

Town of Jefferson

Budget Workshop

Select Board Meeting

November 3, 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, Michelle Gross, Bob Roy, Jerry Mello, Charlene Wheeler and Amanda Simino present.

Budget Workshop for: Planning Board, Zoning Board of Adjustment, & Police Department

The pledge allegiance was recited.

Planning Board: The Select Board reviewed the Planning Board's proposed 2026 budget as follows:

- PB wages: \$8,000.00
- FICA: \$200.00
- PB Abutter AD: \$1,500.00
- PB Dues: \$1,600.00
- PB Office Supplies: \$500.00
- PB Abutter Notices (cert. postage): \$1,000.00
- PB other postage: \$150.00
- PB Handbooks: \$500.00

Total: \$13,450.00 which is a \$5,000.00 decrease from year 2025

The Select Board agreed with the presented proposed budget. The Select Board asked Michelle Gross and Bob Roy what their thoughts were regarding legal fees for next year and they think keeping the same amount of \$3,000.000 as year 2025 for ADU discussions with the town attorney. Selectman Norman Brown also suggests that the Planning Board take a look at current fees and possibly adjusting them to meet current newspaper Ad pricing and postage.

Zoning Board of Adjustment: The Select Board reviewed the Zoning Board of Adjustment's proposed 2026 budget as follows:

- ZBOA wages: \$3,000.00

- FICA: \$100.00
- ZBOA Abutter AD: \$800.00
- ZBOA Office Supplies: \$50.00
- ZBOA Hearings (cert. postage): \$800.00
- ZBOA other postage: \$200.00

Total: \$4,950.00 which is a \$50.00 decrease from year 2025

The Select Board agreed with the presented proposed budget. The Select Board asked Charlene Wheeler what her thoughts were regarding legal fees for next year. She stated that keeping it at \$1,000.00 same as year 2025 in the event they need any type of guidance or something major comes up. Selectman Norman Brown also suggests that the Zoning Board of Adjustments take a look at current fees and possibly adjusting them to meet current newspaper AD pricing and postage. Charlene stated that she has already been in discussion with the Zoning Board of Adjustments because she knows postage will be going up in January 2026 and newspaper AD's have gone up as well.

Police Department: The Select Board reviewed the Police Department's proposed 2026 budget as follows:

- Police wages: \$10,000.00
- FICA: \$750.00
- Police Special (Santa's Village): \$7,500.00
- Police mileage: \$2,000.00
- Police equipment: \$1,000.00
- Police dispatch: \$3,500.00
- Police training: \$1,000.00
- Police dues: \$400.00

Total: \$26,150.00 Upon reviewing the budget Norman Brown stated he would like to decrease Police Special to \$5,000.00 he stated that he didn't have to work the detail as much and Brian Matson hasn't had a lot of time to be able to work the detail as well. He stated that he would like to decrease Police Equipment to \$500.00 he stated that in the event of radios needing to be fixed or the hire of a new officer than a new radio would need to be purchased. He also stated that he wanted to decrease Police Training to \$500.00 again due to the lack of staffing and that should be plenty for Brian and himself where every year it is required that they take the training. Selectman Terri Larcomb asked him about dispatch because nothing was used so far in 2025.

Norman Brown stated that he would like to keep that within the budget in the event State Police states that they can no longer take care of the Town due to their staffing issues. He stated that it would be through Grafton County and that is the amount that Grafton County Dispatch gave him. New agreed upon Police Department 2026 budget is as follows:

- Police wages: \$10,000.00
- FICA: \$750.00
- Police Special (Santa's Village): \$5,000.00
- Police mileage: \$2,000.00
- Police equipment: \$500.00
- Police dispatch: \$3,500.00
- Police training: \$500.00
- Police dues: \$400.00

New Total: **\$22,650.00 which is a \$200.00 decrease from year 2025.** Norman Brown did let the Select Board know that once his term is up he will be giving the Police up as well and that he would like to start looking for someone to take over his roll.

Selectman Norman Brown made a motion to approve Meeting Minutes as written for October 27, 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 November 3, 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 November 3, 2025. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Other Business:

- Reviewed and initialed Unpaid Bills for November 10, 2025
- Reviewed and initialed October 21, 2025 Deposits & GL
- Reviewed and initialed GL September 30, & October 7, 2025
- Reviewed and signed 2 LUCT
- Discussed process for the JCC alarm system: Selectman Terri Larcomb wanted to know what the process is when the Board is being contacted by the alarm company when the building alarm is going off. With the recent wind storm the town had and the issue with the back door she stated that she answered the calls but didn't know what to do.

Both Select Board Chair Kevin Meehan and Selectman Norman Brown stated that there isn't anything that needs to be done they are just notifying you that the alarm is going off. If State Police would like someone to go to the building, they will let you know that.

- Discussed COLA & Board information: Amanda stated that Selectman Norman Brown asked her to put together a list of all volunteer board members and to go through the COLA sheet highlight anyone that makes less than \$20.00 and also break the increases up by department/board. Selectman Norman Brown stated that he would like the Board to review the reports and have a discussion at the Select Board Budget workshop.

Bob Roy asked if Jerry Mello could ask the Select Board a few questions regarding his property. Select Board Chair Kevin Meehan stated that he could. Jerry Mello stated that he was allowing a homeless man live with him for a little while. The Homeless man has since left his property, however, has left some of his items on his property that Jerry would like to have removed. He stated that it is a camper and 2 trailers. Jerry stated that he has tried calling him a couple of times, but the guy still hasn't come for them items. The Select Board stated that there isn't anything they can do about it and suggested that Jerry calls someone to get the items removed.

Selectman Norman Brown made a motion to enter into Non-Public RSA 91-A:3, II (a) at 7:37 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 Norman Brown made a motion to enter back into Public at 7:50. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

The Select Board would like Amanda to reach out to the two interested applicants to set up interviews before the next Select Board meeting.

Selectman Norman Brown made a motion to adjourn the meeting at 7:51 p.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

******Next Select Board Meeting is scheduled for November 10, 2025******

Respectfully Submitted by:



Amanda Simino

Administrative Assistant to the Select Board