

Town of Jefferson

Select Board Meeting

August 18, 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, Cathy Conway, Liz Milligan, Jeannie Kenison, Betti Bovio, Leslie Seppala, and Amanda Simino present.

Library Trustee's: Liz Milligan presented the Select Board with the Library Personnel policy where the Select Board had asked that Amanda give all paid town employees an updated copy of the Town's Employee policy with the revisions that have been made to it. The library employees do not want to sign the town's policy where they feel that they are not town employees but rather employees of the Trustees of the Library. The Trustee's also made some revisions to the Library Personnel policy to reflect some of the town's policies. The Trustee's wanted to see if the Select Board would be okay with the library employees to sign the updated Library Personnel policy acknowledgement. The Select Board would like time to review, and they would like Amanda to send a copy of the library personnel policy and the town's employee manual to the town's attorney to review and make sure everything and everyone is covered.

Liz also wanted to discuss the grant that the library received for facility improvements. They would like to improve the walkway outside of the children's room going out to the playground. There has been some miscommunication with the project and the librarian reached out to the organization where they received the grant money for expiration dates of the grant. Liz stated that the \$5000 can only be used for facility improvement for the walkway, the grant is for a one-time project, if the money will not be used then they will have to credit the Association of Rural and Small libraries through the generosity of the Manton Foundation, and the project and report must be completed no later than May 1, 2026. The Trustees are willing to turn the funds over to the Select Board for the project. The Select Board is okay with them doing that but would like Amanda to reach out to DRA and the town's auditors to see what the best way would be to do that.

Liz wanted to follow up on the discussion regarding baby changing tables for the building. The way the discussion was left was that Selectman Norman Brown was going to reach out to the State's ADA compliance officer to see if someone could come and meet with the Select Board and Trustees to go over the building, however Selectman Norman Brown stated that they only way someone from the state would come is if we submitted engineered plans of the building and

we do not have any. So, they asked that Amanda start getting prices for 4 changing tables for each one of the bathrooms for the building.

Lastly, Liz asked the Select Board for contact information for Portland Glass. They would like the door going from the children's room to the blue room hinges changed so that it opens differently. Right now, it opens towards the "emergency exit door" and if they were to leave that door ajar then it would be blocking the "emergency exit door" and right now with the door being closed it makes it hard for handicap accessibility. The Select Board asked that Amanda send Liz the contact information for Portland Glass.

Public Input: David Passios- He wanted to follow up on the letter he sent to the Select Board regarding Carters Cut bridge. Selectman Norman Brown stated that even if they had received guidance back from the Town's Attorney that they would like to discuss this when Select Board Chair Kevin Meehan was in attendance.

Cathy Conway: She had a question on a building permit that the Conway's would like to submit. Her question was whether or not they needed to get a variance? They took down a 47'x28' barn and a 47'x14' shed that were falling down. They would like to replace both structures with a new 40'x40' barn in the same exact location of the two structures that they removed. The old structures were only a 25' set back from Rt. 116. Amanda stated that there were a couple of instances that have just happened where property owners did similar things and still needed a variance. The Select Board asked Amanda to reach out to the Zoning Board of Adjustments to see if they needed to do a variance, and to contact the Conway's with the process that would need to be taken.

Selectman Norman Brown made a motion to approve Meeting Minutes as written for August 4, 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 August 11-12, & 18, 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 August 11, & 18, 2025. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Employee phone for Town communication: Selectman Terri Larcomb wanted to discuss the town purchasing cell phones for the office, transfer station, and highway department. Amanda stated that there are no land lines at the transfer station nor at the highway garage. Amanda is having to call Jimmey and Mike's personal cell phones. She will use her personal phone to text Mike regarding town road work that residents call into the office. It would be a better practice to have work phones that would stay at the office, transfer station, and highway garage when shifts are over. Selectman Norman Brown asked how many phones needed to be purchased.

Amanda stated one for the transfer station, 2 for the highway department and one for the office. The Select Board asked that Amanda price out phones and see about a business plan for the next meeting.

