

Town of Jefferson

Select Board Meeting

April 28, 2025

Jefferson Community Center

The meeting was called to order at 7:00 p.m. by Selectman Norman Brown, Select Board Chair Kevin Meehan (absent), Selectman Terri Larcomb, David Passios, Mike Kenison, & Amanda Simino present.

The pledge of allegiance was recited.

Mike Kenison- Highway discussion & update: Culvert packet- Select Board reviewed packet. They would like Mike to have the company come and meet with him to go over what would make sense for Larcomb Road so that the money can be put into next year's budget. Western Star tire quotes- two quotes from Rt. 3 Tire & Service one quote was for 2 Yokohama tires costing \$1,350.00; the other quote was for 2 Double Coin tires costing \$950.00. Mike stated either option they were good tires and he didn't have a preference. **Selectman Terri Larcomb made a motion to approve the quote for the purchase of 2 Double Coin tires for the Western Star in the amount of \$950.00 from Route 3 Tire & Service. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**

Selectman Norman Brown stated that after looking at the financials from January – March the Highway Department wages are high. With the rate the wages are going we will be looking at \$40,000+ over budget by the end of the year. Selectman Norman Brown wanted to remind Mike that both the highway departments positions are a 35 hour work week unless there is justifiable work or snow removal. Earn time should not be used to get up to 40 hours. Earned time hours should only be used to get to the 35 hours.

Mike wanted to let the Select Board know that the company that the town was going to use for the liquid mag for dust control has gone up \$1,000 than what was quoted. The Select Board would like Mike to look for another vendor where the town only budgeted \$20,000 for the new product.

Mike let the Select Board know that Whitefield has removed their road limit sign on Airport Road and the State has lifted all of their signs. Mike asked if the Select Board would like him to remove Jefferson's road limit sign. The Select Board asked if Whitefield has paid the 50% of the invoice for the patching of Airport Road. Amanda stated that they have not. The Select Board asked if the Whitefield Select Board has had a meeting since March 31. Amanda stated that they have, and she has not heard anything from them regarding payment. The Select Board would like Mike to leave the road limit sign on the Jefferson side of Airport Road until payment is received.

Mike also wanted the Select Board to know that the roof down to the Transfer Station is now on the ground. The Select Board asked Mike if he has received a written quote for the concrete wall yet. He stated that he hasn't. They would like him to get that so that a bid for the job can be posted which will have to be posted for 2 weeks. Once the wall is done the roof and building for the compactor controls will get done. Mike asked if he could use the roof down at the Highway Garage. The Select Board agreed as long as it was used down at the garage.

Public Input: None

Selectman Terri Larcomb made a motion to approve Meeting Minutes as written for April 14, 2025. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to approve the Payroll for April 21, & 28, 2025. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to approve Accounts Payable for April 21, & 28, 2025. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

Amazon Business Prime update: Amanda stated that there are 4 tiers for Amazon Business Prime,

- **Duo:** Free for Prime members, with 30-day payment terms
- **Essentials:** \$179/year, 30-day payment terms
- **Small:** \$499/year, 45-day payment terms
- **Medium:** \$1,299/year 45-day payment terms

The Select Board stated that they would like to go with the Duo free option.

Rob Marier Plumbing & Heating Estimate: Amanda presented the Select Board with the estimate from Rob Marier. She stated that she called and left messages for a few other plumbing companies and Rob was the only one that called her back and came to look at the job. She stated that Rob came back to see where the water pipes are located for the urinals because of the size of them. He stated that they are in the wall and he would not be able to cap them off, so therefore he would not be able to install the waterless urinals. So, Amanda told him to move forward with an estimate for regular urinals. Amanda stated that the estimate to replace the two urinals and the three toilets in the public bathrooms is in the amount of \$3,310.00. **Selectman Terri Larcomb made a motion to approve the estimate from Rob Marier Plumbing & Heating in the amount of \$3,310.00 to replace the two urinals and three toilets in the public bathrooms at the Jefferson Community Center and to be paid out of the Buildings CRF. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**

