

Town of Jefferson

Non-Public RSA 91-A:3, II (a)

Budget Workshop

Select Board Meeting

December 15, 2025

Jefferson Community Center

The meeting was called to order at 6:42 p.m. by Select Board Chair Kevin Meehan, Selectman Norman Brown, Selectman Terri Larcomb, Jimmey Howland (left at 7:10 p.m.), and Amanda Simino present.

Selectman Terri Larcomb made a motion to allow Selectman Norman Brown to virtually participate during the December 15, 2025, Select Board Budget Workshop Meeting. Select Board Chair Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously. Terri Larcomb “Aye”, Norman Brown “Aye”, Kevin Meehan “Aye”

Selectman Terri Larcomb made a motion to enter into Non-Public 91-A:3, II (a) at 6:44 p.m. Select Board Chair Kevin Meehan 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 into Public at 7:10 p.m. Select Board Chair Kevin Meehan 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.

Select Board Budget Workshop whole budget review & warrant articles

The pledge of allegiance was recited.

Moderator Stipend Increase Proposal: The Select Board reviewed the Moderator Stipend Increase Proposal that was sent to them by Jason Call. Currently the Moderator stipend for 2025 is \$230 (started at \$200 but has received COLA since 2023 to bring stipend to \$230 for year 2025) Jason’s proposal compared Moderator yearly stipend to hourly paid ballot inspectors and how other local towns handle Moderator Stipends. The Select Board agreed to write up a Warrant Article for Town Meeting 2026 to increase the Moderator Stipend to \$600. They also discussed Deputy Moderator payment. Currently the town does not pay for Deputy Moderator because there hasn’t been one in a while. Now that Jason is Moderator and has appointed Sandy Challinor as his deputy where he can’t always make elections for the entire day. **Selectman Norman Brown made a motion to pay the Deputy Moderator a \$300 yearly stipend.**

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.

Supervisors of the Checklist Salary Increase Proposal: The Select Board reviewed the Supervisors of the Checklist Salary Increase Proposal that was sent in by the Supervisors. Currently the Supervisors of the Checklist yearly salary for 2025 is \$253 per Supervisor (started at \$200 per Supervisor but has received COLA since 2022 to bring salary to \$253 per Supervisor for year 2025) They broke it into a four-year period where not every year is the same with number of elections and Checklist sessions. Per the proposal, of average hours an hourly wage would look like \$8.39 per hour. The Select Board agreed to write up a Warrant Article for Town Meeting 2026 to increase the Supervisors of the Checklist yearly salary to \$500 per Supervisor.

Treasurer’s Salary Increase Proposal: The Select Board reviewed the Treasurer’s Salary Increase Proposal that was sent in by Cherly Meehan. Currently the Treasurer’s yearly salary for 2025 is \$3,000. Cherly broke down the amount of hours she works annually (about 224 annually), per the proposal, it shows that dividing the hours worked by yearly salary it would be \$13.39 per hour. The Treasurer also receives a \$400 stipend for mileage reimbursement which is below the .70 fed rate per mile. The Select Board agreed to write up a Warrant Article for Town Meeting 2026 to increase the Treasurer’s yearly salary to \$4,000. **Selectman Norman Brown made a motion to increase the Treasurer’s yearly mileage stipend to \$500. Select Board Chair 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.**

Review Whole Budget: Amanda presented the Select Board with the whole 2026 budget with updated 2025 figures as of December 15. She has made suggestions for each line item after reviewing historical data. She also made suggestions to Departments and Boards budgets where figures were closer to the end of 2025 from when the Departments and Boards met with the Select Board. The Select Board asked Amanda to send them a report for what was expended out of General Government Grounds for 2025. They also would like Amanda to take a look at the assessing contract from Commerford, Neider, & Perkins where 2026 will be a complete revaluation of the town. They stated that both expenditure and revenues look good and they agree with the figures.

Warrant Articles: Amanda went over the Capital Reserve and Expendable Trust Warrants with the Select Board. They agreed to keep all dollar figures the same and they are going to forgo adding to the Athletic Association Expendable Trust this year. New Articles/Amended Articles were discussed and agreed upon by the Select Board.

EMT class reimbursement S. Miller: At the EMS Budget Workshop it was stated that Stephen Miller current Firefighter was taking an EMT class to join EMS. EMS budgeted for 2026 repayment to him for the class. The Select Board all agreed that individuals should not be paying

out of pocket for classes. The Select Board stated that if there was enough budgeted then the department head should come to the Select Board to find money within the budget to pay for the class. The Select Board asked Liz Milligan to talk to Stephen and have him submit an invoice to Amanda for her to bring to the Select Board to get him reimbursed this year. Amanda presented the paid invoice to the Select Board. The Select Board looked over the budget and determined that a transfer could be made from the Police Department. **Selectman Terri Larcomb made a motion to transfer \$1850 from Police Dispatch 4-01-4210-40 to EMS Training 4-01-4299-50. Selectman Norman Brown 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 approve Meeting Minutes as written 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 the Payroll for December 15, 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 9, & 15, 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 22, 2025
- Reviewed and initialed November 28-December 8, 2025, Deposits & GL
- Reviewed and initialed November 2025 General Fund Statement
- Reviewed and initialed November 2025 ICS Statement
- Reviewed and signed Abatement
- Reviewed and signed Short-Term Rental Permit 30-Day notice
- Reviewed and initialed State of NH Solar Rebate
- Reviewed and signed JCC Rental/Use Application
- Reviewed Planning Board Hearing
- Discussed e-mail from Michelle Gross. **Amanda stated that Michelle sent her an e-mail asking if Amanda could fill in to take the minutes for the Planning Board hearing on January 13.**

The Select Board doesn't have an issue with it and if Amanda couldn't see if Linda Cushman or Megan Wells. Amanda stated that she would think about it and let Michelle know.

- Discussed letter received from Tim Corrigan. Amanda presented the letter to the Select Board from Tim Corrigan. The letter is due to the assessment value that the assessing company used for his Current Use Penalty. The Select Board reviewed the letter and would like Amanda to forward to the assessing company.
- Signed 2025 rate changes for Board of Selectman. Amanda stated that she never had the board sign off on their 2025 rate changes back in March. She noticed this when she was going through files when the auditors were here.
- Reviewed and Tabled Building Permit for Waumbek Partners. The building permit is for construction of a new home in the cluster housing development (Phase I) The Select Board tabled the building permit until the town receives state approval of the septic system.

Selectman Terri Larcomb made a motion to adjourn the meeting at 9:54 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 22, 2025, at 7:00 p.m.*******

Respectfully Submitted by:



Amanda Simino

Administrative Assistant to the Select Board