

Town of Jefferson
Select Board Meeting
January 30, 2023
Jefferson Community Center

The meeting was called to order at 7:15 p.m. by Select board Chair Kevin Meehan, Selectman Norman Brown (Zoom), Selectman Terri Larcomb, Maura Chapelle (Zoom), and Amanda Simino present.

The pledge of allegiance was recited.

Selectman Terri Larcomb made a motion to approve Meeting Minutes for January 16, 2023. Selectman Norman Brown seconded the motion. A Roll Call Vote was done Selectman Chair Kevin Meehan “I,” Selectman Norman Brown “I,” & Selectman Terri Larcomb “I,” and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to approve Payroll for January 16 & January 23, 2023. Selectman Norman Brown seconded the motion. A Roll Call Vote was done Selectman Kevin Meehan “I,” Selectman Norman Brown “I,” & Selectman Terri Larcomb “I,” and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to approve Accounts Payable for January 20, & January 27, 2023. Selectman Norman Brown seconded the motion. A Roll Call Vote was done Selectman Kevin Meehan “I,” Selectman Norman Brown “I,” & Selectman Terri Larcomb “I,” and with no further discussion the motion passed unanimously.

The Select Board reviewed the Taxation Warrant Article after recommendation from Town attorney Walter Mitchel. Selectman Terri Larcomb made a motion to approve the Taxation Warrant Article as written. Selectman Norman Brown seconded the motion. A Roll Call Vote was Selectman Chair Kevin Meehan “I,” Selectman Norman Brown “I,” Selectman Terri Larcomb “I,” and with no further discussion the motion passed unanimously.

The Select Board reviewed and discussed Kate McMann's JCC Rental proposal. Selectman Norman Brown stated that he likes the idea of the rental agreements and contract. He suggests going through both spread sheets line item by line item of the comparisons from other organizations.

The Select Board asked Amanda if there has been interest in renting the gym space. She stated that Katie McMann would like to use the gym for two birthday parties in March. They would like Amanda to check to see if these are for her family or if she plans parties for her career. Also, Amanda stated that Polly's family would like to hold the reception for after Polly's services in June. The Select Board discussed having yoga utilizing the gym or overflow room for yoga twice a week. The Select Board does not have a problem with it, however if there is a rental then yoga would not be able to use the space for that evening. Amanda stated that the library likes to use the gym and overflow room for programs. The Select Board asks that Joy coordinate with the office for upcoming programs and to also let Joy know that again if someone would like to rent the space the rental would be priority. The Select Board would also like Fire Chief Chris Milligan to do capacity for the meeting room and also diagrams for both gym and meeting room for layout of how the rooms can be set up.

Other Business:

- Select Board reviewed Unpaid Bills for 2/6/2023
- Select Board reviewed & initialed December 2022 General Fund Bank Statement
- Select Board reviewed & initialed December 2022 ICS Bank Statement
- Select Board reviewed & initialed corrected deposits for 11/22 & 12/15/2022 Selectman Chair Kevin Meehan asked that any red pen corrections made on printed reports be initialed by the person making the corrections.
- Select Board reviewed & initialed deposits for 12/30/2022, 1/4, 1/5, 1/10, 1/12, 1/19, & 1/24/2023 Amanda stated that going forward Cheryl Meehan and herself have made a couple changes regarding transfers from the General Fund account to RTF account. Every time a transfer is made into the RTF account Cheryl is going to transfer out. Typically, that is done at the end of the year but with having so much to remember to do at the end of year doing it this way will alleviate forgetting. Each deposit going forward behind the P&L that Cheryl gives Amanda to do the deposits will be a GL. Both the deposit and GL will need to be initialed to be compliant with the auditors.
- Select Board reviewed & initialed GL's for (2) 12/30, (2) 12/31/2022, 1/4, 1/6, & 1/25/23
- Select Board reviewed & signed 5 Abatements. Amanda stated that 2 of the abatements did not need checks, they were due to campers being removed from the Jefferson Campground. 3 of the abatements do need one check to be made in the amount of \$950.00 made payable to CoreLogic for overpayment. Selectman Norman Brown asked if CoreLogic was a mortgage company. Amanda stated that it was.
- Select Board reviewed and signed Fire Department Equipment CRF disbursement for a new cascade system. Selectman Norman Brown asked how much the invoice was for. Amanda stated that it is in the amount of \$5,674.08.

- Select Board reviewed letter from AVRDD regarding the appointment/re-appointment of town representatives for their board. Amanda stated that currently Linda Cushman is the primary representative, Selectman Chair Kevin Meehan is the 1st alternate, & Cindy Silver is the 2nd alternate. Selectman Chair Kevin Meehan asked if Linda Cushman wanted to continue as the primary town rep. Amanda stated that she will follow up with Linda regarding primary rep. Selectman Chair Kevin Meehan stated he would stay on as 1st alternate. Selectman Terri Larcomb asked what it entailed to be an alternate rep. Selectman Chair Kevin Meehan stated that in the event Linda could not make a meeting he would have to attend a board meeting in Linda's place. If both Linda and Selectman Chair Kevin could not make a meeting the 2nd alternate would have to attend a board meeting in Berlin. Selectman Terri Larcomb stated that she would be the town's 2nd alternate.

