

Town of Jefferson
Select Board Meeting
October 23, 2023
Jefferson Community Center

The meeting was called to order at 7:01 p.m. by Select Board Chair Norman Brown, Selectman Terri Larcomb, Selectman Kevin Meehan, Dave P., Jen Kenison (Tax Collector), Andrea Gendron, Maura Chappelle (Zoom), Kevin Conway, and Amanda Simino present

The pledge of allegiance was recited.

Jen Kenison Tax Update: Wanted to ask Select Board about entry to her office for tax collection. They have no issues with people accessing the office through the Town Clerk office as long as tax collection is not being done during Town Clerk hours. If tax collection is going to be done during Town Clerk hours, then Jen can use the meeting room. The Select Board is still in discussion regarding putting in a door to have direct access to the Tax Collector Office. She wanted to ask the Select Board if they wanted to keep the same rate for the town sewer. The Select Board would like her to continue to use the same rate that the town has been using. She wanted to ask the Select Board about her being bonded. The Select Board stated that she will have to get bonded through Primex Insurance. She wanted to get the Select Boards input regarding web base on town website for tax payments. A vender that works with Avitar names Avenu offers to set up a payment portal on the town's website at no charge. Residents would receive a per transaction fee that they need to authorize showing they understand the fee being charged to them for the service. The two things that the Select Board is concerned about is third party access to the town's bank account and hacking of the Town website. They would like Amanda to follow up with Primex to see what their feelings are and what protection measures are out there to keep the town's information safe. She also wanted to see what their thoughts were on semi-annual billing for taxes. She stated that the first step would be for the town to propose a warrant article for the residents to vote on moving forward with semi-annual tax billing. She said once the town votes on it and they are in favor then the transition is simplified by Avitar by making a software adjustment. The Select Board is in favor of starting the process to change to a Semi-Annual tax billing schedule.

Public Input: David P. asked about how the semi-annual tax billing would work. The first bill to come out for July would be an estimated figure and the second bill to come out in November would be the difference if any to collect all taxes.

Selectman Terri Larcomb made a motion to approve drafted meeting minutes from the October 9, 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 payroll for October 16, & 23, 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 October 13, 16, 20, & 23, 2023. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Heartwood use of JCC: Heartwood would like to utilize the JCC building and grounds for their 6-week winter program so that the children that will not be attending the ski program have something fun to enjoy as well during this time. The 6-weeks would be every Tuesday from 12:00-3:00 starting on January 8 and run through February 16. The Select Board will discuss when Select Board Chair Norman Brown returns for package deals for use of the building and grounds. (Tabled until Oct. 23, 2023) The Select Board discussed Heartwood and the use of the building for their winter program. The Select Board made the decision to collect the \$100 cleaning fee for all 6 weeks and then assess at the end of the six week use to reimburse if any for not having to do extra cleaning. The Select Board stated to collect the \$100 from anyone using the building and they will make the decision to reimburse if necessary.

A.V.R.R.D.D./TOJ Recycling Program: Amanda read the e-mail from A.V.R.R.D.D. regarding one of their requirements from the state for the district. They are needing three towns from the district to meet with at their transfer station and go over the current recycling program in those towns and make suggestions on improvement if any. The Select Board feels that the town has a good program now and don't feel that they need to take part in this program.

Transfer Station containers (wood & cardboard): Jimmey Howland wanted Amanda to let the Select Board know that the wood container would need to be replaced, it is beyond fixing and that the cardboard container needs some welding. The Select Board would like an estimate from Elliot Kenison regarding the cardboard container and would like Amanda to get estimates for a new wood container.

Other Business:

- Select Board reviewed and initialed Unpaid Bills for October 30, 2023
 - Select Board reviewed and initialed General Fund September 2023 statement
 - Select Board reviewed and initialed ICS September 2023 statement
 - Select Board reviewed and initialed Deposits & GL's October 3, & 11, 2023
 - Select Board reviewed, motioned, and signed Building Permit for James Brady.
- Selectman Terri Larcomb made a motion to approve building permit for James Brady located at 498 Ingerson Rd. for a 28'x42' pole barn. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**

- Select Board reviewed, motioned, and signed Building Permit for Robert Kadlec. **Selectman Terri Larcomb made a motion to approve building permit for Rober Kadlec located at 63 Presidnetial Hwy. for a 25'x30' 2-bay 2-story garage with office space on second floor. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**
- Select Board reviewed, motioned, and signed Building Permit for Aaron Davis Sr. **Selectman Terri Larcomb made a motion to approve building permit for Aaron Davis Sr. located at 603 Meadows Rd. for a 24'x28' addition to his house. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**
- Select Board reviewed and signed Health Trust 2024 premium rate increase for medical insurance.
- Select Board reviewed and signed JCC rental/use agreement for Larry Wells. Select Board Chair Norman Brown stated that the agreement needs some clarification as to time frame for letting the office know about an event and the charging piece. The Select Board discussed stated that a two week notice for most events, and they will look at case by case of events that might not be scheduled (i.e. funerals) They would also like Amanda to update the agreement with a refund box on the application form.
- Select Board reviewed and motioned letter from Diane Boutin. **Selectman Kevin Meehan made a motion to approve the offer of \$3,000.00 from Diane Boutin to purchase town owned property that is a 1-acre lot, map 1 lot 21 on Turnpike Rd. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**
- Select Board reviewed letter received from L. Rauter regarding the Beavers on Israels' River Rd.
- Select Board reviewed letters of resignation for two Planning Board members Diane Allard and Gil Finch
- Select Board reviewed Primex 2024 Property & Liability and Workers' Compensation insurance premium increases.

Selectman Kevin Meehan asked to see the estimate and invoices the town has received from Central Paving for the JCC parking lot. There are discrepancies between what the town has received and what Central Paving has billed. He would like to have Ed Stanley from Central Paving come in for a meeting so that this matter can be discussed.

Selectman Terri Larcomb made a motion to enter into Non-Public RSA 91-A:3, II (a) at 8:27 p.m. Selectman Kevin Meehan seconded the motion, a Roll Call vote was done at this time Terri Larcomb "I", Kevin Meehan "I", Norman Brown "I", and with no further discussion the motion passed unanimously.

Select Board Chair Norman Brown made a motion to come out of Non-Public at 8:34 p.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to increase Jimmey Howland's wage to \$20.00 per hour starting the next pay period. 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 8:36 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, Nov 6, 2023 @ 7:00 p.m.******

Respectfully Submitted by:



Amanda Simino
Administrative Assistant to the Select Board