

Town of Jefferson

Select Board Meeting

July 21, 2025

Jefferson Community Center

The meeting was called to order at 6:58 p.m. by Select Board Chair Kevin Meehan, Selectman Norman Brown, Selectman Terri Larcomb, David Passios, Ross Conway, Cathy Conway, Jennifer Kenison, Richard Garabedian, & Amanda Simino present.

Public Input: Ross and Cathy Conway presented the Select Board with a map to show the designated "place" to have 200 feet of frontage for the sub-division guidelines. Select Board Chair Kevin Meehan stated that the Select Board spoke with the Town's attorney and she stated that the Planning Board can do a waiver for the frontage to be off of the right of way so that they do not have to split up with farm property for the frontage requirement. Select Board Chair Kevin Meehan stated that the Select Board can designate a "place", however the process that comes after the designation he is still trying to figure out, but with the waiver they really don't have to designate the "place" the Conway's were concerned that if the Planning Board was not willing to do a waiver then the designation of a "place" would be the backup. Select Board Chair Kevin Meehan also asked the Conway's where there is commercial property and residential property if they would have any issues with insurance or financing. They stated no because the property that would be getting sub-divided is not the farmland.

Selectman Norman Brown made a motion to approve the officially approved "place" as Conway's Frontage on the proposed sub-division for Ross & Catherine Conway for the access of their property. Selectman Terri Larcomb seconded the motion, the motion passed with a 2 to 1 vote Selectman Norman Brown & Select Board Chair Kevin Meehan voted "Aye" for in favor of the motion and Selectman Terri Larcomb voted "Aye" for not in favor of the motion.

Richard Garabedian: Richard came to the meeting with a question for the Select Board. He stated that on Larcomb Road there is a wood pile and now two trailers parked where the wood pile is. He wanted to know if something was going on in that location? The Larcombs placed the trailers there because the wood pile is theirs and it's their property. The wood pile has been there for a few years and now it is dry enough to be able to use that wood for heat. Richard stated that the trailers are blocking the town right-of-way and not allowing room for people to park to be able to go fishing. Richard stated that he has allowed people to use his property on the other side of the road to go down to the river and fish. The Select Board stated that they will have to go down to the site and check it out to see if the wood pile and trailers are blocking the town's right-of-way.

Jen Kenison: Tax update- Jen wanted to meet with the Select Board for the process they would like her to use for the properties that are going to be deeded. The Select Board stated that they have met with the town's attorney for various things one of which was the deeds. At this point the Select Board is waiting for the town's attorney to send the payment agreement and the process. The attorney did advise that in both case's both properties need to be deeded first and then agreements made there after. The attorney also advised if there has been any payments made to those properties before the payment agreement is made then the money would have to be returned to the property owner. The property on Meadowbrook Rd. the attorney will guide the town through this process. Jen also wanted to let the Select Board know that out of the \$1.6 million that was the Tax Warrant she has collected \$1.4 million, which is working out for the town and cash flow where the town does not need to take out a TAN nor pay back the interest of the TAN

Selectman Norman Brown made a motion to approve Meeting Minutes as written for 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 the Payroll for July 14-15, & 21, 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 July 14, & 21, 2025. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Warrant Article Appropriations: Amanda stated that she received an e-mail from Jason Call regarding the Town Meeting Warrant Article Appropriations. He stated that it was suggested to him that the town should consider funding the items passed at town meeting after the first tax bill rather than waiting until the end of the year. Amanda stated that the town has been doing well with cash flow and that the only time of month that money has been needing to be transferred out of the ICS account is to pay the school district. She also stated that she has received the next 6 month schedule of payments to the school district and the town will continue to pay just under \$210,000 per month. The Select Board agrees to have Amanda & Cheryl look at cash flow but should transfer some money to the CRF accounts before the end of the year.

Property 1369 Presidential Hwy.: Amanda stated that she received a complaint regarding another camper being placed at 1369 Presidential Hwy. Amanda stated to the Select Board that she did reach out to the property owner who stated that she did not agree to the camper being placed on the property but agreed to allow the individual that placed the camper on the property to stay in the camper that is already on the property. The property owner stated that the new camper is only going to be on the property temporarily but it will be exceeding the 120 day town requirement. The Select Board would like Amanda to craft a letter stating that the second camper will have to be removed where there can't be more than one dwelling per property.

Property Fish & Wildlife would like to purchase update: Amanda stated that she reached out to the town's attorney for guidance on the process of selling this property. The town's attorney stated that the Select Board could sell this property without having to hold hearings and having a town vote at town meeting if the town has granted the selectmen the authority to dispose of tax deeded property as justice may require RSA 80:80, III. Amanda stated that she did some research and the town did adopt RSA 80:80 back in 1993. Amanda stated that she did not find anything that stated the town discontinued this adoption. The Select Board would like Amanda to ask the town's attorney if the State of New Hampshire requires a town to only accept the amount the property was deeded for plus the interest accrued and anything over that amount needs to be given back to the previous owner of the property. They would also like Amanda to get the deeded amount for that property.

Acuity Land Group Letter: Amanda presented the Select Board with a letter she received from Acuity Land Group. She stated that it looks to be a scam but wanted the Select Board to be aware of this type of letter going around.

Portland Glass Exterior Doors Quote: Amanda presented the Select Board with the quote she received from Portland Glass for the replacement of the exterior doors at the Jefferson Community Center. Amanda read down the list as follows:

- Gym Entrance: \$12,100
- Historical Society Entrance: \$10,600
- Kitchen Entrance: \$11,100
- Library Entrance: \$10,600
- Meeting Room Entrance: \$ 11,900
- Main Entrance: \$21,700

Total for all doors is \$78,000. The Select Board would like Amanda to get an updated figure on the Buildings CRF and maybe take care of a couple of doors each year until the project is complete.

Other Business:

- Reviewed Unpaid Bills for July 28, 2025
- Reviewed and initialed June 2025 ICS Statement
- Reviewed and initialed July 3, & 9, 2025, Deposit & GL
- Reviewed and initialed GL June 21, & July 7, 8, 2025
- Reviewed, motioned, and signed Building Permit for James Savage.

Selectman Norman Brown made a motion to approve the building permit for James Savage for the construction of a 10'x12' lean-to addition on sugar house for storage located at 275 Presidential Hwy. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

- Reviewed, motioned, and signed Building Permit for Wayne Robinson. **Selectman Terri Larcomb made a motion to approve the building permit for Wayne Robinson for the construction of a 16'x20'x12' metal car port located at 1410 Presidential Hwy. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed, motioned, and signed TOJ Social Media Policy. **Selectman Terri Larcomb made a motion to approve the Town of Jefferson's Social Media Policy as written. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed, motioned, and signed ETS Generator Service Contract. **Selectman Terri Larcomb made a motion to approve ETS 3-year Generator Service Contract. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed, motioned, and signed Above the Notch Heating Contract. **Selectman Norman Brown made a motion to approve the Above the Notch Heating Contract for the propane boilers at the Jefferson Community Center. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed and signed 4 Abatements
- Reviewed and signed DRA Federal & State Forest Land Reimbursement
- Reviewed and signed Nobis Letter for Auditors
- Reviewed Thank you card from the Food Pantry

Selectman Terri Larcomb made a motion to adjourn the meeting at 8:34 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 August 4, 2025 @ 7:00 p.m.****

Respectfully Submitted by:

A handwritten signature in blue ink, appearing to read "Amanda Simino". The signature is fluid and cursive, with the first name "Amanda" being more prominent than the last name "Simino".

Amanda Simino

Administrative Assistant to the Select Board