at a later date, depending on the balance of the undesignated fund. **Selectman Norman Brown made a motion to approve the quote in the amount of \$63,820.00 from Top Notch Custom Glass. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.**
- Select Board reviewed both quotes for the paving of the JCC parking lot and the 5 railroad crossings on Turnpike Road. The Select Board received two quotes from Central Paving in the amount of \$100,978.00 & BlakTop in the amount of \$80,520.00. BlakTop quote is lower due to them wanting the town to do all the dirt and material work. **Selectman Norman Brown made a motion to approve Central Paving's quote in the amount of \$100,978.00 where the Highway Department doesn't have the time in their schedule to work on a project of this size. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.**
- Select Board reviewed, motioned, and signed quote from Impact Fire. Chief Milligan met with Impact Fire and went through the JCC building checking existing fire extinguishers. He and Impact Fire felt that there needed to be more fire extinguishers in the building. The quote from Impact Fire includes 5 additional fire extinguishers and the glass cases they go in. **Selectman Norman Brown made a motion to approve the quote from Impact Fire in the amount of \$1,490 adding 5 more fire extinguishers and glass cases. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.**
- Select Board reviewed, motioned, and signed quote from DG Roofing. The quote is for 153' of removal & replacement of reglet flashing, remove existing metal reglet, power cut new reglet (deeper into the wall), install new 24 gauge metal flashing, caulk & seal top of flashing, walk existing roofs patch and repair obvious holes, tears in membrane, and check all seams for watertight integrity of all roofs. This will stop the leaks that have been seen in men's restroom and in the Historical Society room. **Selectman Norman Brown made a motion to approve the quote from DG Roofing in the amount of \$17,248.00 for the repairs to the roof. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.**
- Select Board reviewed and signed 4th of July Parade request
- Select Board reviewed and signed 4th of July Fireworks permit for use of town property.
- Select Board reviewed and signed appointment form for Wayne Bilquin to become an alternate member of the Board of Adjustments.
- Select Board reviewed, motioned, and signed Michael Santille building permit. **Selectman Norman Brown made a motion to approve building permit for Michael Santille to put an addition onto his house. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.**
- Select Board reviewed and motioned William Robbins III building permit to construct new ranch style cabin. **Selectman Norman Brown made a motion to table William Robbins III building permit until he can give us a state approval on septic system. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.** The Select Board asked that Amanda follow up with William to get the state approval.
- Select Board reviewed and motioned the request from Sue and Don Saucier to sell the Town of Jefferson back their cemetery plot at Kilkenny Cemetery. They no longer live in the area, nor do

they have any family still living in the area. Per the town's cemetery policy under **Section V Lot Sales and Ownership #4** states "The owners of the cemetery lot, or their heirs, shall not grant, sell, or convey said lot to any person other than the Town of Jefferson, resale of cemetery lots to the Town shall be for the same sale amount as originally paid for". **Selectman Norman Brown made a motion to purchase back the cemetery plot currently owned by Sue & Don Saucier at Kilkenny Cemetery in the amount of \$200.00. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.**

- Select Board reviewed request from the Trustees of the Library for their allowance of \$6,893.00. The Select Board stated that it was discussed in the past that there is not a need to vote on releasing these funds, all the Trustees need to do is ask for the request and the request is granted. Amanda will prepare a check in the amount of \$6,893.00 and contact Trustees for pick up.
- Select Board reviewed the information that was sent from North Country Council for FY 2025-2034 ten-year transportation improvement plan. Amanda did let the public know that there is also a copy of this posted at the town office if anyone is interested in reviewing the plan.
- Select Board reviewed the revised Library Personnel Policy. The Library Personnel Policy lists more paid holiday's than the Town's Personnel Policy. Due to the Town paying the payroll of the employees of the library makes them a town employee which they would have to comply with the town approved holidays.
- Select Board reviewed conference table options and quotes from W.B. Mason. Select Board would like to meet with our sales rep Jim Brooks for further discussion about what the Select Board is looking for.
- Selectman Chair Kevin Meehan was not present in person but via Zoom. He will be stopping in the office to review and sign Fire Department wage increases.
- Amanda let the Selectmen know that the library would like to put a physical mailbox at the JCC building. They currently have a P.O. Box but now that they are in the JCC building and that they do not get large amounts of mail to suffice the cost of the P.O. Box. The Select Board will meet with Liz Chair of the Trustees to further discuss.
- Select Board discussed the date of the next meeting, where the next scheduled meeting would be the night of Memorial Day and the town offices are closed. The Select Board decided that they next meeting would be scheduled next Monday night May 23,2022, however they would be staying with there every other week regular schedule due to schedule conflicts.

Selectman Norman Brown asked if there was anything else further to discuss from Select Board and Public. Mark Dubois stated that he did have something else to discuss but would like to do it in non-public session. The Select Board thanked the public for attending and asked that they leave so they could go into non-public session.

Selectman Norman Brown made a motion to enter non-public session at 8:06 p.m. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.

Selectman Norman Brown made a motion to enter back into public session at 8:24 p.m. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.

There was no other business to discuss, **Selectman Norman Brown made a motion to adjourn the meeting at 8:25 p.m. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.**

****Next Select Board meeting will be held on May 23, 2022 @ 7:00 p.m.****

Respectfully submitted

A handwritten signature in cursive script that reads "Amanda Simino".

Amanda Simino

Administrative Assistant to the Select Board