Solar CRF discussion per Auditors: Amanda let the Select Board know that when the auditors were here, they asked her why the full \$100,000 didn't get deposited into the Solar CRF. She stated that the town paid the full amount of the install, and that the town was waiting on reimbursements from the State and IRS, so the Select Board stated to only put in the difference. They stated that the way the Warrant Article is written that the whole amount needs to go into the CRF and that it could be expended out after that. Amanda let the Select Board know that she cut a check to the Trustees of the Trust Funds a check in the amount of \$22,000.00 to be added to the Solar CRF making it the \$100,000.00. The Select Board stated they were fine with that and that at Town Meeting 2026 they plan to dissolve that account and asked if those funds would go into the General Fund? Amanda stated yes as long as the Warrant Article states that.

20 Dupont Rd. discussion: Amanda presented the Select Board with the information she could find on 20 Dupont Rd. She said that she was able to find the deed which did not state property owner owns any part of Dupont Rd., she printed off the property card showing that the property owner only owns .50 acres., she printed off the lot from the tax map which shows the boundary lines which does not go into the road, she stated that Mike did provide pictures of the road being blocked from January 2024. She stated that she did a search in Laredo and did not find anything other than the deed being recorded at Coos County Registry of Deeds. So, if the property owner conducted a survey, then it was not recorded. The Select Board would like Amanda to send all of the information to the Town's Attorney and if Laura wants to ask the property owner for the survey showing that the property owner owns part of the road then she would have to reach out to the property owner where there is nothing on file with the Town at this time.

Town Clerk Annual Training: Amanda stated that Linda wanted her to ask the Select Board if they would like Jennifer Kenison to attend the Town Clerk Annual Training as well. The Select Board asked if Jennifer performs all duties of the Town Clerk when she is scheduled to work as Town Clerk Deputy. Amanda stated yes, she does. The Select Board would like Jennifer to attend with Linda.

Other Business:

- Reviewed Unpaid Bills for May 5, 2025
- Reviewed and initialed March 2025 ICS Statement
- Reviewed and initialed April 8, & 16, 2025, Deposit & GL
- Reviewed and signed JCC Use/Rental Application for Joy Cass
- Reviewed, motioned, and signed building permit for Richard Zito. **Selectman Terri Larcomb made a motion to approve the building permit for Richard Zito to construct an 18'x24' addition, 2nd floor and 16'x24' two floors to east side of house located at 140 Valley Rd. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed, motioned, and signed building permit for David Torr. **Selectman Terri Larcomb made a motion to approve the building permit for David Torr to construct a 12'x18' above ground pool deck located at 225 Old Cherry Mountain Rd.**

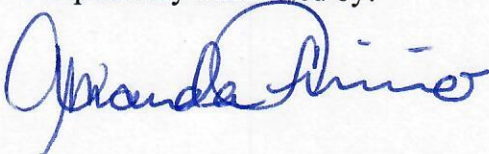
Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

- Reviewed, motioned, and signed building permit for Christopher Lovell. Amanda stated that he did get granted his variance through the Zoning Board of Adjustments and that she has attached the meeting minutes and decision with the building permit. **Selectman Terri Larcomb made a motion to approve the building permit for Christopher Lovell to construct a 20'x32' manufactured one story garage with a storage loft located at 18 Cottage Rd. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed and signed Reach the Beach event application for parade permit or other activity conducted on State Highway System.
- Reviewed and signed Nobis Group letter from Auditors
- Reviewed and signed Trustees of the Trust Funds disbursement of funds for the additional lights and bathroom fan/vent at the Fire Station.
- Reviewed and signed Electronic Payment policy
- Reviewed, motioned, and signed building permit for Clayton Christie. **Selectman Terri Larcomb made a motion to approve the building permit for Clayton Christie to construct a 36'x50' attached garage located at 147 Turnpike Rd. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**

Selectman Terri Larcomb made a motion to adjourn the meeting at 7:32 p.m. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

****Next Select Board Meeting is scheduled for Monday May 12, 2025 @ 7:00 p.m.****

Respectfully Submitted by:



Amanda Simino

Administrative Assistant to the Select Board