

Town of Jefferson
Select Board Meeting
March 13, 2023
Jefferson Community Center

The meeting was called to order at 7:01 p.m. by Select Board Chair Kevin Meehan, Selectman Norman Brown, Selectman Terri Larcomb, Lynne Holland, Mike Kenison, Kyle Cormier, Maura Chappelle, Cheri Marshall (Zoom), and Amanda Simino present.

The pledge of allegiance was recited.

The Select Board and Lynne Holland had a discussion regarding the Town Meeting. Due to the impending weather they wanted to make a plan in the event the Town Meeting would need to be canceled. Selectman Terri Larcomb stated that the Town Meeting shouldn't be canceled. Selectman Chair Kevin Meehan stated in his opinion they should hold off until tomorrow to see what the storm brings. Selectman Norman Brown stated that it's up to Lynne and agrees to whatever she decides. Lynne Holland stated that she is nervous, there have been past years where there were snowstorms and people had trouble getting home. It was stated that due to not being able to cancel the ballot voting everyone will be here anyway and that if the weather is bad the decision to cancel the Town Meeting would be done by 3:00 p.m. tomorrow.

Selectman Norman Brown made a motion to approve the Safety Meeting Minutes & Select Board Meeting Minutes from February 27, 2023. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Norman Brown made a motion to approve Payroll for March 6 & March 13, 2023. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Norman Brown made a motion to approve Accounts Payable for March 3, and March 10, 2023. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

DS burglary system module: Amanda presented the Select Board with an estimate and fact sheet regarding a module that can be integrated into the alarm system for when the building starts to be rented out for events that are not during office hours. This system would allow the Town to set time frames for renters to use security codes for both the alarm system and keypad entry. She stated that Ben from DS Security was at the office and took pictures of the existing keypad entry to see if they can be connected to the alarm system, if not they can install new key pad entry locks on the exterior door to the meeting room and the meeting room door to the gym. The Select Board already approved keypad entry to the kitchen doors and the boiler room. If the existing keypads can't be used, then they can be moved to the boiler room and one of the kitchen doors. The town would then only need to purchase one keypad entry for the other kitchen door.

She also stated that the Town was charged for 4 monitors that the Town isn't going to be using so the Town will have credit to cover most if not all of the cost for the module.

Selectman Norman Brown made a motion to approve the DS burglary system module estimate up to \$658.00. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Other Business:

- Select Board reviewed and initialed Unpaid Bills for 3/20/2023
- Select Board reviewed and initialed General Fund February 2023 statement
- Select Board reviewed and initialed Deposits for 2/28-3/1 & 3/7/2023
- Select Board reviewed and signed Intent to Excavate FY2023 J. Oleson
- Select Board reviewed and signed Warrant Excavation Tax FY2022
- Select Board reviewed, motioned, and signed NH DOT bridge aid program. **Selectman Norman Brown made a motion to enroll into the NH DOT bridge aid program for the Larcomb Rd. bridge. Selectman Terri Larcomb seconded the motion, with no further discussion the motion was passed with a 2 to 1 vote. Selectman Chair Kevin Meehan & Selectman Norman Brown in favor, Selectman Terri Larcomb not in favor.**
- Select Board reviewed and signed Town of Lancaster Ambulance Service Contract for 2023.
- Select Board discussed Town of Jefferson ordinance of animal leash law. Amanda stated that she has received several phone calls regarding loose dogs from a particular owner. While Selectman Norman Brown was away Amanda referred the residents to contact NH State Police Troop F. At the end of last week a resident contacted Troop F and spoke to Lt. Cote who stated that they have been on several calls for the two dogs and that the town would have to serve paperwork to the owner of the dogs. Selectman Norman Brown asked that Amanda forward this information to Brian Matson while he was still traveling out of state. When Amanda spoke to Brian he asked if the Town had a leash law ordinance, she stated that she hadn't seen one but would check with the Select Board. The Select Board confirmed that there was no leash law in the Town of Jefferson and that the Town follows the State Leash Law.
- Select Board discussed the use of the meeting room for Heartwood School. Amanda stated that Bethany from the Heartwood School reached out to her asking to use the meeting room to hold a lottery for their enrollment. Their open enrollment was going to be done today and they needed to use a public space to hold a lottery that needs to be done when they have more kids signed up for their school than they have space for. The Select Board stated that until the rental/usage contract is in place the meeting room will remain open to only Town Boards for meetings. Maura Chappelle suggested that they reach out to the owners of the Chapel in town, they might be willing to let them use it. Amanda stated that she would let Bethany know when she contacts her regarding JCC.

- Select Board discussed allowing Brian Matson to obtain a town e-mail address. Amanda asked the Select Board if she could get a town e-mail address for Brian Matson for when he is dealing with town police matters. He currently only has a personal e-mail, and he doesn't feel comfortable getting police documents to that e-mail. Amanda stated that there are still 8 e-mail addresses that can be added to the town's account. The Select Board agreed to set Brian Matson up with a town e-mail address.

Public Input:

Highway Forman Mike Kenison stated that he was contacted by NH DOT regarding the paving of route 2. There are 3 manhole covers that are going to have to be raised. He wasn't sure if the Select Board would like the town to raise the covers or the company that NH DOT contracts to raise them. Selectman Norman Brown wanted further information regarding this matter. Mike stated that there is going to be a meeting at the Fish and Game building in Lancaster on Thursday March 16 at 10:00 a.m. regarding this matter. He stated that he was planning on going to the meeting. Selectman Norman Brown is going to attend the meeting as well.

Selectman Norman Brown made a motion to enter into non-public 91-A:3, II(c) at 8:04 p.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Norman Brown made a motion to come out of non-public 91-A:3, II(c) at 9:02 p.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Norman Brown made a motion to adjourn the meeting at 9:02 p.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

******Next Select Board meeting is scheduled for Monday, March 27, 2023 @ 7:00 p.m.******

Respectfully Submitted by:



Amanda Simino
Administrative Assistant to the Select Board