

Town of Jefferson
Select Board Meeting
October 17, 2022
Jefferson Community Center

The meeting was called to order at 7:00 p.m. by Kevin Meehan (Select Board Chair), Terri Larcomb (Selectman), Cheri Marshall, Mike Kenison, Norman Kenison and Amanda Simino, present. Jason Call came to the meeting at 8:00 p.m.

The pledge of Allegiance was recited to salute the flag.

Public Input: Cheri Marshall presented to the Select Board the information/invite for the Veteran's Memorial Ceremony that is being held on Veterans Day November 11, 2022, at 1:00 p.m. with refreshments to follow at the Jefferson Community Building. There is going to be a huge turnout for this event with a ribbon cutting that will consist of the Select Board, Mr. & Mrs. Savard, Tim Kenison, & Terry Kenison. Cheri is anticipating roughly 100 people to attend. Those people range from news reporters, town residents, and donors of this project. She also stated that she would need to come to the Jefferson Community Building to set up on Thursday and have someone start the coffee pots Friday afternoon.

Selectman Chair Kevin Meehan made a motion to enter non-public session RSA 91-A:3, II(b) at 7:12 p.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion was passed unanimously.

Selectman Terri Larcomb made a motion to enter back into public meeting at 7:42 p.m. Selectman Chair Kevin Meehan seconded the motion, and with no further discussion the motion was passed unanimously.

Mike Kenison presented to the Select Board a contract for a trapper to come and trap the beavers that are creating problems on Israels' River Rd. & Valley Rd. Mike will need to get the landowner on Israels' River Rd. to sign the permit where the issue is on private property. Mike was able to sign the permit for Valley Rd. because the issue is in the town's right of way.

Selectman Terri Larcomb made a motion to approve the meeting minutes from October 3, 2022. Selectman Chair Kevin Meehan seconded the motion, and with no further discussion the motion was passed unanimously.

Selectman Terri Larcomb made a motion to approve Payroll for October 10 & October 17, 2022. Selectman Chair Kevin Meehan seconded the motion, and with no further discussion the motion was passed unanimously.

Selectman Terri Larcomb made a motion to approve Accounts Payable for October 7, October 14 & October 17, 2022. Selectman Chair Kevin Meehan seconded the motion, and with no further discussion the motion was passed unanimously.

Primex HR Training: Amanda Simino presented information she learned at her HR training. She stated that there needs to be timesheets for all employees each month. Kate McMann and Amanda have already started updating personnel files to have the information needed for each employee. Amanda also stated that the Select Board have to review job descriptions and that new job descriptions should be done for those positions that the Town hasn't had in the past. Also, Amanda is working on updating the Employee Manual so that all town employees have their own copy.

Public Input: Jason Call asked if the town took out a TAN due to tax bills being delayed for at least a month because of the tax rate being delayed after the WMRSD special meeting being held on November 10, 2022. The Select Board stated yes that the town took out a TAN this year. Jason Call asked about the Select Board thoughts of going to a semi-annual tax payment method for cash flow purposes. As of right now the Select Board isn't looking to go that route however, they asked that Amanda reach out to DRA & NHMA to find out the rules for a town to move from annual to semi-annual tax bills.

Other Business:

- Select Board reviewed and initialed Unpaid Bills for 10/24/2022
- Select Board reviewed and initialed bank deposits for 9/27 & 10/4/22
- Select Board reviewed and initialed ICS account statement for the month of September 2022.
- Select Board reviewed Health Trust Benefit rate for 2023
- Select Board reviewed, motioned, and signed building permit for C. Ziegler. **Selectman Terri Larcomb made a motion to approve building permit for Connor Ziegler for the installation of solar panels located at 85 Red Brook Rd. Selectman Chair Kevin Meehan seconded the motion, and with no further discussion the motion was passed unanimously.**
- Select Board reviewed, motioned, and signed building permit for M. Stinson. **Selectman Terri Larcomb made a motion to approve the building permit for Megan Stinson for the installation of solar panels located at 5 Turnpike Rd. Selectman Chair Kevin Meehan seconded the motion, and with no further discussion the motion was passed unanimously.**
- Select Board reviewed, motioned, and signed building permit for J. Hutchison. **Selectman Terri Larcomb made a motion to approve the building permit for John Brian Hutchison for a 10'X30' bedroom & bathroom addition and the construction of a non-enclosed 8'X12' porch located at 101 Couture Rd. Selectman Chair Kevin Meehan seconded the motion, and with no further discussion the motion was passed unanimously.**
- Select Board reviewed, motioned, and signed building permit for E. & C. Thomas. **Selectman Terri Larcomb made a motion to approve the building permit for Ernest & Cheryl Thomas for the construction of a 10'X12' shed located at 346 Valley Rd. Selectman Chair Kevin Meehan seconded the motion, and with no further discussion the motion was passed unanimously.**

- Select Board reviewed, motioned, and signed building permit for L. Kenison. **Selectman Terri Larcomb made a motion to approve the building permit for Larry Kenison for the construction of a 24'X32' raised ranch home with a 12'X16" mud room located at 554 Owls Head Hwy. Selectman Chair Kevin Meehan seconded the motion, and with no further discussion the motion was passed unanimously.**
- Select Board Chair Kevin Meehan reviewed and signed new hire wage forms.
- Select Board reviewed and signed Trustee of the Trust Funds Disbursement of Funds form for the purchase of Fire Department Equipment.
- Select Board reviewed and signed State of NH voter forms for both Kilkenny & Jefferson
- Select Board discussed meeting request from Forest Hicks II. The Select Board asked Amanda to contact NHMA for guidance on what type of meeting the Select Board can hold.
- Select Board discussed next meeting date being Halloween. The Select Board changed the next meeting date to Tuesday November 1, 2022 @ 7:00 p.m.

Selectman Terri Larcomb made a motion to adjourn the meeting at 9:46 p.m. Selectman Terri Larcomb seconded the motion, with no discussion the motion was passed unanimously.

*****Next Select Board meeting will be held on Tuesday November 1, 2022 @ 7:00 p.m.*****

Respectfully submitted



Amanda Simino

Administrative Assistant to the Select Board