Update Property Fish & Wildlife wants to purchase: Amanda stated that she received a response back from the town's attorney regarding the question that was asked at the July 21st meeting; Does the town give the previous owner of a tax deeded property extra money received by the town for the sale of the tax deeded property? The attorney's response was yes if the town can find the previous owner, if the town cannot find the previous owner, then they must turn the extra money over to the court. She also stated that we must post that the town is accepting sealed bids for the piece of property.

David Passios asked if he could ask a question; Selectman Norman Brown stated yes, he could. David Passios asked about the appraisal of the property in question. Selectman Norman Brown explained that the town was not doing an appraisal, it was Fish and Wildlife. They are interested in the property and came to the town where they would like to purchase the property where they own all the land around the property. The town would not be paying for the appraisal; however, a member of the board would be meeting with the appraiser at the property when they come out to do the appraisal.

Budget & Finance Workshop: Amanda presented the Select Board with an upcoming Budget and Finance Workshop that she would like to attend on September 25 in Littleton. She stated that she had attended the workshop back in 2022 in Manchester and with things changing and updated material it would be beneficial to take the workshop again. The Select Board is ok with Amanda attending the training.

Complaint re: lack of crosswalk on Rt. 2: Amanda stated that she received a complaint regarding the lack of a crosswalk across route 2 by Old Corner Store. The individual stated that they asked the State when they were painting the lines and they stated that it is up to the town. Selectman Norman Brown stated that the state will not approve the town for a crosswalk that will be on a state highway, where the Town of Jefferson does not have a "designated" Main Street. Santa's Village has tried in the past, but the state would not approve it.

Other Business:

- Reviewed and initialed Unpaid Bills for August 25, 2025
- Reviewed and initialed July 2025 General Fund Statement
- Reviewed and initialed July 2025 ICS Statement
- Reviewed and initialed August 1, & 7, 2025, Deposit & GL
- Reviewed, motioned, and signed building permit for Richard Garibedian. Amanda explained that this building permit was for a detached accessory dwelling unit located at 55 Chambers Rd. the property has a home with an apartment.

Selectman Norman Brown and Terri Larcomb tabled the building permit until Select Board Chair Kevin Meehan was in attendance where it is dealing with the recent changes to the accessory dwelling unit state law.

- Reviewed, motioned, and signed building permit for Tiffany Challinor. **Selectman Norman Brown made a motion to approve the building permit for Tiffany Challinor to construct a 12'x31' barn for animals located at 57 North Rd. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed, motioned, and signed building permit for 179 Couture Rd. Amanda stated the building permit was signed and submitted by the contractor and they provided an authorization letter from Theresa Robinson the property owner. **Selectman Terri Larcomb made a motion to approve the building permit for 179 Couture Rd. to construct a 16'x11' wheelchair ramp off the existing porch. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed, motioned, and signed STR Permit located at 771 Presidential Highway. **Selectman Terri Larcomb made a motion to approve Short-Term Rental permit for Jonothan & Celeste Dunn for property located at 771 Presidential Highway. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed and signed JCC Rental/Use Application for Nh Community Development Finance Authority.
- Reviewed and signed 1 Abatement
- Reviewed David Passios Letter regarding surveying on his land.
- Reviewed Health Officer Letter regarding 20 Dupont Rd.
- Reviewed Memo from attorney's office for FD & EMS Facebook admins.
- Amanda stated that the next scheduled Select Board meeting is September 1, however with being the holiday she suggested the Select Board meeting be scheduled for Tuesday September 2. Both Selectmen Norman Brown and Terri Larcomb agreed.
- Selectman Terri Larcomb signed a letter for Selectman Norman Brown that the Planning Board requested for his sub-division. Amanda stated that she would contact Select Board Chair Kevin Meehan so that he could stop by the office once he is in town to sign the letter as well.
- Reviewed and signed Portland Glass contract for the replacement of the meeting room exterior door and the gym exterior door.
- Discussed the signs for the Larcomb Road bridge regarding no unregistered vehicles permitted.

Selectman Terri Larcomb made a motion to adjourn the meeting at 8:04 p.m. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

****Next Select Board Meeting is scheduled for Tuesday September 2, 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