

Town of Jefferson

Select Board Meeting

March 16, 2026

Jefferson Community Center

The meeting was called to order at 7:00 p.m. by Selectman Kevin Meehan, Select Board Chair Norman Brown (virtual), Selectman Terri Larcomb, Josh Sjostrom (USDA Forest Service U.S. Department of Agriculture), David Passios, Wayne Paschal, Lisa Couture, Kyle Cormier, Mike Kenison, James Akerman, Jen Kenison, and Amanda Simino present.

**Selectman Terri Larcomb made a motion to approve Select Board Chair Norman Brown to participate in the meeting virtually. Selectman 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.**

**Josh Sjostrom: National Forest Service Presentation for Vegetation Project Randolph Town Forest-** Josh attended the Select Board meeting to open the lines of communication for the Vegetation Project that the Forest Service will be starting in 2028. The areas of Jefferson that will be part of this project is Jefferson Notch Road and Valley Road. The project will be roughly 1450 acres. They are currently working on the surveying stage of the project. The project will be timber removal, stream work, road work to Forest Service Road, and vegetation planting. On June 6, 2026, Androscoggin Forest and Lands District will be holding a public meeting. Selectman Kevin Meehan asked Josh if he could point out on the map that was handed out Jefferson Notch Road. Josh pointed it out which is in the area that is marked blue and brown on the map. Selectman Kevin Meehan asked where the federal owned land was and when was the last major cut in that area. Josh stated that the blue and brown parts of the map and that is where the work will be getting done. Josh also stated the last major cut that was close to private land was done in 1990’s and further way from private land was done in 2008. David Passios asked on behalf of his position on the Jefferson Conservation Commission, is the plan still going to be for the work being done during spring, summer, and fall as stated at the meeting that was held on January 20, 2026. Yes, that is still the plan. Kyle Cormier asked if they were trying to avoid the snow machine trail? Josh stated yes, however if for some reason the work being done is going to infringe on the snow machine trail they will re-route the trail. **The handouts that were given to the Select Board are attached.**

**Mike Kenison: Hwy. Dept. Update & clarification on working hours** – Mike stated roads are in good shape they have been working on getting gravel and unfreezing culverts.

Mike wanted to ask the Select Board if they were still on winter hours. He is trying to figure out how they are supposed to plow roads during the week and weekends where he is being questioned by Selectman Terri Larcomb why they are working overtime.

Selectman Terri Larcomb stated that she was trying to ask why the highway laborer had overtime hours, but the highway foreman did not. Mike stated that on Friday of last week the laborer was at 36 hours and with the snow that the town got on Saturday he worked 8 hours, where the highway foreman did not work on Saturday. With the conversation that went back and forth Mike stated that he does not want to discuss anything with the Select Board unless it is at a Select Board meeting so that everyone is on the same page and that people are not saying one thing outside of a meeting and another thing at a meeting. Mike then asked if it snows, does the Highway Department plow? The Select Board stated yes, if there is no snow then total hours work is 35 hours. Mike stated that he reviewed the Master Plan, and it states that the highway department is a 40-hour position. Select Board Chair Norman Brown stated that the Master Plan was created a long time ago back to the days of the town having a Road Agent and over the years the hours for the Highway Department changed, however were never updated due to oversight in the Master Plan. Mike stated that the Town has a Master Plan for a reason and that if it states the hours in there then that is what hours should be. Selectman Kevin Meehan stated that the Master Plan is a guide, hours related to the job positions are outlined in the job description.

Select Board Chair Norman Brown asked Mike if the rebuild of Whipple Road was done. Mike stated part of the road is. Select Board Chair Norman Brown would like Mike to look at how much of the road still needs to be done and get back to the Select Board to move forward with a plan to complete.

Selectman Terri Larcomb had a few things to discuss regarding the highway department. She wanted to discuss timecards and how they are being done. Currently Mike is the one filling them out and bringing them to the office. Mike stated that he and the highway laborer sit down together to get them filled out. Selectman Kevin Meehan stated that the highway laborer should be handing in their own timecard and they should also be signing the timecard. Selectman Terri Larcomb stated that she and Amanda are working on updated timecards to reflect daily dates and a spot for signatures.

Selectman Terri Larcomb stated that she was notified that the highway laborer was power washing the Western Star with the dump body up and they were standing on the frame and the person was concerned for their safety. Mike stated that the truck has a lock to hold up the dump body.

Selectman Terri Larcomb wanted to clarify that the Transfer Station was not being plowed while open unless there is an active all-day storm and that all containers are plowed out every time the Transfer Station is plowed. Mike stated that he did speak with Travis at Great North Woods Container Services. Travis stated that he has a new driver and to have some patients with him where he is still learning.

