

Town of Jefferson

Select Board Meeting

May 12, 2025

Jefferson Community Center

The meeting was called to order at 6:33 p.m. by Select Board Chair Kevin Meehan, Selectman Norman Brown, Selectman Terri Larcomb, Mike Kenison, & Amanda Simino present.

The pledge of allegiance was recited.

Selectman Norman Brown made a motion to enter Non-Public session RSA 91-A:3, II (a) at 6:34 p.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Norman Brown made a motion to enter public session at 6:56 p.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

At this time the Select Board meeting was in a short recess until their regular meeting time of 7:00 p.m.

Joe Marshall, Adel Woods, Anthony Plant, James Akerman, Cheryl Meehan, Bailey Philips, David Philips joined the regular Select Board meeting.

Joe Marshall & Adel Woods: Wanted to meet with the Select Board to thank them for the use of the Jefferson Community Center to hold their 6-week long Traveling Smithsonian Exhibit. The building had a lot of exposers & great reviews. They had 1129 visitors, which was a mix of adults and children. Many local area schools attended. There was about 1,000 volunteer man hours. Adel presented the Select Board with the flyer used to market the exhibit for them to hang up in the building where Jefferson was the first town picked to host the Traveling Exhibit.

James Akerman asked why there wasn't a big presence from White Mountain Regional School District. The 9th and 10th graders from White Mountain Regional High School came but they didn't get enough permission slips back from the 11th and 12th graders to justify getting a bus to come. Whitefield Elementary never got back to the Historical Society and Lancaster Elementary stated they didn't have enough money for buses. James stated that he will bring this up at the next School Board meeting.

Cheryl Meehan: Let the Select Board know that when the Auditors were here they asked if the town had a policy for employees, board members, & committee members allowing them to use credit/debit cards tied to the town accounts.

Cheryl told the auditors that the town did not, so the Auditors told her that the town needed to adopt one. She stated that Amanda worked on a policy to fit the town's needs. She stated that she reviewed it and it looked good to her. The Select Board reviewed the policy. **Selectman Norman Brown made a motion to approve the Town of Jefferson's Credit/Debit Card Usage Policy as written. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**

Mike Kenison Hwy. Dept.: Select Board Chair Kevin Meehan wanted to discuss any plans for Valley Rd. The river continues to take over the road and making it more and more narrow. Mike stated that he has talked to Andy from the NH DOT shed here in Jefferson regarding this issue. The Select Board would like Mike to reach out to Andy to meet him on Valley Rd. to look at the issue and discuss what can be done to open the road back up. Select Board Chair Kevin Meehan stated that the same issue could happen on Ingerson Rd. as well. The Select Board would like Mike to set up a meeting with Randolph Forest to discuss a plan so that it doesn't happen there.

Select Board Chair Kevin Meehan wanted to discuss with Mike his plan on the ditching issues on Ingerson Rd. where there are lips making the road narrow. Select Board Chair Kevin Meehan stated that he was ok with Mike pushing the material back into the ditch and then clean the ditch out. Mike stated that once he gets all the roads graded, he will circle back to Ingerson Rd. to take care of the issues. Enman Dr. has the same issue.

Mike wanted to let the Select Board know that the fire alarm system started to get installed today and they should be finished by tomorrow.

Amanda Simino let Mike know that she had received the updated contract for the ProMag, however it is still over \$20,000. Mike with contact them to let them know. The Select Board stated that if they will not come down on their price then Mike will have to look for an alternative to get through the summer and then circle back to the ProMag next year.

Public Input: Anthony Plant- He wanted to discuss what has been going on at the property located at 8 Turnpike Rd. He stated that the property owners hired the company Swallow & Sons Excavation which they came to talk to Anthony as to where he would be okay with the septic system going in. Anthony stated that he did not give the property owners permission for the septic system to go onto his property. He has had nothing but issues with the existing cesspool that is currently there that is on the right of way per the deed, however per the deed the right of way is in the wrong location on his property. He stated that he wanted to bring this to the Select Boards attention for when any permitting gets filed. The Select Board stated that they can't do much until permits are filed, however they did state that Anthony might need to hire a lawyer to get all the issues with the right of way and deed fixed.

