

Town of Jefferson
Select Board Meeting
July 17, 2023
Jefferson Community Center

The meeting was called to order at 7:00 p.m. by Select Board Chair Norman Brown, Selectman Terri Larcomb, Selectman Kevin Meehan, Maura Chappelle, Andrea Gendron, Joe Marshall, and Amanda Simino were also present.

The pledge of allegiance was recited.

Joe Marshall- Traveling Exhibit: Joe presented to the Select Board the Cross Road Exhibit. He would like the Select Board to allow the Historical Society and various other committees and community organizations to take part in this traveling exhibit that focuses on rural communities. The exhibit is sponsored by the Smithsonian. The exhibit travels all over the country and stays in each chosen town for 6 weeks. There is an application process that Adel Woods and Joe Marshall are working on but needed the blessing of the Select Board before submitting. There is a \$3,000 grant from NHHS that will cover the cost of shipping, cleaning, and any other expenses. Joe showed the Select Board a short video of the exhibit. He stated that currently Heartwood Public Charter School, Library, Festival Committee, and Grass Roots Exchange are already willing to partner together to make this happen for the town of Jefferson. They are looking to use the overflow room off the gym and that would be the only involvement from the Town. The other organizations plus the Historical Society would be the manpower of the exhibit should Jefferson gets chosen to have the exhibit. There are six date slots available, but Joe was thinking either Aug-Sept 2024, Apr-May 2025, or Jun-Jul 2025. The Select Board is in favor of the Jefferson Community Center hosting the 6-week exhibit.

Public Input: Andrea Gendron: Stated that she is very excited about the exhibit.

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

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

Selectman Terri Larcomb made a motion to approve Accounts Payable for July 14, 2023. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Web design discussion: Selectman Terri Larcomb would like to make the Town's website more user-friendly. She has had some people complain about the set-up of the website and she herself has had some issues navigating the website. Select Board Chair Norman Brown asked if Selectman Terri would like to head this project. She stated that she would like to work on this project. Andrea Gendron knows some local web designers through Grass Roots Exchange group. She stated that she will get some information to Amanda.

Other Business:

- Select Board reviewed & initiated June 2023 General Fund Statement
- Select Board reviewed & initialed corrected Deposits June 20 & 27, 2023
- Select Board reviewed & initialed GL's June 8, 14, & 30, 2023
- Select Board reviewed, motioned, & initialed DS Security Estimate. **Selectman Terri Larcomb made a motion to approve DS Security Estimate in the amount of \$879.00 for 1 monitor, 1 camera for the IT room, and 2 wall mounts. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**
- Select Board reviewed, motioned & signed building permit for M. Meehan. **Selectman Terri Larcomb made a motion to approve the building permit for Mike Meehan to construct a 14'x24' Greenhouse located at 20 Cedrick Rd. Select Board Chair Norman Brown seconded the motion, and with no further discussion the motion passed unanimously. A roll call vote was made SM Terri Larcomb "I", SBC Norman Brown "I", SM Kevin Meehan abstained where the building permit is for his father. With no further discussion the motion passed.**
- Select Board reviewed, motioned & signed building permit for M. & K. Ingerson. **Selectman Terri Larcomb made a motion to approve the construction of a 24'x28' addition located at 298 Whipple Rd. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**
- Select Board reviewed, motioned & signed building permit for W. & D. Williams. **Selectman Terri Larcomb made a motion to approve the construction of a 24'x40' shed located at 65 Jason Ave. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**
- Select Board reviewed & signed DRA PA-28 inventory of property form for 2024

Amanda stated that the next regular Select Board meeting is scheduled for July 31, 2023. With SBC Norman Brown and SM Terri Larcomb on vacation we will not have a quorum. The Select Board decided to schedule the next meeting for Monday August 7, 2023.

Selectman Terri Larcomb asked Select Board Chair and Selectman Kevin Meehan about putting together a retirement party for Mary Gross. SBC Norman Brown asked Terri to follow up with Mary to see what date would work best for her.

Select Board Chair Norman Brown made a motion to enter into Non-Public RSA 91-A:3, II (a) & (b) at 8:12 p.m. Selectman Terri Larcomb seconded the motion. A roll call vote was made Terri Larcomb "I", Kevin Meehan "I", Norman Brown "I", and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to enter back into Public Session at 8:47 p.m. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to seal the Non-Public Meeting Minutes. Selectman Kevin Meehan seconded the motion. A roll call vote was made Terri Larcomb "I", Kevin Meehan "I", Norman Brown "I", and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to approve the newly created job descriptions for Temporary Office Assistant, JCC Custodian, & Office Assistant. Also, to approve the revisions to the Administrative Assistant to the Select Board job descriptions. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Kevin Meehan made a motion to approve the wage increase for the Administrative Assistant to the Select Board to \$34.00 per hour. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to adjourn the meeting at 8:50 p.m. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

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

Respectfully Submitted by:



Amanda Simino
Administrative Assistant to the Select Board