

Town of Jefferson
Select Board Meeting
March 11, 2024
Jefferson Community Center

The meeting was called to order at 7:08 p.m. by Select Board Chair Norman Brown, Selectman Terri Larcomb, Selectman Kevin Meehan, Maura Chappelle (Zoom), Kyle Cormier, Dave Savage, Liz Milligan, and Amanda Simino present

The pledge of allegiance was recited.

Public Input: Kyle Cormier- Wanted to present the Select Board with an Open Gym proposal at the Jefferson Community Center (JCC) from the Jefferson Athletic Association (JAA). The proposal is to offer town residents the use of the gym for various sport activities. The proposal outlines the following:

- Host up to three open gym sessions per week lasting 2-3 hours per session.
- Approved by JAA individual to be present to monitor at each open gym session.
- If open gym hours are outside of the open building hours either Kyle or Liz would be the monitors where they have access to the building.
- Types of activities- basketball, pickleball, ping pong and eventually badminton.

Kyle would work with Amanda on a schedule of use for the gym. It was also noted that JAA will be working on a set of rules for the open gym that would be posted in the gym. The Select Board didn't have any objections to the proposal but wanted to make it clear that the approved monitors would have to be individuals 18 years of age or older for liability purposes. Dave Savage asked the Select Board about any thoughts on the purchase of adjustable backboards for the basketball hoops in the JCC gym. The Select Board explained that the funds were put into this year's budget to get new backboards for the basketball hoops. They also encouraged the JAA to look into the cost of the backboards and present the Select Board with some quotes.

Selectman Terri Larcomb made a motion to approve Meeting Minutes as written from February 19, 2024. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to approve Payroll from February 20, March 1, & 8, 2024. 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 from February 23, 26, March 4, & 11, 2024. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Attorney at Town Meeting: Select Board Chair Norman Brown made a motion to have the Town's Attorney present at town meeting in the event any questions regarding the petitioned Warrant Articles. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Approval of Town of Jefferson Investment Policy: Select Board Chair Norman Brown made a motion to approve the Town of Jefferson Investment Policy as written. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Error on MS - 636: It was brought to Amanda's attention that there was a typo on the MS-636 under Cultural & Recreation category line-item Patriotic Purposes. The typo was in the column for Expenditures for period ending 12/31/23. That line-item is for the 4th of July fireworks and the actual expenditure was in the amount of \$6,500 not \$65,000 as the 2024 MS-636 states. Amanda did reach out to Jamie Dow at DRA to see what needed to be done to fix this issue. Jamie suggested that we make the change to the hard copy of the MS-636.

Coos County Broadband Committee Representative: Amanda received an e-mail from Carol Miller a consultant who will be providing technical assistance on behalf of Coos County to all the towns in Coos County that are receiving broadband investments. She is willing to work with the Select Board to recruit a volunteer to represent the Town of Jefferson.

Fire Station Furnace: The Fire Station is having an issue with the furnace in the back of the station. The Fire Chief did have Above the Notch Heating come and look at it. The Select Board requests that Above the Notch Heating provides worst case quote to the town and go from there.

Stop the Bleed Training for Employees/Boards: Liz Milligan reached out to offer Stop the Bleed training for employees and board members. With having the Stop the Bleed kits at the Town's buildings/properties she felt it would be a good idea to train the people that might need to use the kits. The Select Board doesn't mind offering training to the town's employees and board members as a volunteer basis. The Select Board does not want to make it mandatory for the employees and board members.

Addition with no building permit: It was brought to Amanda's that there was an addition to a property on Meadows Road. Amanda stated to the Select Board that the addition was a deck built on the front of the home. The Select Board has not received a building permit and would like Amanda to craft a letter from the Select Board outlining the town's ordinance.

Heartwood Tax Exemption: Amanda was contacted by the Heartwood Public Charter School regarding their tax exemption. They provided the Select Board an offer of 5% of their 2023 property taxes for payment in lieu of taxes. The Select Board would like further contact with the town's attorney before crafting a letter.

Other Business:

- Reviewed and initialed Unpaid Bills for March 18, 2024
- Reviewed and initialed Deposits and GL's February 14, 20, & 27, 2024
- Reviewed and signed letter to Primex for information requested by the auditors
- Reviewed and signed Municipal Work Zone Agreement Route 2 rumble strip project. **A question was asked regarding if the rumble strip would be in the center or on the outside of the road. Maura Chappelle stated that NH DOT told her that it would be in the center where there wasn't enough room on the outsides of Route 2.**
- Reviewed and signed Lancaster Ambulance Service Contract

- Reviewed and signed Current Use Application B. Tibbits
- Reviewed, motioned, and signed Building Permit Verizon Wireless tower modifications. **Selectman Terri Larcomb made a motion to approve the building permit for the modifications on the Verizon Wireless tower located Map 21 Lot 19A tower. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed and signed DES Annual Active Solid Waste Facilities Report
- Reviewed and signed DES Annual Inactive Solid Waste Landfill
- Reviewed Taxpayer's Abatement Application to Municipality J. Call
- Reviewed DES Wetlands Permit Portland Pipeline
- Discussed Letter of Good Standing for Catherine Howard regarding FBI denial of fingerprinting for substitute teaching at the Heartwood Public Charter School. **The Select Board felt that this should be tabled until they can discuss with town attorney and State Police Troop F.**
- Amanda wanted to let the Select Board know that the Cystic Fibrosis Coed Softball tournament will be held again Memorial Weekend at Couture Field.

Select Board Chair Norman Brown made a motion to enter into non-public RSA 91-A:3, II (b) at 8:07 p.m. Selectman Terri Larcomb seconded the motion, at this time a Roll Call vote was done Norman Brown "Aye", Kevin Meehan "Aye", & Terri Larcomb "Aye" and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to enter into public session at 8:16 p.m. Selectman Kevin Meehan seconded the motion, at this time a Roll Call vote was done Norman Brown "Aye", Kevin Meehan "Aye", & Terri Larcomb "Aye" and with no further discussion the motion passed unanimously.

Select Board Chair Norman Brown made a motion to approve Chris Milligan as Health Officer with a wage of \$30.00 per hour with all Health Inspections coming from the direction of the Select Board. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Select Board Chair Norman Brown made a motion to table the decision for Planning Board Secretary at this time. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Select Board Chair Norman Brown wanted to see if Terri and Kevin would agree with making an amendment on the floor at Town Meeting for Warrant Article #14 regarding semi-annual tax billing to have it go into effect for 2025 so that the Tax Collector can send out letters preparing residents of the change. The Select Board agreed to make the amendment at Town Meeting for effective year 2025.

Select Board Chair Norman Brown made a motion to adjourn the meeting at 8:23 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 March 25, 2024 @ 7:00 p.m.******

Respectfully Submitted by:



Amanda Simino
Administrative Assistant to the Select Board