

Town of Jefferson
Select Board Meeting
May 1, 2023
Jefferson Community Center

The meeting was called to order at 7:08p.m. by Select Board Chair Norman Brown, Selectman Teri Larcomb, Selectman Kevin Meehan, Kate McMann, Kyle Cormier, and Amanda Simino present.

The pledge of allegiance was recited.

JCC Building use/rental agreement: Select Board Chair Norman Brown wanted to jump right into his recommended edits. Kate McMann was there to answer any questions and to have the information to make the edits. Select Board Chair Norman Brown went through page by page and stated the edits he would like to see changed within the documents. Selectman Terri Larcomb & Selectman Kevin Meehan agreed and had no further edits. The Select Board asked that Kate make the edits and let them know when they are able to come in and sign for approval.

Public Input: Kyle Cormier was here to ask the Select Board to use the JCC gym space to hold 12U baseball practice on rainy days. Select Board does not have any issues with them utilizing the gym. Select Board chair Norman Brown stated that Kyle will need to coordinate with Amanda to make sure there isn't a group already utilizing the space.

Selectman Terri Larcomb made a motion to approve Payroll for April 17, 24, & May 1, 2023. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to approve Accounts Payable for April 14-17, 21, & 28, 2023. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Town Investment Policy: Every year the Select Board must approve the town's investment policy. They can make changes if need be or approve it as written. Select Board Chair Norman Brown stated that the dates on the last page where the Select Board has to sign needs to be updated. **Selectman Terri Larcomb made a motion to approve the Town of Jefferson Investment Policy as written with the updated correct date on signature page. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**

Other Business:

- Select Board reviewed & initialed Unpaid Bills for 4/28/23
- Select Board reviewed & initialed March 2023 General Fund & ICS statements
- Select Board reviewed & initialed Deposits & GL's 4/14/23

- Select Board reviewed, motioned, & signed building permit for Eric Wolf. **Selectman Terri Larcomb made a motion to approve the building permit for Eric Wolf for a 56'x26' doublewide mobile home on a slab located at 1452 Presidential Hwy. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**
- Select Board reviewed, motioned, & signed building permit for Hannah & Chris Chasseur. **Selectman Terri Larcomb made a motion to approve building permit for Hannah & Chris Chasseur for the construction of a detached 2-story 28'x36' garage with office space located at 14 Abigail's Circle. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**
- Select Board reviewed & signed Timber Billing for Ruthanne Bilodeau
- Select Board reviewed & signed Timber Billing for Adrian Dutkewych
- Select Board reviewed & motioned DS Security updated estimate. **Selectman Terri Larcomb made a motion to approve DS Security estimate in the amount of \$8,359 for the enhancement of the JCC Building security and entrance & exit of the building for rental open gym events. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**
- Amanda presented the Select Board with an e-mail from Josh Smith for the utilization of Couture Field over Memorial Weekend for a fundraising softball tournament. Select Board does not have an issue of the use. They asked Amanda to make sure she receives a certificate of liability insurance before the event.
- Select Board reviewed letter received from Scott Raymond regarding the interest in purchasing both town owned properties on Belle Hunt Rd. The Select Board asked Amanda to send him a letter letting him know that his letter was received and at this time the properties cannot be purchased.
- Amanda presented her findings from the auditors regarding opening a rental revenue fund. The Select Board would like to open such a fund for when the JCC building is rented there is a fund to use for the off set of extra use of electricity, purchasing any additional tables/chairs, and maintenance for kitchen equipment. She stated that the town can open such a fund, however it must be put into a Warrant and voted on at Town Meeting before the fund can be opened. Select Board Chair Norman Brown told Amanda to place in her folder for 2024 Warrants
- Select Board reviewed, motion TAN Bids from Mascoma Savings Bank, Woodsville Guaranty Savings Bank, & Passumpsic Savings Bank. Mascoma came in with a rate of 4.50%, Woodsville Guaranty Savings Bank came in with a rate of 4.90%, and Passumpsic Savings Bank came in with a rate of 4.23%. **Selectman Terry Larcomb made a motion to approve the town to take out a \$1,000,000.00 TAN with a fixed rate of 4.23% giving Treasurer Cheryl Meehan advance and signing authority along with the signing authority of the Select Board. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**
- Amanda followed up the Select Board regarding the two complaints that she received from Charlene Wheeler from a resident. Select Board Chair Norman Brown stated that he would like Amanda to work with Kevin on crafting a letter to send out where it is a crossover of Select Board and Planning Board.

Selectman Terri Larcomb made a motion to approve drafted meeting minutes from April 10, 2023, Select Board meeting. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to approve drafted Non-Public 91-A:3, II(b) meeting minutes from April 18 & 20, 2023. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Kevin Meehan made a motion to adjourn the meeting at 8:07 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, May 8, 2023 @ 7:00 p.m.******

Respectfully Submitted by:



Amanda Simino
Administrative Assistant to the Select Board