

Town of Jefferson
Select Board Meeting
August 14, 2023
Jefferson Community Center

The meeting was called to order at 7:03 p.m. by Select Board Chair Norman Brown, Selectman Terri Larcomb, Maura Chappelle, Amanda Simino were also present. Selectman Kevin Meehan arrived at the meeting after it started at 7:15 p.m.

Public Input: Maura Chappelle: Wanted to know follow up on the conversation regarding the town website. She asked if the town had found someone to work with. Selectman Terri Larcomb said now that she is back from vacation her focus is going to be on that. Maura suggested reaching out to Tim Deschamps. Maura stated that she would get his contact information to Terri.

Selectman Terri Larcomb made a motion to approve drafted meeting minutes from August 7, 2023 Select Board meeting. Select Board Chair Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to approve Payroll for August 1, & 14, 2023. Select Board Chair Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to approve Accounts Payable for August 11, & 14, 2023. Select Board Chair Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

Other Business:

- Select Board reviewed & initialed Unpaid Bills August 11, 2023
- Select Board reviewed & initialed July 2023 General Fund Statement
- Select Board reviewed & initialed July 2023 ICS Statement
- Select Board reviewed & initialed corrected Deposits & GL's July 21, 26, August 3, & 8 2023
- Select Board reviewed, motioned & signed changes to building permit instructions. **Selectman Terri Larcomb made a motion to approve the changes to number 6 on building permit instructions to state "all residential building permits require a copy of your approved septic system whether for black water or gray water system from the state of NH". Select Board Chair Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**
- Select Board reviewed & signed John & Kelly Merrow's JCC rental/use application
- Select Board reviewed & signed employment letter

NH DOT is self-insured. They are looking for the Select Board to waive the insurance indemnification. They provided the town with a letter that outlines the state of New Hampshire's Self-Insurance Program and Automobile Liability Insurance Coverage.

Selectman Terri Larcomb made a motion to waive the insurance indemnification in the JCC rental/usage agreement for the state of NH DOT hearing on October 5, 2023. Select Board Chair Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

Select Board Chair Norman Brown made a motion to enter into Non-Public RSA 91-A:3, II (c) at 7:21 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 7:28 p.m. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Select Board Chair Norman Brown made a motion to seal the Non-Public meeting minutes from August 7, 2023. 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 adjourn the meeting at 7:31 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 28, 2023 @ 7:00 p.m.******

Respectfully Submitted by:



Amanda Simino
Administrative Assistant to the Select Board