

Town of Jefferson

Select Board Meeting

April 13, 2026

Jefferson Community Center

The meeting was called to order at 7:00 p.m. by Select Board Chair Norman Brown, Selectman Terri Larcomb, Selectman Kevin Meehan (absent), David Passios, Kate McMann, Mike Kenison, Ron Beaulieu, and Amanda Simino present.

The pledge of Allegiance was recited.

**Mike Kenison: Highway Dept. Update** – Roads are in pretty good condition; he has received a lot of good feedback so far. Right now, on hold with road work due to the roads being soft again. Currently Highway Department is waiting for the parts ordered for the sweeper, once received they will be working on the sweeping. Mike asked about the culvert for Larcomb bridge. Select Board Chair Norman Brown stated that he will check in with Michie for the engineering and permitting. Selectman Terri Larcomb asked about the bridge material. Mike stated that they still have all the material and Amanda stated that she is waiting for an updated invoice from Perras. Mike stated that they will take care of both Larcomb and Chambers bridges this summer. She also asked if Mike could put up the new sign that was ordered for the unregistered vehicles on Larcomb Road, Mike stated that he would take a look to see where it would be placed and go from there.

Selectman Terri Larcomb gave Mike and Select Board Chair Norman Brown the Road Maintenance data information for them to review. She stated that now that this has been established it can be used as a guide to working on the roads. She stated instead of filling out so much on their timecards that he should be filling out the road maintenance daily sheets. There will be new timecards that will not have a notes section coming soon.

Mike stated that he is still having issues with the Ford F-600 so he is working on that to try and see what is going on but might need to bring it to the Ford garage.

The price of gravel has gone up where both gravel plants have been bought out. Mike is also going to send out an e-mail regarding winter sand to see if that has increased in price. He stated that they had to use their surplus this winter so will need to replenish that as well.

Select Board Chair Norman Brown stated that he was reviewing old meeting minutes and noticed that back in February Mike came to a Select Board meeting stating that the F-600 batteries were going bad and Select Board Chair (at the time) Kevin Meehan asked Mike to hold off from ordering until the Select Board can figure out where they can pull the money from.

Select Board Chair Norman Brown asked if Mike followed through with that where there is an invoice to reimburse Mike for the batteries that were purchased a few days after Kevin Meehan's request to wait. Select Board Chair Norman Brown stated that going forward Mike needs to listen to the Select Board and if something else transpired then he should come back to the Select Board before moving forward with a purchase. Select Board Chair Norman Brown also stated that the auditors do not like when people use their personal means to purchase town items for reimbursement. The Town is trying to get away from reimbursing employees for purchases.

**David Passios: Solar-** David Passios stated that he has asked several board members and the administrative assistant regarding the credits for the solar array, however no one can give him that information. He stated that he knows that the electric company is clear as mud with this information. He was wanting the Select Board to give him permission to contact Eversource and chart out the town's credit where the system should be taking care of the Jefferson Community Center and an extra 25% for the other municipal buildings and so far, the town has not seen that. Select Board Chair Norman Brown stated that he would reach out to Eversource to obtain the information and then he will share the information received.

**Public Input:** N/A

**Selectman Terri Larcomb made a motion to approve Meeting Minutes as written for April 6, 2026. Select Board Chair Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**

**Selectman Terri Larcomb made a motion to approve Payroll for April 13, 2026. Select Board Chair Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**

**Selectman Terri Larcomb made a motion to approve Accounts Payable for April 13, 2026, Select Board Chair Norman Brown seconded the motion, and with no further discussion the motion passed unanimously.**

**Assessing Meeting with Lind Cushman, NH DRA, & CNP (Town's assessing company):** Amanda stated that New Hampshire Department of Revenue Administration Property Division wants to have a meeting with the town assessing clerk, the assessing company, and a Select Board member where the town is in their 100% revaluation year. They will be meeting at Jefferson Community Center on Monday April 20, 2026, at 10:00 a.m. Select Board Chair Norman Brown stated that he would attend.

**ICS cash flow update:** Amanda stated that there is only \$94,973.91 left in the ICS account. Tax Warrant for the 1st tax bills need to be to the Tax Collector on May 15. The Tax Collector will be able to print and send out bills when they receive the Warrant but the Town will still need to pay April and possibly May's school tax bills. She stated that she would like the Select Board to support a spending freeze until cash flow is replenished. The Select Board was okay with the freeze and asked that she e-mail departments and boards.

**What would SB like to post for Admin. Office:** Amanda stated that with this week being her last week in the full-time Admin. Assistant she wanted to ask what should be posted for the office hours and availability. The Select Board would like the office posted closed to public until further notice. Select Board Chair Norman Brown stated that he is still looking into some options for people to work/volunteer in the office answering phones until a new Admin. Assistant is hired.

**Cheryl Meehan lap-top request:** Amanda stated that she was contacted by Cheryl that her personal laptop that she had been using for Treasurer and Supervisor of Checklist work has died. She is wondering if the town could provide/purchase one for her to use. The Select Board stated that she can use the extra one that is in the office.

**Local Hazard Mitigation Grant update:** Amanda presented the Select Board with a new grant application from NH Homeland Security. She stated that the last two have gone unfunded from the Federal Government. This will be a fast turnaround but should still get funded to complete the update to the Town's Hazard Mitigation Plan. The Select Board would like Amanda to fill out the grant paperwork, and the Select Board will get it signed and submitted.

**Other Business:**

- Reviewed and initialed Unpaid Bills for April 20, 2026
- Reviewed and initialed ICS March 2026 statement
- Reviewed and initialed Deposit and GL's March 31, & April 7, 2026
- Reviewed and initialed GL's March 3, 4, 6, 25, 30, April 7, & 10, 2026
- Reviewed, motioned, and signed Part-Time Financial Office Assistant job description.

**Select Board Chair Norman Brown made a motion to approve the Part-Time Financial Office Assistant job description. Selectman Terri Larcomb stated that she didn't want to approve the job description where there still may be other things that this position will be responsible for and she would like to wait until Selectman Kevin Meehan was in attendance. Amanda stated that she was pretty cut and dry with what she was willing to continue to do and the Select Board was okay with moving forward with that at the last meeting. Amanda stated that she would wait until the next meeting. Select Board Chair Norman Brown stated that there wouldn't be anyone in the office then for next week because no one should be working without a job description. Selectman Terri Larcomb stated that there are other people that have worked without a job description. Amanda stated again that she would wait. Select Board Chair Norman Brown made a motion to approve the Part-Time Financial Office Assistant job description. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**

- Reviewed, motioned, and signed Building Permit for C. Medeiros. **Select Board Chair Norman Brown made a motion to approve the building permit for Carol Medeiros to construct a 24'x35' storage garage located at 34 Rockwood Ave. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**

**Select Board Chair Norman Brown made a motion to adjourn the meeting at 7:44 p.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**

**\*\*\*\*Next Select Board Meeting is scheduled for April 27, 2026\*\*\*\***

Respectfully Submitted by:



Amanda Simino

Administrative Assistant to the Select Board