

Town of Jefferson

Budget Workshop

Select Board Meeting

December 1, 2025

Jefferson Community Center

The meeting was called to order at 7:06 p.m. by Select Board Chair Kevin Meehan, Selectman Norman Brown, Selectman Terri Larcomb, Liz Milligan, Chris Milligan, Mark Corrigan, David Passios, and Amanda Simino present.

Budget Workshop for: EMS, Fire Department, & Cemetery

The pledge allegiance was recited.

Selectman Terri Larcomb made a motion to allow Selectman Norman Brown to virtually participate during the December 1, 2025, Select Board Budget Workshop Meeting. Select Board Chair Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

EMS: The Select Board reviewed the EMS proposed 2026 budget which was reduced from 2025 where they don't need to purchase CPR supplies for the upcoming year. They also reduced supplies & equipment where they have stocked up in 2025. They upped training so that Fire Fighter Stephen Miller could be reimbursed for taking his EMT class plus the Training Annual Subscription through NCH. Selectman Norman Brown is concerned with people sending money out of their own pockets to cover these types of costs. Liz Milligan asked if it doesn't get budgeted and a class that someone wants to take comes up how would the town pay for it. The Select Board stated that Liz is to come to the board, and the board would figure out where they could take money from. Select Board Chair stated that the Select Board will look into this year's budget to get Stephen reimbursed this year instead of waiting until after town meeting. He asked Liz to let Stephen know to get Amanda an invoice to be able to reimburse him. They can keep the training line item with the amount that they have in the event that someone else would like to take a class in 2026. The EMS 2026 proposed budget is as follows:

- EMS payroll: \$8,500
- FICA: \$200
- Medical Supply: \$1,500
- EMS Training: \$4,350 (NCH Training subscription \$2,500 EMT class \$1,850)
- EMS Equipment: \$1,500

Total: \$16,050 which is a \$350 decrease from year 2025

Fire Department: The Select Board reviewed the Fire Department proposed 2026 budget which was increased from 2025 due to upping Fire Equipment, Fire Training (portable digital pump training where the company brings a portable simulator right to the station) Chris updated the Select Board regarding call volume which they are at 104 calls for both EMS & Fire. Mark Corrigan stated that the Fireman's Association has picked up the cost of Class A uniforms and other clothing in the past, but he wanted to ask the Select Board to put a warrant article through for a CRF that is designated for uniforms, PPE gear, & clothing. Select Board Chair Kevin Meehan stated that CRF accounts are not for year-to-year purchases, that is what the operating budget is for. Select Board Chair Kevin stated that instead of having the Association helping with costs for equipment to come to the town for that and have them continue to pick up the cost of Class A's and other clothing. The Select Board would like Chris & Mark to work on a Warrant Article for the PPE gear and submit it to Amanda by December 15. Mark also asked the Select Board to think about upping the amount of money that goes into the Fire Equipment CRF. The Select Board stated that they upped it last year from \$5,000 to \$10,000. The 2026 proposed budget is as follows: **(please see attached)**

Total: \$128,647 which is a \$10,338 increase from year 2025

Cemetery: The Select Board reviewed the Cemetery proposed 2026 budget Chris Milligan explained that the amount for cemetery supplies he is keeping the same and part of that money is to purchase new flags and veteran holders plus replacing the wooden rail fencing at Wentworth Reed Cemetery and any other needed supplies that are purchased throughout the year. 2026 budget is as follows:

- Starr King: \$2,700
- Indian Cemetery: \$1,200
- Hillside Cemetery: \$2,700
- Forrest Vale (new & old): \$3,200
- Riverton Cemetery: \$1,800
- Wentworth Reed: \$1,000
- Cemetery Supplies: \$3,500

Total for Chris Milligan's portion of the Cemetery budget: \$16,100 which is the same as year 2025.

Chris Milligan also wanted to discuss with the Select Board the work that needs to be done at the fire pond on route 2 across from Old Corner Store. Chris spoke to Larry Kenison about doing the work and Larry quoted about \$4,000. Chris wanted to know how to go about this and who owns the pond. Selectman Norman Brown stated that he thinks it's the church. Amanda stated that they do not because of having to find that out for FEMA. Amanda stated that it is a waterway and all waterways belong to the state. The Select Board told Chris to reach out to DES.

