

Town of Jefferson

Non-Public RSA 91-A:3, II (a)

Select Board Meeting

July 7, 2025

Jefferson Community Center

The meeting was called to order at 6:30 p.m. by Select Board Chair Kevin Meehan, Selectman Norman Brown, Selectman Terri Larcomb, Mike Kenison, & Amanda Simino present.

Selectman Norman Brown made a motion to enter into Non-Public RSA 91-A:3, II (a) at 6:36 p.m. Selectman Terri Larcomb seconded the motion, at this time a Roll Call Vote was done Kevin Meehan "Aye", Norman Brown "Aye", & Terri Larcomb "Aye". With no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to enter into Public Meeting at 7:01 p.m. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Norman Brown made a motion to seal the Non-Public minutes RSA 91-A:3, II (a) for July 7, 2025 because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Selectman Terri Larcomb seconded the motion, at this time a Roll Call Vote was done Kevin Meehan "Aye", Norman Brown "Aye", & Terri Larcomb "Aye"

At the time of 7:01 p.m. the following members of the public joined the meeting; Pete Russo, David Passios, Amanda Cormier, Liz Milligan, Chris Milligan, Jeannie Kenison, Leslie Seppala, Betti Bovio, Ross Conway, Cathy Conway, Jen Kenison, Lisa Wheeler, & Steve Wheeler

Library Trustee's: Library received grant money for ADA accessibility. They received a contract from Central Paving to pave a walkway going from their back door to the left side of the building that the Library Trustee's allowed the Head Librarian to sign. The Select Board was aware of the grant and what the library was going to do with the grant money, however no proposal or contract was ever brought to the Select Board. The Select Board was also under the impression that they would be receiving a contract/proposal to possibly have the town pay for a walkway from the library back door to the right side of the building so that in the event of an emergency and an ambulance couldn't get to the left side of the building they would have the right side as well. Unfortunately, they never received a contract/proposal. The Select Board let the Library Trustee's know that agreements that are dealing with Town property should come to the Select Board for approval. There were a couple concerns from the Select Board regarding the step down from the library back door to the proposed walkway and want to make sure that what is being done will be sufficient with ADA compliance.

Liz Milligan suggests that the town has someone come and meet with the Select Board & Library Trustee's for guidance regarding ADA compliance and the building. Selectman Norman Brown stated that the state has an ADA Compliance Officer that he will reach out to for a meeting.

Amanda Cormier was here regarding a non-ADA compliance request, but her request is on the same line. She was here to request that the town puts in baby changing tables. Currently there isn't any in the building and she has changed her children's diaper in the library or hallways. She doesn't have an issue with it, however, other people in the building might. The Select Board will look into baby changing tables for the bathrooms in the Jefferson Community Center building.

Jen Kenison: Tax update- Jen presented the Select Board with 3 abatements;

- 2 are due to her receiving a counterfeit \$100 dollar bill. She stated that she received cash from 2 residents that day. She stated that she counted the cash and marked the bills with her counterfeit pen and everything marked good. When the Treasurer brought the deposit to the bank one of the bills marked black. Upon the bank looking at the bill it also stated where "In God we Trust" is printed it stated, "For motion picture purposes" Where she is not certain which resident she received it from she is asking the Select Board to abate \$50.00 from each of the 2 residents that paid in cash that day.
- The 3rd abate is for the Town of Randolph. The Town of Randolph received a Timber Tax Bill, however by the time they received it and the time frame of their meetings it wasn't approved until late, and they received interest. The Town of Randolph is asking for interest to be forgiven.

The Select Board reviewed and signed the three abatements that they were presented with.

Jen Kenison stated that Deeds will be done August 1. Currently there are 4 properties up for deeding;

- 2 of the properties are owned by the same person, they have been making payments and will have both property taxes paid in full before August 1.
- 1 property was purchased 3 years ago and has never paid the taxes. Jen has sent multiple letters without any response back from the owner of the property.
- 1 property was deeded to the Town 3 years ago property owner was able to buy it back from the Town. The Town deeded the property owner back the property with them to record the deed at Coos Registry of Deeds so that the property be put back into their name. On the Town's side it was put back into the property owner's name, however the property owner never recorded the new deed at the registry. This property owner was mailed multiple letters with no response as well.

