

Town of Jefferson

Select Board Meeting

January 26, 2026

Jefferson Community Center

The meeting was called to order at 7:02p.m. by Select Board Chair Kevin Meehan, Selectman Norman Brown (virtual), Selectman Terri Larcomb, Bailey Couture, David Passios, and Amanda Simino present.

Public Input: Bailey Couture – Amanda stated that Bailey is here in the event that the Select Board had any questions regarding his property. Amanda stated that the Select Board asked her to reach out to the town’s attorney regarding some questions and clarifications regarding property located at 105 Turnpike Rd. Basically what it is coming down to the two dwellings cannot be attached properly to comply with the attached ADU requirements and that the new dwelling is not an addition to the existing cottage that was on the property. However, the cottage does qualify as a detached ADU, but in order for it to be compliant with the Land Use Ordinance and the new ADU laws Bailey will have to submit an updated building permit stating that the new dwelling is separate from the existing cottage and that the cottage will be a detached ADU.

Selectman Terri Larcomb made a motion to approve Selectman Norman Brown to participate in the meeting virtually. Select Board Chair Kevin Meehan seconded the motion. At this time Roll Call Vote was made Terri Larcomb “Aye”, Kevin Meehan “Aye”, Norman Brown “Aye”, and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to approve Meeting Minutes as written for January 5, 2026. Selectman Norman Brown seconded the motion. At this time Roll Call Vote was made 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 Payroll for January 12, 19, & 26, 2026. Selectman Norman Brown seconded the motion. At this time Roll Call Vote was made 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 Accounts Payable for December 31, 2025 (2), & January 12, 19, 26, 2026. Selectman Norman Brown seconded the motion. At this time Roll Call Vote was made Terri Larcomb “Aye”, Norman Brown “Aye”, Kevin Meehan “Aye”, and with no further discussion the motion passed unanimously.

Transfer Station Hours Discussion: Amanda presented what Jimmey had put together for the Select Board to review regarding the duties and hours of the Transfer Station Attendance.

The Select Board is okay with what was presented, Selectman Norman Brown just wanted to make sure that if we were going to be listing out job duties between the two Attendants that there is a clause be put in that Attendant II may have to fulfill Attendant I job duties.

Tax Collector 1 year appointment to 3-year appointment: Amanda presented the Select Board with a request from the Tax Collector again since it was tabled until this meeting. Selectman Terri Larcomb and Selectman Norman Brown are okay with going to a 3-year term for the Tax Collector, however Selectman Norman Brown asked if they would be able to go back to a 1-year term in the event that there is a new Tax Collector hired. Select Board Chair Kevin Meehan thinks that it should stay at a 1-year term where there isn't a real difference between 1 and 3-year terms. He thinks by keeping it at a 1-year term then it wouldn't get forgotten about like it has happened in the past with a longer term. Selectman Norman Brown is also concerned if it is switched to a 3-year term and something were to go south with the Tax Collector then they would have to play out the 3-year term. However, Amanda stated that she is not sure if that would be the case where this is an appointed position.

Selectman Terri Larcomb made a motion to switch the Tax Collector's Appointment from a 1-year term to a 3-year term. There was no second to the motion so this motion dies.

Bob L. file cabinets: Amanda stated that she received a phone call from Bob who stated that he has a lot of office equipment and file cabinets that he is looking to get rid of. He would like someone to come and take a look at the items. Selectman Terri Larcomb stated that she would go with Amanda to go and take a look.

Municipal Agent Fee increase: Amanda stated that Linda asked her to see if the Select Board would like to increase the current Municipal Agent Fee of \$2.50 to the maximum of \$3.00. Linda stated that with the increase the town would see approximately \$1,000 of revenue. Select Board Chair Kevin Meehan asked what the area towns were up to. Amanda stated that she thinks Whitefield is at \$3.00 and Selectman Terri Larcomb stated that she thinks Lancaster is \$3.00 as well.

Selectman Terri Larcomb made a motion to increase the Municipal Agent Fee covered under RSA 267:74-d from \$2.50 to \$3.00. Selectman Norman Brown seconded the motion. At this time Roll Call Vote was made Terri Larcomb "Aye", Norman Brown "Aye", Kevin Meehan "Aye", and with no further discussion the motion passed unanimously.

Jefferson Municipal Solar Power Town Report: Amanda presented the Select Board with an update on the solar power project from the Conservation Commission. They would like to know if the Select Board would be okay with putting the updated report in the Annual Town Report. The Select Board is okay with the report going into the Town Report. Selectman Norman Brown stated that he would recommend changing the wording "around" when not dealing with actual numbers to "estimated to be" Amanda stated that she has the report in a word document so she will make the changes and send it to the printers for the Town Report.

Select Board Chair Kevin Meehan wanted to let the rest of the Select Board know that the residents at 363 Ingerson Road are parking on the road creating issues for plowing and school buses. With the snow and cars parking on the road it is making the road a one lane road. The Select Board would like Amanda to draft a letter to send to them.

Other Business:

- Reviewed and initialed Unpaid Bills for February 2, 2026
- Reviewed and initialed December 2025 General Fund Statement
- Reviewed and initialed December 2025 ICS Statement
- Reviewed and initialed Corrected Deposits December 7-12, & 12-19, 2025
- Reviewed and initialed Deposit & GL's December 22-31, 23, 2025 & January 2-8, 9-13, 2026
- Reviewed and initialed GL's December 11, 18, 31, 2025 & January 6, 7, 8, 12, 13, 14, 15, 16, & 26, 2026
- Reviewed, motioned, and signed Building Permit from Jeffrey Norwood. **Selectman Terri Larcomb made a motion to approve the construction of a 1793 sq. foot single family home with walk out garage located at Enman Dr. Map 14 Lot 43G. Selectman Norman Brown seconded the motion. At this time Roll Call Vote was made Terri Larcomb "Aye", Norman Brown "Aye", Kevin Meehan "Aye", and with no further discussion the motion passed unanimously.**
- Reviewed, motioned, and signed CAI Tax Map Contract. **Selectman Terri Larcomb made a motion to approve the 2026 CAI Tax Map Contract. Selectman Norman Brown seconded the motion. At this time Roll Call Vote was made Terri Larcomb "Aye", Norman Brown "Aye", Kevin Meehan "Aye", and with no further discussion the motion passed unanimously.**
- Reviewed and signed Intent to Cut for Randolph Town Forest
- Reviewed and signed JCC rental/use application
- Reviewed Abatement to Municipality
- Reviewed K. Jacquart letter. **Select Board asked Amanda to forward this letter to the School Board and draft a letter to Mr. Jacquart letting him know that his letter was sent to the School Board.**

Selectman Terri Larcomb made a motion to adjourn the meeting at 8:05 p.m. Selectman Norman Brown seconded the motion. At this time Roll Call Vote was made Terri Larcomb "Aye", Norman Brown "Aye", Kevin Meehan "Aye", and with no further discussion the motion passed unanimously.

******Next Select Board Meeting is scheduled for February 2, 2026******

Respectfully Submitted by:

A handwritten signature in blue ink that reads "Amanda Simino". The signature is fluid and cursive, with the first name being more prominent.

Amanda Simino

Administrative Assistant to the Select Board