

Town of Jefferson
Select Board Meeting
May 20, 2024
Jefferson Community Center

The meeting was called to order at 7:02 p.m. by Select Board Chair Terri Larcomb, Selectman Kevin Meehan, Selectman Norman Brown, and Amanda Simino present

The pledge of allegiance was recited.

Public Input: None

Selectman Kevin Meehan made a motion to approve Meeting Minutes as written from May 6, 2024. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Kevin Meehan made a motion to approve Payroll for May 13 & 20, 2024. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Kevin Meehan made a motion to approve Accounts Payable for May 13 & 20, 2024. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

Cemetery Restoration Proposal: Amanda presented the Select Board with a Cemetery Restoration Proposal from Barry Normandeau. The restoration proposal is for Hillside, Old Forestvale, & New Forestvale cemeteries. To take care of all stone restoration for the three cemeteries the proposal is in the amount of \$327,817.50. Broken down by cemetery Hillside- \$172,200.00, Old Forestvale- \$120,875.00, & New Forestvale- \$34,742.50. Amanda also presented the Select Board with an up-to-date copy of the towns CRF accounts. Jason Call Treasurer of the Trustees of the Trust Funds sent an e-mail and stated that the Town can use all of the funds in Cemetery Maintenance & General Cemetery Care CRF's, and depending on inventory of what stones would be getting restored there might be some perpetual care CRF available, however Jason stated that they would need to give the town an inventory of the stones they are going to fix. The Select Board stated without knowing how much money is available they are not going to approve to move forward with the Proposal until they know. They asked Amanda to reach out to Chris Milligan to get an inventory list for the Trustees of the Trust Funds.

Tax payment credit card option follow-up: Amanda presented to the Select Board the information that Jen Kenison forwarded to accept credit card payments for tax collecting. There is no charge to the town, the town can accept credit card payments right on the website so there is no need to purchase a terminal. The Select Board have no issues with moving forward with this feature as long as there is no cost to the town.

Wrath Basketball follow-up: Amanda presented the proposal from Brett Higgins for the rental of the gym at the Jefferson Community Center. He would like to use the gym space Monday-Friday for a four-hour block of time for 1 on 1 or group basketball training. The Select Board does not want the gym tied up during the week for one organization. They suggest that Brett sends Amanda dates two weeks in advance to see if the gym is available. They would like him to scale back to a couple times a week and less time. The Select Board agreed to charging the cleaning fee and non-resident fee for a total of \$350 per day of use. They would also like his time frame to be during business hours.

Reach the Beach follow-up: Amanda presented the Select Board with additional information from Amber with the Reach the Beach Road race. Amber gave the state permit for the roads for Selectman Norman Brown to sign, a copy of their liability insurance, and time frames of when they will be using the parking lot Friday September 13. The Select Board has no issues with the race going through Jefferson and the use of the Jefferson Community Center for water station and relay switches.

TAN Bid: Amanda presented the Select Board with a Tax Anticipation Note (TAN) from Passumpsic Bank in the amount of \$500,000 and a rate of 4.94%. The Select Board stated that they feel with the amount of time until tax collection time that the TAN should be for \$750,000. Amanda stated that she would contact Julie at Passumpsic to get the bid increased and to see if that would change the rate.

NCC & DOT 10-year transportation improvement plan projects (2027-2036): The Select Board reviewed the 10-year plan. The Select Board stated that there is nothing the town needs at this time. Amanda stated that the town is on the list for the Larcomb Street bridge. Due to the storms over the last few years has done a number on the river in town. The Select Board stated that they will have to create a warrant for a CRF for the fixing of the river.

HB1124 RSA 669:7: Amanda stated that on May 7 there has been some changes to RSA 669:7 that the town will have to look at once terms are coming due.

Grill use for building rentals: Amanda stated that a resident inquired if they could use their grill at the Jefferson Community Center while renting the gym for a birthday party. The Select Board stated no due to it being too much of a liability.

Other Business:

- Reviewed and initialed Unpaid Bills for May 27, 2024
- Reviewed and initialed April 2024 ICS Statement
- Reviewed and initialed April 2024 General Fund Statement
- Reviewed and initialed Deposits and GLs for April 30, & May 7, 2024
- Reviewed and initialed Corrected Deposit for April 2, 2024
- Reviewed, motioned, and signed building permit for Heartwood Public Charter School.

Selectman Kevin Meehan made a motion to approve the building permit for Heartwood Public Charter School to construct a 15'x17' addition for more classroom space located at 30 Davenport Rd. Selectman Norman Brown seconded the motion with the stipulation of providing setbacks on the plan, and with no further discussion the motion passed unanimously.

• Reviewed, motioned, and signed building permit Jason & Darcy Call. **Selectman Kevin Meehan made a motion to approve the building permit for Jason & Darcy Call for the construction of 12'x22' lean to on rear of garage located at 1780 Presidential Hwy. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**

• Reviewed and tabled building permit for Steven & Brenda Wheeler. **The Select Board reviewed the building permit for Steven & Brenda for the construction of a 28'x44' log home that will attach to the existing garage.**

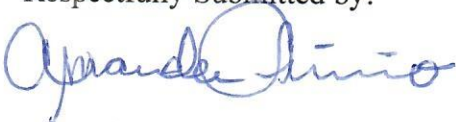
They currently have living space up above the garage that would have to be permitted as an accessory dwelling. The Select Board decided to table the permit until they can review the upstairs and basement plans to see how many bedrooms and if the existing septic will support the home.

- Reviewed and signed 1 Abatement to remove the Heartwood School off of the tax books.
- Reviewed Fire Department invoice that was issued to H.B. Logging for dust control at A.V.R.R. D. D. in the amount of \$15,000.00.
- Reviewed DRA 2021 Assessment Review Report
- Reviewed and signed JCC rental/use application for Chantel Higgins
- Reviewed and signed JCC rental/use application for Crystal Homan
- Discussed different avenue to take with contact for the owners at 100 North Rd. the certified letter the town sent regarding their Short-Term Rental was returned. The Select Board suggests checking with what tax collector has for an address and try to locate them online.
- Reviewed A.V.R.R.D.D. 2022 annual independent auditor's report
- Reviewed, motioned, and signed building permit for Frances Angelicola. **Selectman Kevin Meehan made a motion to approve the construction of a 42'x56' barn/garage located at 98 Phelps Rd. for Frances Angelicola. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**

Selectman Norman Brown made a motion to adjourn the meeting at 8:45 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 June 3, 2024 @ 7:00 p.m.******

Respectfully Submitted by:



Amanda Simino
Administrative Assistant to the Select Board