- Select Board reviewed, motioned, & signed CAI Technologies Mapping Maintenance Proposal. Selectman Norman Brown asked how much the proposal was for. Selectman Chair Kevin Meehan stated that it was \$950.00 for Map/GIS maintenance service and \$20.00 for each building added or changed if building sketches are provided as described in the proposal. **Selectman Terri Larcomb made a motion to approve the CAI Mapping Maintenance Proposal. Selectman Norman Brown seconded the motion. A Roll Call Vote was done Selectman Chair Kevin Meehan "I", Selectman Norman Brown "I", Selectman Terri Larcomb "I", and with no further discussion the motion passed unanimously.**

- Select Board reviewed, motioned, & signed Cargill Estimate for Highway Department Road salt. Amanda stated that even though the town has ordered road salt from them in the past, it is not a yearly purchase, so the town must go under contract with Cargill again. The estimate is in 3 the amount of \$98.75 per ton. The town will need to order a full truck load which Cargill estimates the load to be 35 tons. 35 tons at the rate of \$98.75 per ton equals \$3,456.25. **Selectman Terri Larcomb made a motion to approve the Cargill Road salt estimate in the amount of \$98.75 per ton. Selectman Norman Brown seconded the motion. A Roll Call Vote was done Selectman Chair Kevin Meehan "I", Selectman Norman Brown "I", Selectman Terri Larcomb "I", and with no further discussion the motion passed unanimously.**

- Select Board reviewed, motioned, & signed Zizza Lock estimate for 3 keypad entry door locks. 1 for the boiler room and 2 for the kitchen doors. Amanda stated that for the 3-keypad entry door locks the estimate is in the amount of \$2,550.00. **Selectman Terri Larcomb made a motion to approve the Zizza Lock estimate in the amount of \$2,550.00 for the boiler room door and the 2 kitchen doors. Selectman Norman Brown seconded the motion. A Roll Call Vote was done Selectman Chair Kevin Meehan "I", Selectman Norman Brown "I", Selectman Terri Larcomb "I", and with no further discussion the motion passed unanimously.**

- Select Board reviewed, motioned, & signed Town Property Trapping permit for George Coulter. **Selectman Terri Larcomb made a motion to approve George Coulter to trap on all town property. Selectman Norman Brown seconded the motion. A Roll Call Vote was done Selectman Chair Kevin Meehan "I", Selectman Norman Brown "I", Selectman Terri Larcomb "I", and with no further discussion the motion passed unanimously.**

- Select Board reviewed Taxpayers Abatement application for G. Wasuta. Selectman Chair Kevin Meehan asked if the board needed to do anything with the abatement at this time. Amanda stated that no and she would be mailing it out to CNP, the town's assessing company for them to review the property and structure and adjust based on their findings.

- Select Board discussed folding table purchase. Amanda stated that Kate McMann priced out 10 8ft. folding tables for the town to purchase to replace the tables lost in the fire. Amanda stated that Kate checked with ULine and total for 10 8ft. folding tables and freight would be \$1,700.00. Kate also checked with Sam's Club and found that for the 10 8 ft. folding tables the total would be \$900.00 but someone would have to pick them up. Selectman Norman Brown stated that the board should hold off in ordering until he is back from Florida, and he would pick them up when they were ready. Selectman Chair Kevin Meehan and Selectman Terri Larcomb agreed with Selectman Norman Brown.

- Selectman Chair Kevin Meehan signed a couple wage increases for the Fire Department.

Selectman Chair Kevin Meehan asked if there was any other business. Amanda stated that she had just received a note from Brian Tibbetts asking that the Select Board consider extending his building permit that was approved in June of 2021. The Select Board all agreed to have Mr. Tibbetts re-apply and to not consider extending the building permits past their one-year term.

Amanda let the Select Board know that she received the Belfor estimate for restoration of documents from the fire. She stated that she sent it over to Karen Duval at Primex for preapproval however as of today she still has not heard from her regarding the pre-approval. Selectman Norman Brown asked her to contact attorney Ed Philpot for guidance for moving forward so the work can be done.

Public Input:

Maura Chapelle wanted to send kudos to Selectman Chair Kevin Meehan for answering all her questions she had written down without her having to ask them. She also stated that she liked his request for initialing corrected printed reports.

Selectman Terri Larcomb made a motion to adjourn the meeting at 8:44 p.m. Selectman Norman Brown seconded the motion. A Roll Call Vote was done Selectman Chair Kevin Meehan “I,” Selectman Norman Brown “I,” Selectman Terri Larcomb “I,” and with no further discussion the motion passed unanimously.

****Next Select Board meeting is scheduled for Monday, February 13, 2023 @ 7:00 p.m.****

Respectfully Submitted by:

Amanda Simino

Administrative Assistant to the Select Board