**Jen Kenison: Town Clerk Update** – Jen stated that she will be attending the New Town Clerk Workshops that are being held on April 2 & April 16, 2026.

Jen stated that she has a few implements that have come to her by the public. She will be opening the Town Clerk Office on Thursday nights from 4-7. So, with that said her new hours would start the week of April 20, 2026, and she would like to post the new hours on the big board out in front of the Jefferson Community Center. Select Board Chair Norman Brown asked by implementing Thursday nights how that would affect the budget. Jen stated that she would be reducing Monday hours and the total number of hours would stay at 11 hours each week.

Jen stated that she is already certified to be able to do boat registrations. Currently the town does not offer that registration, so now she will be offering that service.

Jen will be implementing credit card payments for registration. The feature was built in when credit card services were offered for tax payments, all that needs to be done is for the feature to be turned on once the town is ready. Jen stated that she would be working with Cheryl and Amanda. This implement will be a few months out. Select Board Chair Norman Brown asked if it would be the same format as tax collecting, where there would be no fee to the Town. Jen stated yes, it is the same process. Jen also stated that there will be a \$1.00 fee implemented as well so that she can mail out registration reminders to residents that want them, so, again there would be no fee to the town for that service as well. Selectman Kevin Meehan asked about how the process look to except credit card payments. Jen stated that it would be like a one check method so therefore there would need to be an electronic transfer to the State for the State portion of the payment. She stated that she would be reaching out to the state to see if the town could do a weekly transfer instead of a daily transfer.

Jen stated that her petty cash is \$191.00, and she was wondering if she could get \$9.00 to bring it to \$200 even. The Select Board is okay with that, Amanda stated that she would be able to get it to her.

Jen stated that she is looking for a Deputy but does not have anyone in mind at this time. She also stated that she has heard rumors that she is going to have her daughter be her deputy and that is not the case. She stated that if anyone is hearing anything on the street to come to her and ask her for the facts.

Selectman Terri Larcomb asked about Hog Reeve. Jen stated that she will be putting it back on the ballot for town elections.

Jen stated that she would like to work with the Select Board on the set up of the current Town Clerk/Tax Collecting/Assessing Office. The assessing items will be getting moved out of the office and being relocated to the Administrative Office. Jen stated that she has had people coming into the office today to register their vehicles instead of sitting in the hallway at the window. Jen has some options that she would like to share with the Select Board for the office set up. Selectmen Terri Larcomb and Kevin Meehan will meet with Jen individually to look at the space and hear what she would like to do. Then the Select Board would like Jen to write up a proposal and bring it back to a Select Board meeting.

Jen stated that she plans to attend as many Select Board meetings, especially over the next 6 months.

**Public Input: David Passios** – Stated it is still a little way out, but he will be moving forward with Connecticut River Conservancy for the project on Carters Cut to remove the Carters Cut Bridge with grant money through Connecticut River Conservancy.

**Lisa Couture** – Lisa asked where she could find past Town Meeting Minutes, where she did not see them anywhere on the Town's website. Amanda stated that she has the most recent ones in the office and there are also big ledger books for earlier minutes which are in vault in the Town Clerk/Tax Collectors office. Amanda also stated that when speaking with the Town's Attorney she asked Amanda why the town did not print previous year's town meeting minutes in the annual report, where many towns/cities do so. Amanda stated that she would discuss with the Select Board during budget season to print the previous year's town meeting minutes in the town report going forward. **Selectman Kevin Meehan** stated that the Select Board, Town Clerk, and Supervisors of Checklist are going to discuss changing the hours of the poles so that voting is not overlapping the start of Town Meeting. **David Passios** also stated that he has been looking into the process of implementing electronic voting.

**James Akerman** – He wanted to go back to the Highway Department hours. In the Master Plan the hours state 40 hours and the job descriptions states 35 hours. Will this affect full-time benefits? The Select Board stated that for the town the classification for full-time employment starts at 35 hours and part-time employment is up to 34 hours. Working the 35 hours will not affect full-time benefits, and the benefits are based on 35 hours for the Highway Department.

**Selectman Terri Larcomb** read part of the executive summary on page 5 of the Master Plan, "The Jefferson Master Plan is designed to produce a community-wide document that will guide the growth and development for the next ten years and beyond." **Selectman Kevin Meehan** stated again that it was an oversight in the Master Plan and **Select Board Chair** stated that the Planning Board is the one that adopts the Master Plan.

**David Passios** – Dave asked about the town's policies and where those were located where he did not see any on the town's website. The Select Board stated that they have been working on updating policies and implementing policies and they are all kept at the office.