Public Input: Ross Conway/Cathy Conway – Ross and Cathy Conway wanted to speak to the Select Board regarding a plan that they are trying to get approved on their property. They would like to sub-divide their property behind their farm so that Ross can build a house, however with the recent verbiage change to the Land Use Ordinance definition for frontage they are not able to have 200 feet. of road frontage because they would have to use a right of way. The only way for them to get 200 feet of road frontage is putting a driveway that would have to go right through their farm. Currently they are one of the only working farms in town. Ross read the definition of a lot from the sub-division ordinance “The word “lot” shall mean land occupied, or to be occupied by a building with or without an accessory building and including such open spaces as are required by the Zoning Ordinance of the Municipality and having its principal frontage upon a public street or officially approved place. The word “lot” includes the word “plot” or “parcel””, he then asked the Select Board which Board in town deems a “place”. Both Select Board Chair Kevin Meehan and Selectman Norman Brown stated that it would be the Board of Adjustments. Ross stated that he was told that the only way to talk with the BOA is to fill out a Variance Application because they will not have a consult only hearings. Select Board Chair Kevin Meehan stated that he would reach out to the Chair of Board of Adjustments to get them some answers. Select Board Chair Kevin Meehan stated that the Select Board will designate the “place” for the Planning Board to approve the sub-division and that designation will be on the building permit. Conway’s will bring a formal map/plan of the property to the next Select Board meeting.

Pete Russo- He first wanted to thank the Select Board for sending him the information for the FLAP grant and their feedback on the multi-town agreement for the Airport Rd. He then wanted to ask the Select Board why they think that the two Highway Foreman’s should meet monthly. Biggest standpoint is better communication between the two towns. The Whitefield Select Board is in agreement with the monthly meetings between the foreman’s but wanted to know the reasoning behind it. The Whitefield Select Board is also in agreement with the shared maintenance going from the Jefferson town line to Rt. 115. The part that is still not in agreement is the cost share. The Jefferson Select Board is not budging on the 75%/25% split for cost share because the Town of Whitefield has not upheld their end of the agreement that was signed by both towns at the end of 2015 beginning of 2016. With that said the Town of Jefferson Select Board is reluctant to negotiate the cost share piece or making it a case-by-case determination of the split. Town of Whitefield benefits more tax revenue on Airport Rd. than the Town of Jefferson and the taxpayers for the Town of Whitefield are the reason the road is in bad condition because of all of the heavy truck traffic coming and going from Whitefield’s industrial park. Select Board Chair Kevin Meehan stated that maybe they have a specific dollar amount for repairs that both boards would have to meet and discuss cost share. Whitefield Selectman Pete Russo stated that maybe the Jefferson Select Board should discuss the cost share more at their next meeting and come up with some language that they would like to see in the cost-sharing part of the agreement. The Jefferson Select Board agreed that they would work on that.

David Passios- Connecticut River Conservancy's funding is back to being available; however, they will still be about 3 months out with having to catch up with applications.

Chris Milligan: Fire Dept. Update-

- Eng.1 will be going for the pump service tomorrow morning.
- Fire Dept. would like to use Couture Field for UTV rescue training.
- Chris will be meeting with Forrest Hicks for the agreement for the EMS service and their concert.
- Chris and Larry Wells met with John Mealy regarding more work on the Town wide Fire Hazard Mitigation Plan.

Social Media Policy: The Select Board, Chris Milligan, & Liz Milligan all had a chance to review the drafted Social Media Policy from the Town's Attorney's Office. Amanda stated that she would draft up an approval page for the policy for the next Select Board meeting for the policy to officially be voted on. The Select Board would also like Amanda to have the Town's Attorney to draft up a letter to send to all of the admins of the Jefferson Fire Department & Jefferson EMS Department social media accounts.

Impact Fire Quote: Amanda presented the Select Board with a quote from Impact Fire in the amount of \$1,613.35. The quote is for the JCC kitchen hood extinguisher service, the service is also good for 12 years. **Selectman Norman Brown made a motion to approve the quote from Impact Fire in the amount of \$1,613.35 for service to the kitchen hood extinguisher to be paid out of the Buildings CRF. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**

Selectman Norman Brown made a motion to approve Meeting Minutes as written for June 23, 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 June 30, & July 7, 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 June 30, & July 7, 2025. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Map 12 & Lot 7 property follow up (Fish & Wildlife want to purchase): Amanda stated that she did some research on the property where Select Board Chair Kevin Meehan asked her to look into how the town acquired the property. She did state that the town acquired the property by tax deed. The Select Board asked Amanda to ask the Town's attorney what the process would be for the town to sell that property to Fish & Wildlife.

