

Town of Jefferson

Select Board Meeting

March 30, 2026

Jefferson Community Center

The meeting was called to order at 7:07 p.m. by Selectman Kevin Meehan, Select Board Chair Norman Brown (absent), Selectman Terri Larcomb, David Passios, Wayne Paschal, Cheri Marshall, Larry Wells, Jen Kenison, and Amanda Simino present.

Larry Wells: FD grant/CRF discussion- Larry applied for a forestry fire equipment grant through Volunteer Fire Assistance and was awarded the grant. The grant is a 50/50 split in the amount \$3,500.00, however the town would have to pay \$1,750.00 and would get reimbursed \$1,750.00. The list of items the Fire Department is looking to purchase with the awarded grant is as follows;

- 400' 1" Fireboss hose w/1" valve & hose pack
- 4 new bladder (water) bags
- 16" battery operated chainsaw w/18-volt 12-amp battery

In order to make this purchase he asked the Select Board if the Fire Department could use Fire Department Equipment Capital Reserve Fund. The Select Board granted permission to use Fire Department Equipment CRF. **Selectman Terri Larcomb made a motion to approve the purchase of the forestry equipment discussed in the amount of \$3,500, utilizing the Fire Equipment CRF for the purchase. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**

Cheri Marshall: Trustee of Trust Funds Update – Trustees of Trust Funds met last Monday with new elected member David Passios and old member Jason Call. Cheri is looking to store Trustee of Trust Funds documents at the Town Office. She is looking to have at least 2 drawers. The Select Board will look into file cabinet space at the Town Office and get back to her. She will be taking over as Treasurer of the Trust Funds, however, feels that more than one person should have this knowledge. New Hampshire Municipal Association (NHMA) is offering a one-day training in June for Trustees. She and David Passios would like to attend, and the cost would be \$100 per person. She asked the Select Board if the town would pay or do they have to pay? The Select Board stated that the town would pay for them to attend. **Selectman Kevin Meehan made a motion to approve Cheri Marshall and David Passios to attend the Trustee Training being offered on June 10, 2026, through NHMA in the amount of \$200 for both participants. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**

Jen Kenison: Town Clerk/Tax Collector Update – The NH DMV requires a form to be signed by the Select Board authorizing Jen as an agent to the town. Selectman Kevin Meehan signed the form.

Jen is looking to extend the open hours that was previously discussed. The expansion of the open hours would be 4 extra hours that would be for Tax Collector. The Town Clerk hours would still be 11 open hours and 1.5 hours for opening and closing. The hours she was thinking about are as follows;

- Monday's 8-4
- Tuesday's 8-12
- Thursday's 4-7

By adding the 4 hours for Tax Collecting would open up the ability to collect tax payments & serve property owners with other tax related information without comingle jobs during Town Clerk hours. It would not affect the budget where the 4 hours would be paid under the Tax Collector's annual salary. These hours would be effective as of April 20, 2026. The Select Board was okay with the new open hours.

The State DMV conducted the annual audit, which went well. DMV sent boat stickers for boat registrations to the town by mistake, the auditor stated where Jen is certified to conduct boat registrations the town can hold onto the stickers and once the agent form was signed by the Select Board the town can start registering boats.

Jen presented the Select Board with an abatement of interest on a Current Use Penalty for property owner of 68 Stag Hollow Rd. The property owner appealed back in December due to not agreeing with the assessment value that was given to the property for the property owner to take their property out of Current Use. Amanda has been working with the individual on the assessment side; however, the Tax Collector had to send out the Notice of Delinquent Taxes. The property owner will be coming and paying the Current Use Penalty to avoid the lien process and will still be working with Amanda on another abatement once the assessing company contacts her back. The Select Board is okay with abating the interest as long as the individual comes in and pays the penalty.

Jen wanted to discuss her proposal for the Town Clerk/Tax Collector office space after she met with Selectman Kevin Meehan and Selectman Terri Larcomb separately.

She would like to remove the glass from the existing window that is in the wall that separates the existing two offices and put in a counter. The current Town Clerk office would be turned into a waiting room. Selectman Terri Larcomb is in favor of the proposal. Selectman Kevin Meehan is not in favor of the proposal due to not wanting to lose office space and by making the current Town Clerk office a waiting area then the town would lose that office space, and the town could potentially have use of the office space in the future. He would rather see something happen with the exterior walls with putting in a window and counter.

He agrees that the current set up is not ideal. He also is concerned about safety. When the building was being set up safety was a huge factor and that is why the Select Board implemented the safety measures that are currently in the building. Where there was a split with Select Board Chair Norman Brown not being able to be in attendance this matter would be tabled until the Select Board has all three members in attendance.

