

Town of Jefferson  
Select Board Meeting  
July 1, 2024  
Jefferson Community Center

The meeting was called to order at 7:01 p.m. by Select Board Chair Terri Larcomb, Selectman Kevin Meehan (absent), Selectman Norman Brown, Chris Milligan, Jason Call, and Amanda Simino present

The pledge of allegiance was recited.

**Chris Milligan: Cemeteries, Fire Department, EMS, & Health Officer Update-** Chris gave the Select Board an update on the cemetery project. He was also to list each individual who has perpetual care accounts and what cemeteries they are located in. He sat with Barry Normandeau to go over which of the perpetual care accounts went to the stones that are needing some work. Barry Normandeau broke down the cost for each stone that has perpetual care. The Select Board would like Amanda to break it down to show the total cost that the town would have to come up with after the perpetual care amounts. Once there are better numbers the Select Board could then look at taking money from the other Cemetery CRF account.

Chris gave an update on the Fire Department & EMS. They are in need of a few things that were not budgeted for. First is a new tact stick for testing live electrical wires at accidents and down wires. Chris has looked into ordering a new one in the amount of \$493.00. Second the Kussmaul charger in the van is developing issues which will need to be replaced. Chris found a new one in the amount of \$880.00. They will also have to replace both batteries (AGM), which will cost \$400.00. Lastly, they need to replace the side marker lights on the van in the amount of \$1,200.00. The Select Board asked if everything he budgeted for equipment has been ordered. Chris said yes and that he was just waiting for the equipment to arrive. Between everything list outside of the budget totals \$2,973.00. The Select Board has asked Chris to look into state bids for better pricing and bring them to the next meeting for discussion. Chris also wanted the board to know that for both Fire Department and EMS they have had roughly 40 calls so far for 2024. Chris let the Select Board know that he has completed his online Health Officer Training. He has received his overall health officer and health inspections for schools' certificates. The Select Board would like him to look into a fee schedule for annual fire/health inspections.

**Public Input: Jason Call-** Jason Call wanted to express to the Select Board his concerns about the Waumbek plan being a very large plan, where he feels that the Planning Board is not going to be able to manage this project without some experienced help. He stated that he has a lot of knowledge of the Planning RSA's but not everyone on the Planning Board has the same knowledge and this plan can become very overwhelming as the project gets started. The Select Board suggests reaching out to New Hampshire Municipal Association to see if they can offer help/guidance through the project. Selectman Norman Brown stated that he feels that it would be less overwhelming if the Planning Board did a phase approval process instead of a global approval. Breaking the project into phases and only focusing on one phase at a time would be an easier task for the board in his opinion.



**Selectman Norman Brown made a motion to approve Meeting Minutes as written from June 17, 2024. Select Board Chair Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**

**Selectman Norman Brown made a motion to approve Payroll for June 24, & July 1, 2024. Select Board Chair Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**

**Selectman Norman Brown made a motion to approve Accounts Payable for June 24, & July 1, 2024. Select Board Chair Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**

**Town Clerk/Tax Collector Cert. Program compensation:** Jen is attending the Town Clerk/Tax Collector Cert. Program. Where she gets paid salary for the Tax Collector role and hourly for the Town Clerk Deputy role she wasn't sure how she should keep track of her time for the training. The Select Board would like to know more information regarding the training before making a decision on how to proceed with the compensation.

**100 North Rd. Update:** Amanda stated that she was finally able to make contact with the owners of the 100 North Rd. property (Short-Term Rental). They stated that they were coming up to stay at the property and while they were here, they were finalizing putting the property back on the market for August 1. They stated that they would provide the town a copy of the contract once its on the market. Selectman Norman Brown asked if we got an updated address, Amanda stated no but she does have the phone number and will give them a call tomorrow to get the updated mailing address. Amanda also stated that she has is marked on her calendar to reach out to them again if nothing has been received by August 1.

**Other Business:**

- Reviewed and initialed Unpaid Bills for July 8, 2024
- Reviewed and initialed Deposit for June 4, 11, & 18, 2024
- Reviewed, motioned, and signed building permit for John & Brittany Ahern. **Selectman Norman Brown made a motion to approve the building permit for John & Brittany Ahern to install solar array located at 90 Turnpike Rd. Select Board Chair Terri Larcomb seconded the motion and with no further discussion the motion passed unanimously.** Reviewed and signed Timber Tax Billing for Carla Chapasko
- Reviewed and signed application for reimbursement for Agnew State Forrest & WMNF
- Reviewed and signed Town of Gorham Septage Agreement
- Reviewed and signed JCC Rental/Use Application for North Country Council.
- Select Board Chair Terri Larcomb signed W-9 for H.B. Logging for AVRDD dust control reimbursement
- Reviewed, motioned, and signed Zizza Lock quote for generator. **Selectman Norman Brown made a motion to approve Zizza lock to change the generator door locks and change out hinge screws in the amount of \$943.00. Select Board Chair Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**

- Reviewed letter from Greg & Geoffrey Gordon regarding cemetery flowers. They were thinking that it might be easier to switch out the urns at Hillside and plant perennials, however in doing so the town would have to contact the families of the deceased. The Select Board stated that contacting families is becoming harder and harder regarding the cemeteries, so they feel to leave everything as is.
- Reviewed and signed letter to Tri-County CAP

The Select Board reviewed a letter of consideration. Select Board Chair Terri Larcomb made the decision to hold off on moving forward with an action until Selectman Kevin Meehan is at a meeting.

**Selectman Norman Brown made a motion to adjourn the meeting at 8:34 p.m. Select Board Chair Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**

**\*\*\*\*Next Select Board Meeting is scheduled for Monday July 15, 2024 @ 7:00 p.m.\*\*\*\***

Respectfully Submitted by:



Amanda Simino

Administrative Assistant to the Select Board