Town of Jefferson

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

Select Board Meeting

February 16, 2026

Jefferson Community Center

The meeting was called to order at 6:43p.m. by Select Board Chair Kevin Meehan, Selectman Norman Brown (virtual), Selectman Terri Larcomb, Sheldon Loura, and Amanda Simino present.

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 enter into Non-Public RSA 91-A:3, II (b) The hiring of any person as a public employee at 6:44 p.m. Selectman Norman Brown 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 enter into Public session at 6:58 p.m. Selectman Norman Brown 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 Norman Brown made a motion to hire Sheldon Loura for the vacant Attendant II position at the Transfer Station starting wage of $17.00 per hour and then increasing wage to $18.00 per hour once certification is obtained. Selectman Terri Larcomb seconded the motion. Selectman Norman Brown 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.

The Select Board would like Amanda to contact Sheldon tomorrow with the offer and then draft employment letter once excepted.

Public Input: None

Selectman Terri Larcomb made a motion to approve Meeting Minutes and Budget Hearing Minutes as written for February 2, & 9, 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 February 9, & 16, 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 February 9-10, & 16, 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.

Signed MS-636 & 2026 Warrant: The Select Board reviewed and signed the 2026 MS-636 (Budget) & 2026 Warrant.

Other Business:

- Reviewed and initialed Unpaid Bills for February 23, 2026
- Reviewed and initialed Deposit & GL's January 23-27, & February 3-4, 2026
- Reviewed and initialed GL's February 2, & 3, 2026
- Reviewed, motioned, and signed Short-Term Rental Permit for Bray Hill Properties, LLC **Selectman Terri Larcomb made a motion to approve the Short-Term Rental Permit for Bray Hill Properties located at 87 Albert's Dr. 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 Disbursement of Funds for a plow remote control for the F-600 Boss Plow.
- Reviewed AVRRDD appointment of Representatives. **Selectman Terri Larcomb stated that she would like to see if this is something Mark Gross would be interested in where the town will be looking to eventually have a new primary representative.**
- Reviewed Drafted letter for employee. **Selectman Norman Brown suggested to strike out the part that states "We are not accusing you of anything;" and leave "We would simply like an update on where the project stands and what you have been working on for the last six months" Select Board Chair Kevin Meehan and Selectman Terri Larcomb agreed with Selectman Norman Brown. The Select Board would also like to add "As soon as possible" to the last paragraph where it is stating receiving a written update.**
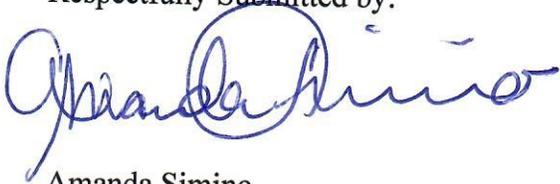
Selectman Terri Larcomb wanted to discuss the after-business hours issues that have been coming up at the Jefferson Community Center. People, including Select Board Members, have been contacting the Administrative Assistant when issues have been happening outside of office hours. Selectman Terri Larcomb suggests that someone should be hired an on call as needed maintenance person.

Select Board Chair Kevin Meehan and Selectman Norman Brown don't feel that someone should be hired and the town paying them to be sitting around waiting for a phone call. That is not what Selectman Terri Larcomb was suggesting and didn't think that someone needed to be paid until they were needed. After much discussion and hearing the frustration of the Administrative Assistant it was determined that the Administrative Assistant is to get a list of all town vendors that are used at the Jefferson Community Center to the Select Board and the cleaning person so that the Select Board takes care of these issues outside of business-hours. Also, for the Administrative Assistant to send an e-mail to everyone that has space or access to use the building outside of business hours letting them know that they need to be contacting the Select Board members when there are issues with the building after hours.

Selectman Terri Larcomb made a motion to adjourn the meeting at 7:52 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 March 2, 2026****

Respectfully Submitted by:

Amanda Simino

Administrative Assistant to the Select Board