James Akerman asked the Board, who approves septic systems? Selectman Norman Brown stated that they are approved through NH Department of Environmental Services.

Bailey Philips- Bailey came to speak to the Select Board about his Eagle Scout project. He was wanting approval from the Select Board to put one of the cemeteries in town information into a database for people to look up their family members, friends, etc..

The Select Board signed off on his project idea and think this idea is great where the town doesn't have anything like this currently.

Selectman Norman Brown made a motion to approve Meeting Minutes as written for April 28, 2025. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Norman Brown made a motion to approve the Payroll for April 29, May 5, & 12, 2025. Selectman 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 May 5, & 12, 2025. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

JFD & EMS Facebook pages & HIPAA: Amanda stated that she received an email from Liz Milligan regarding training she attended for EMS Supervisors. One of the topics discussed was Fire Department and EMS Department social media pages and what can be posted and not posted per the HIPPA laws. One of the things that came up was towns/cities having a policy for the social media pages. She wanted to run this by the Select Board as to what should be done moving forward. The Select Board would like Amanda to reach out to the town's attorney for guidance on a plan to move forward.

Transfer Station wood container & ash pile testing: Amanda stated that Jimmey Howland reached out to her regarding the wood container and getting the ash pile tested. The Select Board would like Amanda to move forward with getting the ash pile tested so that it can start to be hauled out of the Transfer Station. Selectman Norman Brown stated that they have 3 options for the wood container; 1) See if Elliott Kenison can weld the holes, 2) Selectman Norman Brown stated that the second option is getting a new container, which he has already reached out to Shane Beattie to see if they have any for sale, 3) See if the old compactor container could get fixed and use that one. Select Board Chair Kevin Meehan stated that he would like Amanda to call around for a quotes on purchasing a new 8.5'x40' open container.

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.

Other Business:

- Reviewed Unpaid Bills for May 19, 2025
- Reviewed and initialed April 2025 ICS Statement
- Reviewed and initialed April 22, & 29, 2025, Deposit & GL
- Reviewed and initialed GL May 5, 2025
- Reviewed, motioned, and signed Tax Collector Appointment. **Selectman Norman Brown made a motion to appoint Jennifer Kenison as Tax Collector for a year term. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed and signed 2025 Tax Warrant for first tax bills
- Reviewed and signed Timber Tax Warrant
- Reviewed DRA 2024 Equalized Valuations
- Reviewed DRA 2023 Cyclical Monitoring
- Reviewed Portland Pipeline Letter
- Reviewed and signed Timber Tax Warrant
- Reviewed, motioned, and signed Building Permit for John and Emily Heavey. **Selectman Norman Brown made a motion to approve the building permit for John and Emily Heavey to place a 28'x52' double wide mobile home on their property located at 42 Dupont Rd. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed e-mail from Michelle Gross asking the Select Board to consider her if there is any extra work that needs to be done this summer in the office.
- Reviewed, motioned, and signed Building Permit for John and Cindy Silver. **Selectman Norman Brown made a motion to approve the building permit for John and Cindy Silver to construct a 7'x14' addition to the existing porch with a 7'x24' deck with a roof. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed, motioned, and signed Building Permit for Joe and Christie Dupont. **Selectman Norman Brown made a motion to approve the building permit for Joe and Christie Dupont to construct an 8'x10' enclosed mudroom located at 7 Shalom Dr. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**

- Reviewed, motioned, and signed Building Permit for Erik Bergum. **Selectman Norman Brown made a motion to approve the building permit for Erik Bergum to install a pole mount solar panel located at 190 Ingerson Rd. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**

Amanda wanted to discuss with the Board their next meeting date which is May 26 (Memorial Day) the Select Board agreed that they would skip that week and meet again on June 9, 2025 which would be the following scheduled meeting date.

Selectman Norman Brown wanted to let the rest of the Board know that he has been working with the Waumbek regarding being a concert venue during the summer. They anticipate 500+ attendees. He is working with the State Police to see if they can help with coverage.

Selectman Norman Brown made a motion to adjourn the meeting at 8:14 p.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

****Next Select Board Meeting is scheduled for Monday June 9, 2025 @ 7:00 p.m.****

Respectfully Submitted by:



Amanda Simino

Administrative Assistant to the Select Board