

Town of Jefferson

Select Board Meeting

December 8, 2025

Jefferson Community Center

The meeting was called to order at 7:03p.m. by Select Board Chair Kevin Meehan, Selectman Norman Brown (virtual), Selectman Terri Larcomb, David Passios, Mike Kenison, and Amanda Simino present.

**Selectman Terri Larcomb made a motion to allow Selectman Norman Brown to virtually participate during the December 8, 2025, Select Board Meeting. Select Board Chair Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**

**Public Input:** None

**Mike Kenison: Hwy. Dept** – Mike presented the Select Board with a driveway permit for Map 17 Lot 6. Mike asked the Select Board if they knew where the town road ended. Select Board Chair Kevin Meehan stated that the property owner had come to a Planning Board meeting to discuss town roads, and everyone agreed that the town road ended where Agnew State Forest began. Mike stated that this proposed driveway is going to be past where they currently plow to with a safe turnaround. The Select Board stated that they would like Mike to talk with the property owner to see if they can provide a safe turnaround on their property and get the information back to Amanda for her to draft an agreement between the town and property owner allowing the town to safely turn around. If the town could not safely turn around in the proposed driveway, then the landowner would have to provide the town turnaround. Once there is an agreement in place that both parties agree upon then the Select Board will sign off on the driveway permit. Selectman Terri Larcomb asked Mike how Richard Brown has been doing and he stated very well. Selectman Terri Larcomb also checked in with Mike regarding any orders that need to be made before the end of the year. Mike stated that he spoke with Amanda today about a few things that he will be ordering. Mike also let the Select Board know of a deal that he found at Northern Tire for 2 tires for the grader. He stated that he priced out new tires which are \$3000 each. Through Northern Tire he can get 2 for \$3000. They are overstock that have never been used. Selectman Norman Brown asked Mike if they had been out in the weather. Mike stated that they have been in the warehouse. The Select Board agreed that he could move forward with the purchase, but they would like him to see if Northern Tire would give him a warranty in writing.



**Selectman Terri Larcomb made a motion to approve Budget Workshop Meeting Minutes as written 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 the Payroll for December 8, 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 8, 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.**

**Transfer Station:** Amanda presented the Select Board with the changes to the Transfer Station job description that Selectman Norman Brown suggested at the December 1, 2025, Budget Workshop Meeting. Selectman Terri Larcomb stated she has a couple issues with the number of hours. She feels that they are too low from what has been going on. Selectman Norman Brown stated that the reason for such high number of hours is due to no one having a discussion regarding hours worked. Select Board Chair Kevin Meehan stated that he has been at the Transfer Station both when they first open and when they are closing and there are times that they need to catch up on recycling where there are little rushes, especially at the end of the day to be ready for the next open day. Selectman Terri Larcomb suggests that Attendant II should be up to 34 hours. Selectman Norman Brown stated he doesn't care about the number of hours but would not be in favor of the position being full-time, which all Select Board members are in agreement to not make the position a full-time position. Select Board Chair Kevin Meehan would like Jimmey to attend the next meeting at 6:30 for non-public to discuss this with him. The Select Board would like Amanda to e-mail 2 months of time sheets so that they have a feel for what he has been doing.

**Other Business:**

- Reviewed and initialed Unpaid Bills for December 15, 2025
- Reviewed and initialed Deposit & GL's November 25, 2025
- Reviewed and initialed GL November 26, 2025
- Reviewed and signed 6 Abatements (updates to assessing and tax collect software that needed to be done in order to print tax bills didn't take out previous abatements, veteran credit didn't get applied, and the final abatement for exemption)

- Reviewed letter from DES re: Jefferson Landfill 2024 Periodic Summary Report, prepared by Nobis Group, dated January 31, 2025. **Amanda stated that she had not received a letter like this from DES and asked the Select Board if the town needs to do anything. The Select Board would like Amanda to reach out to Nobis to see if the town needs to do anything or if they do.**
- Reviewed letter and proposed budget for Coos County
- Reviewed Transfer Station Employment Application. **The Select Board would like to wait to schedule interviews until the newspaper AD runs for two weeks to see what else they receive.**
- Reviewed, motioned, and signed Building Permit from Richard Garabedian. **Selectman Terri Larcomb made a motion to approve the construction of a 24'x24' shed with an attached 12'x24' deck. 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 adjourn the meeting at 7:55 p.m. Selectman Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**

**\*\*\*\*Next Select Board Budget Workshop Meeting is scheduled for December 15, 2025\*\*\*\***

Respectfully Submitted by:



Amanda Simino

Administrative Assistant to the Select Board