Selectman Kevin Meehan: Planning Board Report – Selectman Kevin Meehan asked who put this on the agenda. Amanda stated that Select Board Chair Norman Brown asked that she include the Planning Board Report for every Select Board meeting following a Planning Board meeting. Selectman Kevin Meehan asked Amanda to send the Select Board the Planning Board minutes so that the members of the Select Board can review before a Select Board meeting for questions and points to discuss.

Public Input: David Passios – Speaking as Conservation Commission member. He volunteered to look at the trails out back of the Jefferson Community Center. The Conservation Commission is looking to start sponsoring community events potentially to develop a trail system. He also stated that when the Select Board starts discussing the easement to the landlocked property to see if while that work is being done to discuss an area to make a few parking spots for a trail head parking for the said trail system.

Selectman Terri Larcomb made a motion to approve Meeting Minutes as written for March 16, 2026. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to approve Payroll for March 17 (COLA), 23, & 30, 2026. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Terri Larcomb made a motion to approve Accounts Payable for March 16, 23, 30, 2026, Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Jefferson Community Center Custodian job description: Amanda stated that the Select Board asked her to provide them with a copy of the JCC Custodian job description after the discussion of hiring a maintenance person. The Select Board members in attendance want to table again until all members are present.

Hazen Rd./Airport Rd. FLAP Grant Update: Amanda stated that she was contacted by Mike Lee Town of Whitefield's Town Administrator to let the Town know that the towns have been awarded the FLAP grant that was submitted by the Town of Whitefield. The grant would help rebuild and pave the portion of Hazen Rd./Airport Rd. starting from just south of the Power Plant all the way to the junction of Rte. 115 in Jefferson.

1860 Presidential Hwy. driveway discussion (Carters Cut): Amanda stated that she was contacted by the new owner of 1860 Presidential Hwy. They wanted to know what needs to be done regarding a driveway. The owner stated that the current designated driveway is in a bad location on Rte. 2. They would like to designate a different driveway access through Carters Cut. The Select Board agreed to having the owner contact the State DOT first where it would still be coming off a state road.

Going to every week meetings: Selectman Terri Larcomb asked for this discussion to be on the agenda. She feels that with everything that has been going on there is a need to return to every Monday meetings. **David Passios** asked to give information regarding what other towns do. He stated that other towns meet three weeks out of a month and have one week off. **Selectman Kevin Meehan** stated in the past the Select Board would meet every week and in the summer go down to every other week due to less going on in town and people going on vacations. The Select Board members present stated that this would be tabled until all members are present.

Other Business:

- Reviewed and initialed Unpaid Bills for April 6, 2026
- Reviewed and initialed General Fund Statement February 2026
- Reviewed and initialed ICS Statements January & February 2026
- Reviewed and initialed Deposit & GL's February 27-March 3, March 5-13, March 13-17, & March 25, 2026
- Reviewed and initialed GL's January 6, March 3, 9, 10, & 12, 2026
- Reviewed, motioned, and signed Building Permit for Waumbek Partners. **Selectman Terri Larcomb made a motion to approve the construction of a new home located at 34 Meadows Rd. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.** Amanda stated that this new house needs to get an address, but also the new private road is Waumbek Partners want to name it Bek Meadows and everything that she has found or told is that the Select Board has to approve the road. She stated that nothing has been updated to know what the new lots will be where this is a sub-division.
- The Select Board would like Amanda to reach out to Michelle for the approved sub-division and sub-division report and also reach out to Casey Gordan from E-911
- Reviewed, motioned, and signed STR Permit for 126 Jason Ave. Properties LLC. **Selectman Terri Larcomb made a motion to approve the STR Permit for 126 Jason Ave. Properties LLC. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed, motioned, and signed STR Permit for Michael Brooks. **Selectman Terri Larcomb made a motion to approve the STR Permit for Michael Brooks located at 22 Crystal Ave. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**

- Reviewed, motioned, and signed 2 Appointments for Planning Board Members. 2 had to be tabled due to not having all three members of the Select Board. **Selectman Terri Larcomb made a motion to approve Michael Smith as a Planning Board Member with a 3-year term. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously. Selectman Terri Larcomb made a motion to approve Robert Roy as the Planning Board Chair with a 1-year term. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**
- Tax Collector Appointment – **Select Board Chair Norman Brown requested that this gets tabled until he is able to attend the meeting for discussion.**
- Reviewed and signed JCC Rental/Use Application
- Reviewed and signed 2026 MS-232
- Reviewed and signed Disbursement of Funds
- Reviewed and signed L. Pass Letter
- Reviewed and signed 2025 DRA Municipal Assessment Data Certificate
- Reviewed Abutter Notice from Town of Northumberland
- Reviewed NH Audubon Financial Statements

Selectman Terri Larcomb made a motion to adjourn the meeting at 8:46 p.m. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

******Next Select Board Meeting is scheduled for April 6, 2026******

Respectfully Submitted by:



Amanda Simino

Administrative Assistant to the Select Board