

JEFFERSON SELECT BOARD MEETING MINUTES

September 22, 2025

Present: Pamela Grotton, Robert Clark, Jr., and Claudia Orff-Reed

Meeting Called to Order: 5:00 pm

Meeting Minutes Approved: September 22, 2025 (2-0)

Handouts: Meserve Mill Dam Inspection Report (cc to Tom Greenleaf), Sevon's Lawncare Estimate, Training Information for Elected Officials

SALT SHED:

- Robert spoke with Eric Calderwood – who gave an estimate of \$40,000 for the repairs to the Salt Shed.
- Eric is coming out to talk with the Select Board on the Glidden Bridge, so they will talk with him then about the estimate and what needs to be done.

GLIDDEN BRIDGE:

- Pam spoke about a company that can repair the culvert without stopping traffic and has contacted the company and is awaiting a call back.
- She has contacted Eric Calderwood and asked him for dates and times when he can meet the Select Board at the Glidden Bridge to discuss possible options. She has asked him to email Lynne with the dates and times, and Lynne will forward the email to Pam.

NORTH MOUNTAIN ROAD:

- Nathan hasn't cut down the trees yet, but we are at the top of the list per Claudia and Wayne.

APPOINTMENT PAPERS:

- The appointment papers for Tabatha MacArthur to be appointed Town Clerk, Deputy Tax Collector, and Registrar of Voters were signed by the Select Board.

ROAD COMMISSIONER:

- Wayne hasn't received any road complaints.
- The Fire Department notified Wayne that a tree had come down on Jones Road and it's been pushed to the side of the road, but it still needs to be cleaned up.

ASSESSOR CERTIFICATION:

- The Select Board reviewed and signed the Assessor's Certification.

ALEWIVES:

- Lynne received a call from the State stating that they hadn't received the envelopes with the fish scales in them.
- Pam gave an update that the envelopes had been hand delivered on 09/16/2025.

CANNABIS CAREGIVER RETAIL STORE LICENSE APPLICATION RENEWALS:

- Cape Hill Cannabis – Scott Banks – the application was reviewed and signed by the Select Board.
- Elevation Station – Robert Gagnon – the application was reviewed and signed by the Select Board.
- Snow Tree Farms – Nicholas Nicholson – the application was reviewed and signed by the Select Board.

SEVON'S LAWNCARE:

- A motion was made to accept the estimate of \$530 from Sevon's Lawncare for the parking lot cleanup and mowing – seconded. (3-0)

CHARITABLE ORGANIZATIONS REQUESTS FOR FUNDING/WARRANT ARTICLES:

- The Select Board reviewed the draft letter and application to be issued to any charitable organization that would like to be considered for funding during the upcoming budget cycle.
- The following changes were requested:
 - Letter – add Attn: Kim to the return address.
 - Application – remove the phrase “AND REQUIRED NUMBER OF SIGNATURES ON THE PETITION”.
- A motion was made to approve the use of the letter and application with the above referenced changes – seconded. (3-0)

CODE ENFORCEMENT OFFICER:

- Donald came in with an update on Sunrise Park – the certified letter has been sent out.

Donald adjusted the direction on the outdoor light in the parking lot, but it's too low and needs a slight adjustment back up so it covers the parking lot and not just immediately below the light.

Donald will make the adjustment.

Donald will make the adjustment.

EMAIL FROM SELECT BOARD:

EMAIL FROM SELECT BOARD:

- Keys – Lynne explained that we don't have any extra keys, but she would get some made. She concurred that they should have keys and that previous Select Board Members have had keys.
- Account emails, etc. – Lynne will have the bank print out a list of all the Town accounts – she also indicated that the bank statements are all in binders in the back office and they can come view them at any time. Lynne raised concerns about giving out personal passwords and it breaching security. Lynne said they could set up their own IDs and passwords.
- Key codes – Lynne said they could be given the door key code to the back office, but we would need to wait on giving out the door key code to the Clerk's area until we have secured all the necessary documents in locked file cabinets.
- The Select Board asked Lynne if there could be an Assistant Treasurer – Lynne said she had to look into it.

Approved the Town Expense Warrant in the amount of \$811,483.31.

The Select Board meeting adjourned at 7:19 pm.

Pamela J. Horton
Don Elias