**Selectman Terri Larcomb** made a motion to approve Meeting Minutes as written for March 2, 2026. **Select Board Chair 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 March 9, & 16, 2026. **Select Board Chair 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 March 9, 2026, Select Board Chair 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.**

**Hazen Road agreement from Town’s Attorney: Amanda asked the Select Board if they had a chance to review the draft of the Hazen Road town agreement. All Select Board Members agreed with the draft and would like Amanda to have Laura the town’s attorney forward to the Town of Whitefield’s attorney.**

**Jefferson Community Center Custodian job description: Amanda asked the Select Board if they had a chance to review the JCC Custodian job description. The Select Board agreed to table again until next meeting, so they have a chance to look it over.**

**Foto Factory Invoice: Amanda asked where she was to pay the Foto Factory invoice in the amount of \$232.17 for the blown up proposed new fire station plans for Town Meeting. Select Board Chair Norman Brown asked if the Fire Department had any accounts that they could pay it out of their operating budget. Amanda stated that their budget is to the T, so they do not really have any extra money budgeted. Select Board Chair Norman Brown stated that it could be paid out of the General Government Grounds portion of the operating budget. Selectman Kevin Meehan stated that going forward if there is a need to purchase items that are not in the budget then before the purchase it needs to be discussed at a Select Board meeting.**

**Leonard Pass Letter: Amanda presented the Select Board with a letter that was received from property Leonard Pass. It is a complaint regarding a property that does not have a proper septic system.**

**The Select Board would like Amanda to draft a letter letting him know that the agency that would need to be contacted is the State of New Hampshire Department of Environmental Services.**

**Other Business:**

- Reviewed and initialed Deposit & GL’s February 24, 2026
- Reviewed and initialed GL’s March 3, 2026
- Reviewed, motioned, and signed Veteran Tax Credit. **Selectman Terri Larcomb made a motion to approve the Veteran Tax Credit for Michael Malasky. Select Board Chair 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 Building Permit for Jeffery Young. **Select Board Chair Norman Brown made a motion to approve the construction of a 12x12 addition with an exterior ramp located at 36 Sally's Dr. Selectman Terri Larcomb 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 motioned Royal Electric JCC outside light proposal. **Selectman Terri Larcomb made a motion to approve the Royal Electric proposal for additional exterior lighting and a new exterior light timer for the Jefferson Community Center in the amount of \$6,890.00 to be paid out of Building & Grounds Capital Reserve Fund. Select Board Chair 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 JCC Rental/Use Application
- Reviewed and signed Notice of Intent to Excavate for Jean Oleson
- Reviewed and signed Excavation Tax Warrant for Jean Oleson
- Reviewed Wetlands permit for Santa's Village
- Select Board agreed to allow Selectman Terry Larcomb to come into the office to sign all the COLA wage increases for all employees and elected officials. Selectman Kevin Meehan signed off on Selectman Terri Larcomb's wage increase form.

**Selectman Terri Larcomb made a motion to adjourn the meeting at 8:34 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 30, 2026\*\*\*\***

Respectfully Submitted by:



Amanda Simino

Administrative Assistant to the Select Board



Forest Service  
U.S. DEPARTMENT OF AGRICULTURE

Androscoggin Ranger District | March 2026

## Jefferson Notch Vegetation Management Project Information Sheet

The Androscoggin Ranger District is in the planning stages for the Jefferson Notch Vegetation Management project. The purposes of the project include improving forest stand resiliency against changing environmental conditions including insect and disease outbreaks, improving forest health, and diversifying forest age-class and wildlife habitat. The project will also contribute to the local economy through the sale of forest products. The project is located in Jefferson, Randolph, and Low and Burbank's Grant.

### Proposed Action

#### Vegetation and Wildlife Habitat Management

- About 1450 acres of vegetation management treatments
- About 1200 proposed for whole-tree harvest
- Maintenance on Forest Roads 205, 467, 467 Spurs A & B, and 103
- Chop and drop of about 200 trees for stream woody debris enhancement

### Public Meetings and Events

On January 20, the Androscoggin Ranger District held a public open house at the ranger station. The goal of the open house was to inform the public of the initial project proposal and to invite feedback and discussion.

On June 6, the Androscoggin Ranger District is planning to invite the public to the field for a tour of the Jefferson Notch project area, to give everyone a chance to talk about the project in the woods where activities are being proposed.

### More Information

For more information regarding this project, please contact Scott L. Hall, Project NEPA Coordinator, at [scott.hall@usda.gov](mailto:scott.hall@usda.gov) or by phone at 603-536-6226, or Josh Sjostrom, Androscoggin District Ranger at [Joshua.sjostrom@usda.gov](mailto:Joshua.sjostrom@usda.gov) or by phone at 603-466-2713 x1210.

