

Town of Jefferson

Select Board Meeting

October 6, 2025

Jefferson Community Center

The meeting was called to order at 7:00 p.m. by Select Board Chair Kevin Meehan, Selectman Norman Brown, Selectman Terri Larcomb, David Passios, Mike Kenison (arrived at 7:21), and Amanda Simino present.

The pledge allegiance was recited.

Public Input: None

Selectman Norman Brown made a motion to approve Meeting Minutes as written for September 29, & 30, 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 October 6, 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 October 6, 2025. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Other Business:

- Reviewed and initialed Unpaid Bills for October 13, 2025
- Reviewed and initialed September 12-18, 24, & 30, 2025 Deposits & GL's
- Reviewed and initialed GL September 30, 2025
- Reviewed, motioned, and signed building permit for Steve Kraunz. **Selectman Norman Brown made a motion to approve the building permit for Steve Kraunz to construct a 1,150 square foot single family tiny home located at Map 17 Lot 4B on Enman Dr. with the contingency of receiving the building permit fee. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed and motioned transfer of funds within the budget. Amanda presented to the Select Board the Town Clerk Fall Conference that Jennifer Kenison would like to attend. Amanda stated that Linda Cushman has approved Jen to attend the conference, however there isn't sufficient money left in the Town Clerk's Dues/Membership (4-01-4140-51) line item of the budget. Looking at the budget and talking to Jennifer Kenison there is sufficient money in the Tax Collector's Workshop/Dues (4-01-4150-24) line item of the budget. Amanda stated that the Select Board can transfer money between the line-items, but it would require a vote. The amount of funds needing to be transferred is \$400.00. **Selectman Norman Brown made a motion to approve the transfer of \$400.00 from Tax Collector's Workshop/Dues (4-01-4150-24) to Town Clerk's Dues/Membership (4-01-4140-51). Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed and signed Cemetery Deed
- Reviewed and signed JCC Rental/Use Application

- Reviewed DRA State Education Tax Warrant – **Amanda stated that the rate has gone down \$0.09 from last year. Last year the rate was \$1.12 and this year the rate is \$1.03.**
- Reviewed letter received from L. Pass

Selectman Norman Brown asked Amanda to send him a message to remind him for the summary of the JCC renovations to be read at the CDFA meeting that is scheduled on 10/14/25 held in the JCC meeting room.

Mike Kenison: Highway Dept. Update – Mike stated that the footers are in for the wall being constructed at the Transfer Station. He has not received the quote for the slab yet, but as soon as he receives it he will get it over to the Select Board. The 8' wall will be installed tomorrow which will have lateral support. Amanda and Mike discussed the bridge materials that were purchased being returned with the Select Board. Amanda stated that she spoke with Louise at Perras and she was going to reach out to the company that they received the materials from to see if they will accept them back. She stated that there may be a handling fee that the town would have to pay. Louise stated that she would let Amanda know what she finds out. Amanda asked the Select Board if the town cannot return these materials, where would the money come from to pay for the materials? The Select Board stated that they would like to wait and hear what Perras finds out. Amanda stated that she had gotten a phone call regarding Valley Road. Mike stated that he spread gravel today and will be grading tomorrow.

Selectman Norman Brown made a motion to enter into Non-Public RSA 91-A:3, II (b) & (c) at 7:32 p.m. Selectman Terri Larcomb seconded the motion. At this time a Roll Call Vote was done Terri Larcomb "Aye", Norman Brown "Aye", & Kevin Meehan "Aye", and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to enter back into Public at 8:55. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.

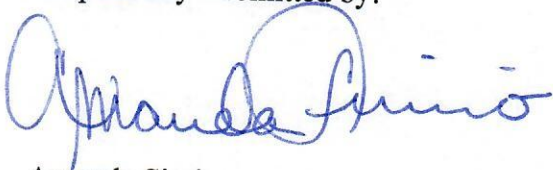
Selectman Norman Brown made a motion to seal October 6, 2025, Non-Public meeting minutes for the reason that they could affect adversely the reputation of any person other than a member of the Select Board. Selectman Terri Larcomb seconded the motion. At this time a Roll Call Vote was done Terri Larcomb "Aye", Norman Brown "Aye", & Kevin Meehan "Aye", and with no further discussion the motion passed unanimously.

The Select Board would like Amanda to post a part-time Highway Dept. position with a starting rate of \$25.00 depending on experience. They would like her to post both the part-time and full-time positions in the newspaper as well as the public places that they already get posted. They would also like her to add the starting wage of \$25.00 depending on experience to the full-time position posting. They would also like Amanda to reach out to the two applicants that they have interviewed to let them know that they are going to still post the position.

Selectman Norman Brown made a motion to adjourn the meeting at 9:07 p.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

**** Next Select Board Meeting Scheduled for Monday, October 27, 2025 ****

Respectfully Submitted by:

A handwritten signature in blue ink, appearing to read "Amanda Simino". The signature is fluid and cursive, with a large loop at the beginning and a long horizontal stroke at the end.

Amanda Simino

Administrative Assistant to the Select Board