Selectman Terri Larcomb made a motion to approve Meeting Minutes as written for November 24, 2025. Selectman Norman Brown seconded the motion. At this time a Roll Call Vote was done Terri Larcomb "Aye", Norman Brown "Aye", and Kevin Meehan "Aye", and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to approve the Payroll for December 1, 2025. Selectman Norman Brown seconded the motion. At this time a Roll Call Vote was done Terri Larcomb "Aye", Norman Brown "Aye", and Kevin Meehan "Aye", and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to approve Accounts Payable for December 1, 2025. Selectman Norman Brown seconded the motion. At this time a Roll Call Vote was done Terri Larcomb "Aye", Norman Brown "Aye", and Kevin Meehan "Aye", and with no further discussion the motion passed unanimously.

Other Business:

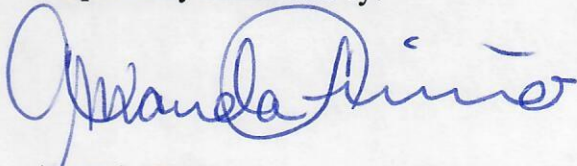
- Reviewed and initialed Unpaid Bills for December 8, 2025
- Reviewed and initialed November 18, 2025, Deposits & GL
- Reviewed and signed 2 Employment letters
- Reviewed and signed Disbursement of Funds
- Reviewed e-mail re: 1331 Presidential Hwy. Selectman Norman Brown stated that they should be paying the invoices on time. Amanda stated that this is the invoice for the current tax bills which technically this property is no longer on the tax roll once the town deeded the property. They are current on the monthly payments and always pays ahead. They are asking to allow him more time where they have been out of work due to injury. Select Board Chair Kevin Meehan and Selectman Terri Larcomb agreed to give them until January 15 and see where they are at.

Selectman Norman Brown wanted to give his suggestion regarding the Transfer Station Attendant job description. He stated that there should be Attendant I and Attendant II state within the description it should state part-time position. Attendant I hours are as follows: April 1 – November 15 total hours 19 / November 15 – April 1 total hours 14. Attendant II are as follows: April 1 – November 15 total hours 27 / November 15 – April 1 total hours 22, which gives 8 extra hours for other duties that the Attendant II does. Also state that any hours above the listed hours need to be approved by the Select Board. Amanda will type up the addition to the job description and bring it to the next Select Board meeting for the board to discuss.

Selectman Terri Larcomb made a motion to adjourn the meeting at 9:04 p.m. Selectman Norman Brown seconded the motion. At this time a Roll Call Vote was done Terri Larcomb "Aye", Norman Brown "Aye", and Kevin Meehan "Aye", and with no further discussion the motion passed unanimously.

******Next Select Board Meeting is scheduled for December 8, 2025, at 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 a large initial "A".