Waumbek Abatement discussion: Amanda presented all of her findings regarding the Waumbek abatement. She stated that on November 1, 2022, David Hill and Forrest Hicks came to the Select Board meeting to discuss their plans with the Waumbek property. At that time David Hill asked the Select Board about possibly abating the taxes for a two-year period where they will be spending a lot of money to get the property up and running. The same night the Select Board went into non-public and discussed some options for abating the taxes. Selectman Norman Brown suggested abating them for 4 years to help move the property forward. The Select Board asked that Amanda check with the Town's attorney what the process would be to move forward with the abatement. Amanda spoke with Walter Mitchell regarding the process. He stated that there would have to be a taxation warrant for the Select Board to be able to abate the taxes. On January 30, 2023, Select Board meeting the Select Board voted on the Warrant Article that Walter Mitchell drafted for the Town Meeting and the motion passed. Later it was discovered that Forrest did not want to move forward with the Taxation Warrant Article. At February 13, 2023, Select Board Meeting Jason Call and Biff Wyman came to the Select Board meeting because they were not in favor of having the Taxation Warrant Article. At that meeting the Select Board stated that they were not moving forward with the Taxation Warrant Article and that Amanda was working with Jaime Dow at NH Department of Revenue (DRA) to see what can be done with removing the Article where the town's budget was already submitted to NH DRA, but either way the Warrant Article was not going to be voted on at Town Meeting. After that there were no other discussions regarding abating the taxes. On January 6, 2025, the Waumbek Partners submitted a Taxpayer's abatement to municipality stating that the Select Board promised that the Waumbek properties would remain at the 2023 value for 3-5 years. The Select Board reviewed the abatement, and Amanda submitted it to the Town's Assessing Company. On June 10, 2025, Amanda received an e-mail from Cindy Perkins from the Town's Assessing Company. Cindy stated that the only way that the values of the Waumbek properties were able to stay at the 2023 values is if the town has adopted a Community Revitalization Tax Relief. Amanda e-mailed her back and stated that she didn't think it had to do with valuation that it had to do with Tax Rate. Where the Tax Rate doesn't have to do with assessing she sent it back to the town. Amanda did two scenarios, one for valuation and one for Tax Rate. Amanda stated that at this time the only scenario that could move forward without Town Meeting and a Warrant Article is keeping the 2023 tax rate.

The Select Board would like Amanda to abate the taxes using the 2023 tax rate and send the Waumbek Partners a letter explaining that in order to move forward with keeping the 2023 values of their properties that the Town would have to vote on the Community Revitalization Tax Relief Warrant Article.

Selectman Norman Brown made a motion to abate the Waumbek properties utilizing the 2023 Tax Rate (17.94) for Map 8 Lot 4C & Map 8 Lot 29. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

NH DOT Road Closure Rte. 115: Amanda stated that she received an e-mail from Jason Aldrich at NH DOT stating that they will be closing Rte. 115 down to one lane for a two-week period with a temporary traffic signal starting August 4, 2025, between both entrances of Enman Drive. They will be replacing pipes and have to dig deeper than usual. Amanda asked the Select Board if they would like her to post a notice letting the residents know about this lane closure. The Select Board would like Amanda to post the lane closure.

Electrical Technology Solutions (ETS) 3-year contract: Amanda presented the Select Board with a proposed 3-year contract from ETS regarding the service on both generators that are located at the Fire Station & Jefferson Community Center. Amanda stated that year 1 (2026) looks to stay the same as 2025 in the amount of \$1,616.24 broken down for each would be \$808.12, year 2 (2027) \$1,664.73 broken down for each \$832.37, and year 3 (2028) \$1,714.67 broken down for each \$857.34. Amanda stated that this was just a proposal and if the Select Board wanted to move forward with the 3-year contract she would contact David Chessman so that he can forward the actual contract. The Select Board stated that they did want to move forward with the 3-year contract.

Other Business:

- Reviewed Unpaid Bills for July 14, 2025
- Reviewed and initialed June 12-17, & 18-27, 2025, Deposit & GL
- Reviewed and initialed GL June 24, 25, 26, & 30, 2025
- Reviewed, motioned, and signed Building Permit for Mitch & Cricket Ingerson.

Selectman Norman Brown made a motion to approve the building permit for Mitch & Cricket Ingerson for the construction of a 8' x 26' deck located at 298 Whipple Rd. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

- Reviewed and signed 2 Disbursement of Funds
- Reviewed Elderly Tax Exemption Amanda stated that this was already submitted to the Select Board however they did not send in tax returns. The Select Board had Amanda send the resident a letter asking for the tax returns. The resident stated that they have not paid taxes in 5 years, and they only receive Social Security. The Select Board stated without the financials they cannot approve the exemption.

- Reviewed and signed Veteran Credit for 2026
- Reviewed and signed DRA PA-28 form

Selectman Terri Larcomb made a motion to adjourn the meeting at 9:04 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 July 21, 2025 @ 7:00 p.m.****

Respectfully Submitted by:



Amanda Simino

Administrative Assistant to the Select Board