

Town of Jefferson  
Select Board Meeting  
July 11, 2022  
Jefferson Community Center

The meeting was called to order at 7:00 p.m. by Kevin Meehan (Select Board Chair) Norman Brown (Selectman), Terri Larcomb (Selectman), Richard Zito, Greg Auger (Zoom), Ann Auger (Zoom), Maura Annette Chappelle, and Amanda Simino, present.

The pledge of Allegiance was recited to salute the flag.

**Selectman Norman Brown made a motion to approve the meeting minutes from June 27, 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 July 4 & July 11, 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 July 1, July 8, & July 11, 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. Tanner Hill Milling Co. arrived today to start the process of removing the fuel from the underground oil tank and getting the soil tested around the tank. DG Roofing completed the necessary roof repairs that were needed to stop the water leaks. They also put together a 5-year plan for replacing the rest of the roof. The back portion of the roof is the worst section. Going to look at budget towards the end of July to see if it makes sense to do a portion of the roof in the near future. Central Paving is ready to go with the paving of the parking lot once the oil tank has been removed.

**Discussion for Part-time Office Assistant:** Selectman Norman Brown would like to see an ad being posted relatively soon for the part-time office assistant position. **Selectman Norman Brown made a motion to create an ad to be posted in the newspapers for the hire of a part-time office assistant. Selectman Chair Kevin Meehan seconded the motion, with discussion from Selectman Terri Larcomb. Terri would like to know in detail the need of even having a part-time person. Kevin stated that there are a lot of different parts to the administrative position that are constantly changing, and the need of a part-time person would help with those changes and give the Town Office the ability of staying open when the administrative assistant is out of the office whether or training, vacation, or long/short term leave. Norman included that there are definitely times during the year that are very busy and there are not enough hours in the day for one person. There are tasks that are going by the wayside for example the storage container filled with documents that need to be copied and scanned in electronically. A lot of those documents are public record and need to be made available, it has been over a year since the fire, and we cannot continue to tell people sorry we don't have access to those documents due to the fire. We also cannot leave the town in the lurch if something should happen to the administrative assistant. After discussion Selectman Chair Kevin Meehan asked for a roll call vote all in favor of the motion to start the process of hiring a part-time office assistant say I, Selectman Chair Kevin**

**Meehan Yes, Selectman Norman Brown Yes, Selectman Terri Larcomb No. With a two to one vote the motion passes.**

**Public Input:** Greg Auger spoke on behalf of the Heartwood Public Charter School. He submitted a driveway permit for Heartwood Public Charter School. The board of Heartwood school would like to revamp drop off circle and employee/visitor parking lot to support the traffic flow for drop off and pick up of students attending the school. **Selectman Norman Brown made a motion to approve the driveway permit for Heartwood Public Charter School with holding the permit contingent to the outcome of the Zoning Board hearing scheduled for Thursday, July 14, 2022. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion was passed unanimously.**

**Other Business:**

- Select Board reviewed and initialed Unpaid Bills for 7/8/22
- Select Board reviewed and initialed GL's (clean-up of uncleared transactions) 8/19/19, 7/27/20, 3/28/22, & 4/11/22
- Select Board reviewed and initialed bank deposits for 6/29/22
- Select Board reviewed, motioned, and signed updated building permit for R. Zito. **Selectman Norman Brown made a motion to approve updated building permit for R. Zito to build a 40' x 24' Garage/Barn. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion was passed unanimously.**
- Select Board reviewed & discussed Coos County earned time formula.
- Select Board Chair Kevin Meehan reviewed and signed wage increases
- Select Board reviewed and discussed memo & subdivision map from Planning Board re: Tom Walker subdivision plan.
- Select Board reviewed and signed 2 abatements for Mary Gross. One was overpayment due to resident being charged for two properties when they only own one. The other abatement was for overpayment on a structure that is no longer on the property.

**Selectman Norman Brown made a motion to enter non-public session RSA 91-A:3, II (b) at 7:56 p.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion was passed unanimously.**

**Selectman Norman Brown made a motion to enter public session at 8:12 p.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion was passed unanimously.**

**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 July 25, 2022 @ 7:00 p.m.\*\*\*\***

Respectfully submitted



Amanda Simino  
Administrative Assistant to the Select Board