

Town of Jefferson

Select Board Meeting

November 4, 2024

Jefferson Community Center

The meeting was called to order at 6.59 p.m. by Select Board Chair Terri Larcomb, Selectman Kevin Meehan, Selectman Norman Brown, Richard Garabedian, Christine Carrol, Mike Kenison, James Akerman, Trish Lovely, and Amanda Simino present.

The pledge of allegiance was recited.

Public Input: Trish Lovely- She attended the meeting due to a letter she received from the Select Board regarding a complaint that came to their attention on her property located at 1369 Presidential Hwy. Her first question was if the Select Board wanted her to submit a building permit for her camper with a roof over it. The Select Board asked her if the camper and roof will be on the property for more than 120 days. She stated that she would be using it seasonally but yes. So, they stated yes, she did need to submit a building permit. She stated that she does not use the septic that is on the property. The Select Board asked her what her plan was for the grey & black water. She stated that if they wanted her to put a porta potty on the property she would. She is willing to do whatever the Select Board would like her to do so that she can keep her camper on her property, so she has somewhere to go and write. She also stated that Whites will be going to her property on November 8 to scope the existing tank. The Select Board stated that she might want them to cap the septic so that she doesn't run into issues with DES.

Mike Kenison: FEMA Questions & Hwy. Dept. Update- Amanda stated that FEMA asked if the Select Board wanted to move forward with estimated figures for the 6 roads that have not been completed or wait until the roads have been completed with exact figures. She stated they are asking where we have already missed our first estimated deadline of October 31. The Select Board asked Mike when he thought he would be done with the roads? He stated that he would be done with them in 1-2 weeks. Selectman Norman Brown asked Amanda about contracting the rest of the work out, she stated that the town could, however FEMA doesn't give a higher rate for contracted work and that if the town was to contract out the town would be losing money. Mike stated that he would have them done in 2 weeks. The Select Board wants to move forward with actual figures. They will see where Mike is at in 1.5 weeks and go from there. The next piece from FEMA is that they strongly recommend Mike taking the class to become a Certified Culvert Maintainer. The state of New Hampshire has a program, and it is very beneficial. Mike stated that he was certified in the past and that he let the certification laps. The Select Board would like Mike to move forward with getting recertified.

Selectman Kevin Meehan made a motion to approve Meeting Minutes as written from October 21, 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 October 28 & November 4, 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 October 28 & November 4, 2024. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

Procurement Policy Approval- Amanda stated that she didn't receive a response from any Select Board member for the Procurement Policy she sent out. So, with no edits needing to be made she asked that the Select Board approve the Policy so that she can send it to FEMA.

Selectman Kevin Meehan made a motion to approve the Procurement Policy as written. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

ETS Generator Service Proposal for JCC & FD- Amanda presented the Select Board with a Service Proposal for the generators at the Jefferson Community Center & Fire Department from ETS. Selectman Kevin Meehan explained that David Chessner who lives in town, works for this company and approached Kevin regarding the proposal. Selectman Kevin Meehan asked Amanda if the town has received a proposal from JA Corey, she stated that the town has not. Selectman Norman Brown was reviewing the proposal and stated that in his opinion the town would not find anything as reasonable as this proposal of \$1,616.24 for both and having him right in town in the event of an issue will be beneficial as well. **Selectman Norman Brown made a motion to sign and approve the Generator Service Proposal for JCC & FD from ETS in the amount of \$1,616.24. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.** Selectman Norman Brown asked Amanda to see if she could find any information regarding the last time the generator at the Fire Station was serviced so that David has something to go off of.

Beattie Enterprises letter- Amanda presented the Select Board with a letter they received from Beattie Enterprises. The letter stated that due to an employee retiring from the company they will no longer be able to haul the town's Transfer Station containers to the district as of December 31, 2024. Amanda stated that what she is hearing from the district is that Normandeau's Trucking is the only contractor submitting bids because no other company has submitted anything. The Select Board would like Amanda to reach out to Normandeau's Trucking for a quote and also contact Waste Management to see if they could provide an estimate.

Green Up Jefferson landscaping update- Amanda presented the Select Board with some prices for different metal tubs to use for the raised beds they would like to plant at the Jefferson Community Center. The Select Board stated that they would like to hold off until budget workshop before making a decision.

Royal Electric Fire Alarm Proposal for Highway Garage- Amanda presented the Select Board with a proposal from Royal Electric for the installation of a Fire Alarm at the Highway Garage. The Select Board asked Amanda to reach out to DS Security for a proposal as well. The Select Board will discuss at the budget workshop.

Fencing Proposals for Salar Array & Both Forest Vale Cemeteries- Amanda stated that Select Board Chair Terri Larcomb and Selectman Kevin Meehan reviewed the proposals at the last meeting but wanted to wait where Selectman Norman Brown could not attend the last meeting. The Select Board reviewed the proposals and would like to hold off until budget workshop.

Review and approve Town of Jefferson Harassment/Bullying Report- Amanda the town does not currently have such report or policy in the Employee Manual. The Select Board reviewed the report and stated they are okay with the Town using the report.

Budget Workshop Discussion & Schedules- Amanda stated that she received all department/boards budget worksheets. Amanda stated that she gave each Select Board member their own budget folder with all the worksheets so that they have a chance to review before the budget workshops. Amanda let the Select Board she has come up with a schedule for the Budget Workshops. **November 11:** Planning Board, Zoning Board of Adjustments, & Library, **November 25:** Athletic Association, Police Department, & Highway Department, **December 9:** Cemeteries, Fire Department, & EMS, **December 16:** Select Board Budget Workshop for finalizing the budget and warrants. The Select Board was okay with the schedule Amanda provided.

Other Business:

- Reviewed and initialed Unpaid Bills for November 11, 2024
- Reviewed and initialed Deposits & GLs for October 15 & 22, 2024
- Reviewed, motioned, and signed building permit for Clayton Lizak. **Selectman Kevin Meehan made a motion to approve the building permit for Clayton Lizak to construct a 4"x4" pole barn system located at 397 Ingerson Rd. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed, motioned, and signed building permit for James Seppala.

- **Selectman Kevin Meehan made a motion to approve the building permit for James Seppala to construct a 10'x16' foot shed located at 255 Israel's River Rd. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed and signed 1 Jefferson Community Center Rental/Use Applications.
- Reviewed Coos Country 2024 Tax amount **\$669,984.00** Selectman Norman Brown asked what the town paid last year Amanda stated that it was \$545,000 and change but will get exact amount to them.
- Reviewed 2025 Primex Property & Liability Renewal **\$30,662** Amanda stated that last year the renewal was **\$26,501** a \$4,161 increase.
- Reviewed 2025 Primex Workers' Compensation Program Renewal **\$6,478** Amanda stated that last year the renewal was **\$5,453** a \$1,025 increase.
- Reviewed and signed 1294 Presidential Hwy. letter

Amanda asked if Joy would need to fill out separate JCC Rental/Use applications for when the Smithsonian Exhibit is here for the different guest speakers. The Select Board stated that she doesn't have to fill out anything where the Historical Society will fill one out for the exhibit.

Selectman Norman Brown would like Amanda to reach out to Primex to see what the new assessments look like on the Town's properties.

Selectman Norman Brown made a motion to adjourn the meeting at 8:02p.m. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Next Select Board Meeting Budget Workshop is scheduled for

Monday November 11, 2024 @ 7:00 p.m.

Respectfully Submitted by:



Amanda Simino

Administrative Assistant to the Select Board