Amanda Simino

Administrative Assistant to the Select Board

	2023	2024	Jan-Oct 8, 2025	2025 Annual Budget	Dept proposed	Select Board proposed
4-01-4220-00-FIRE DEPARTMENT						
4-01-4220-10-F D PAYROLL	\$56,597.00	\$52,407.08	\$45,534.56	\$61,000.00	\$61,000.00	
4-01-4220-11 -EMPLOYER SS & MED	\$1,481.06	\$1,293.67	\$1,437.31	\$2,000.00	\$2,300.00	
4-01-4220-15 - FD ELECTRIC	\$1,365.89	\$1,521.02	\$1,349.41	\$1,300.00	\$1,500.00	
4-01-4220-16 FD HEATING FUEL	\$3,674.27	\$3,263.26	\$2,333.99	\$3,600.00	\$3,600.00	
4-01-4220-20-FIRE-RADIO-PAGER	\$1,901.21	\$2,293.06	\$109.99	\$2,500.00	\$2,500.00	
4-01-4220-25 - FD TRAINING	\$294.04	\$0.00	\$200.00	\$500.00	\$2,500.00	
4-01-4220-30 FD BLDG R&M	\$155.10	\$1,354.30	\$128.10	\$500.00	\$500.00	
4-01-4220-35- FIRE PREVENTION	\$0.00	\$0.00	\$431.17	\$400.00	\$500.00	
4-01-4220-40- EMPLOYEE RELATIONS	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	
4-01-4220-41 - FD EQUIPMT	\$15,411.80	\$10,624.81	\$9,236.65	\$13,512.00	\$22,000.00	
4-01-4220-45-FD AIR SYSTEM	\$397.26	\$1,730.77	\$600.00	\$5,000.00	\$5,000.00	
4-01-4220-50- FD OFFICE SUPPLY	\$168.93	\$145.96	\$0.00	\$200.00	\$200.00	
4-01-4220-55-F D VEHICLE FUEL	\$1,641.61	\$2,555.05	\$1,787.61	\$2,400.00	\$2,400.00	
4-01-4220-59 FD INTERNET	\$684.04	\$689.36	\$578.98	\$800.00	\$800.00	
4-01-4220-60-F D TELEPHONE	\$673.17	\$722.64	\$570.61	\$700.00	\$700.00	
4-01-4220-61 - FD BLDG ALARM	\$1,371.59	\$1,451.98	\$1,115.46	\$1,700.00	\$1,500.00	
4-01-4220-62 - DISPATCH	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
4-01-4220-63 - FD GEN MAINT	\$0.00	\$0.00	\$808.12	\$1,200.00	\$1,200.00	
4-01-4220-64 - FD GEN LP	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	
4-01-4220-65 -ALARM MONITORING	\$408.00	\$408.00	\$0.00	\$425.00	\$425.00	
4-01-4220-70-FD MILEAGE	\$0.00	\$318.25	\$0.00	\$500.00	\$500.00	
4-01-4220-75- PO BOX RENT	\$68.00	\$72.00	\$72.00	\$72.00	\$72.00	
4-01-4220-80-FD SHOP SUPPLIES	\$823.62	\$1,712.30	\$903.19	\$1,500.00	\$1,200.00	
4-01-4220-85- FD SAFETY INSPEC	\$571.25	\$918.78	\$216.70	\$1,000.00	\$1,000.00	
4-01-4220-90-FD DUES	\$500.00	\$500.00	\$250.00	\$500.00	\$250.00	
4-01-4220-92 FD RESCUE 1- MP	\$947.09	\$1,337.99	\$416.70	\$1,200.00	\$1,200.00	
4-01-4220-93-FD ENGINE I	\$1,109.13	\$1,072.99	\$1,396.38	\$1,600.00	\$2,000.00	
4-01-4220-94 - FD VAN	\$711.24	\$1,561.49	\$396.22	\$1,200.00	\$1,200.00	
4-01-4220-95 FD ENGINE 2	\$2,909.35	\$679.78	\$2,303.25	\$2,900.00	\$2,000.00	
4-01-4220-97 - FD TANKER 1	\$589.76	\$926.42	\$188.36	\$1,200.00	\$1,200.00	
4-01-4220-98-OTH EQUIP MAINT	\$76,182.41	\$545.09	\$3,142.34	\$5,200.00	\$5,200.00	

Total 4-014220-00-FIRE DEPARTMENT		\$175,136.82	\$92,606.05	\$78,007.10	\$118,309.00	\$128,147.00
Revenue Collected		\$27,426.00	\$27,255.00	\$3,540.00		
Fire Department Equipment:						
Replace 2 sets structural turnout gear \$4,000 per = \$8,000.00						
2 sets light weight turnout gear \$1,800 per = \$3,600.00						
Replace 250 3" supply hose \$300 per 50' = \$1,920.00						
Replace mobile radio in ENG 2 \$5,000.00						
3 pairs of boots \$545 per = \$1,635.00						
3 FF helmets \$500 per = \$1,500.00						
Requested additional \$400.00 each for Eng. 1 & Eng. 2 for pump testing @ Lakes Region Fire Apparatus (has been put in the amount of the line item)						