

Town of Jefferson
Select Board Meeting
November 6, 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, Andrea Gendron, Maura Chappelle, and Amanda Simino present

The pledge of allegiance was recited.

Public Input: None

Selectman Terri Larcomb made a motion to approve drafted meeting minutes from the October 23, 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 30, November 1, & November 6, 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 27, 31, & November 3, 2023. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Employee Training Policy: The Select Board asked that Amanda draft up an Employee Training Policy where the town currently doesn't have one for training. The Select Board reviewed the policy. **Selectman Terri Larcomb made a motion to approve the Employee Training Policy as written. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**

A.V.R.R.D.D./TOJ Recycling Program: The Select Board received more information on what the district is looking to do for this program. Basically, going to the Transfer Station to look at the current program make a few suggestions if any. They will also look at the current list of recyclables that the transfer station takes and make updated flyers for the town. **Selectman Kevin Meehan made a motion to work with A.V.R.R.D.D. on the recycling program that is their requirement as part of the district. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**

Warrants: Selectman Terri Larcomb wanted to know a little more about the Warrant process. Select Board Chair Norman Brown stated that Warrants are typically discussed during Budget Workshops. The Select Board will take a look at the proposed Warrant Articles and the Warrants that they would like to put to a vote will then go to the town's attorney to draft up the warrants. The town then has to get the approval from DRA to have them for town meeting.

Health Officer Advertisement: James Asuto has given his resignation as the TOJ Health Officer. The Select Board would like Amanda to post the advertisement offering wage of \$30.00 per hour.

Follow-up on letter sent Israel River Campground: April 2022 the Select Board asked that Amanda send out a letter to Israel River Campground regarding recent information that was brought to their attention of some added camper sites with water and electricity hook-ups. At that time there was no permit submitted to the town. Israel River Campground did not respond to the letter that was dated April 20, 2022. The Select Board would like Amanda to draft up a new letter referencing the previous letter, have the Select Board sign it, and mail it certified.

Notchnet TOJ website update: Selectman Terri Larcomb and Amanda met with Veronica from Notchnet regarding upgrading TOJ's website. She gave three different scenarios the one that Terri and Amanda feel would be best for the town is keeping the website and software up doing an upgrade and making the site more user friendly. The option that they choose is a one-time fee of \$3,200.00 that they would like to put into the 2024 budget. There still would be the annual hosting fee that would stay the same as the town pays now. She also stated that we could use an e-mail/text alert where residents can sign up to receive town alerts. That would be an added cost of \$40.00 per month. Veronica stated that she could do a few things to the website this year that would cost around \$200.00. **Selectman Terri Larcomb made a motion to allow Notchnet to make a few upgrades to the town's website this year totaling in the amount of \$200.00. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**

Other Business:

- Select Board reviewed and initialed Unpaid Bills for November 13, 2023
- Select Board reviewed and initialed Deposits & GL's October 18, 24, & 31, 2023
- Select Board reviewed, motioned, and signed estimate for welding at Transfer Station from Elliott Kenison. **Selectman Terri Larcomb made a motion to approve the estimate in the amount of \$750.00 for welding needing to be done at the Transfer Station by Elliott Kenison. Selectman Kevin seconded the motion, and with no further discussion the motion passed unanimously.**
- Select Board reviewed, motioned, and signed Planning Board Member Appointments for Andrea Gendron and Rebecca Hatfield. **Selectman Terri Larcomb made a motion to approve the Planning Board member appointments for Andrea Gendron & Rebecca Hatfield. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**
- Select Board reviewed, and signed JCC rental/use application for Jefferson Festival Committee and Bill Patnaude.
- Select Board Chair Norman Brown reviewed and signed wage paperwork

Selectman Kevin Meehan made a motion to enter into Non-Public RSA 91-A:3, II (d) at 7:37 p.m. Selectman Terri Larcomb 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.

Selectman Terri Larcomb made a motion to come out of Non-Public at 7:51 p.m. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Kevin Meehan made a motion to seal the non-public meeting minutes. Selectman Terri Larcomb 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.

Selectman Kevin Meehan made a motion to adjourn the meeting at 7:52 p.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Next meeting will be a Budget Workshop scheduled for Mon. Nov. 13, 2023 @ 7:00 p.m.

******Next Select Board meeting is scheduled for Mon., November 20, 2023 @ 7:00 p.m.******

Respectfully Submitted by:



Amanda Simino
Administrative Assistant to the Select Board