

Town of Jefferson

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

Select Board Meeting

April 6, 2026

Jefferson Community Center

The meeting was called to order at 6:32 p.m. by Select Board Chair Norman Brown, Selectman Terri Larcomb, Selectman Kevin Meehan, and Amanda Simino present.

The pledge of Allegiance was recited.

Selectman Kevin Meehan made a motion to enter into Non-Public RSA 91-A:3, II (a) at 6:33 p.m. Selectman Terri Larcomb seconded the motion. At this time a Roll Call Vote was done Terri Larcomb "Aye", Kevin Meehan "Aye", Norman Brown "Aye", and with no further discussion the motion passed unanimously.

Selectman Kevin Meehan made a motion to enter back into Public at 7:00 p.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

At this time the following public members were present; David Passios, James Akerman, Kate McMann, Lisa Couture, Jen Kenison, Megan Stinson, & Kate Savage.

Selectman Kevin Meehan made a motion to hire Amanda Simino as a Part-Time 20-hour Financial Office Assistant, Monday – Friday 7:00 a.m. – 11:00 a.m. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed. The Select Board would like Amanda to draft the new job description with the list of duties that she came up with.

Selectman Kevin Meehan: Planning Board Report – Selectman Kevin Meehan asked the Select Board if they had the chance to review the Planning Board meeting minutes and if anyone had any questions. The other members did not have any questions and think that it is good to review the minutes in advance of the Select Board meetings.

Public Input: N/A

Selectman Terri Larcomb made a motion to approve Meeting Minutes as written for March 30, 2026. Selectman Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Kevin Meehan made a motion to approve Payroll for April 6, 2026. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Selectman Kevin Meehan made a motion to approve Accounts Payable for April 6, 2026, Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

Jefferson Community Center Custodian job description: Select Board Chair Norman Brown stated that by now everyone should have had a chance to review the JCC Custodian job description. The Select Board would like to meet with Belinda before a Select Board meeting in a non-public to review the job description and see if she is willing to pick up some maintenance duties.

Going to every week meetings: Selectman Terri Larcomb asked for this to be on the agenda for discussion. She stated that with everything going on she feels that the Select Board should meet every week. Select Board Chair Norman Brown would like to stay on the bi-weekly schedule, but if something comes up that is needing a meeting then they would schedule one. **Selectman Terri Larcomb made a motion to have the Select Board meet every week. Without having a second to the motion, the motion dies.**

Planning Board Secretary LOR: The Planning Board Secretary has given the town their letter of resignation effective June 1, 2026. The Select Board would like Amanda to draft and post Ad's for the Planning Board Secretary and Administrative Assistant to the Select Board.

Charter/Spectrum Draft Franchise Renewal: The Select Board feels that the town does not have to go into a franchise contract where all residents in the town now have access to highspeed internet.

What to do w/returned mail item: Amanda presented the Select Board with a piece of mail that was returned. She wanted to know what the Select Board would like her to do where it is a COLA payroll check. The Select Board would like Amanda to check with the auditors when they are here next week.

1860 Presidential Hwy. driveway discussion (Carters Cut): Amanda stated that the state told the property owner that it would be up to the town. The Select Board would like Amanda to draft a letter to the property owner letting them know that the Town would not be issuing a drive-way permit through Carters Cut at this time.

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 13, 2026 **Amanda presented the Select Board with an issue she found on the waste hauling invoice. Great North Woods Container Services charged the town a miscellaneous fee of \$50.00 due to the C&D containers door needed to be fixed on their truck. Amanda stated that she spoke to Jimmey and he stated that the C&D container door was taken by the wind up at the Land Fill and tweaked the hinges and the door wouldn't close. Select Board Chair Norman Brown stated that he would contact Travis at GNWCS. Selectman Kevin Meehan made a motion to authorize Select Board Chair Norman Brown to contact Travis of GNWCS to discuss misc. \$50.00 charge. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed and initialed GL's January 6, March 31, 2026
- Reviewed, motioned, and signed 4 Appointments for Planning Board Members. **Selectman Kevin Meehan made a motion to approve Michael Smith & Michael Meehan as a Planning Board Members with a 3-year term, Robert Roy as the Chair of the Planning Board for a 1-year term, and Mark Gross as the Vice Chair of the Planning Board for a 1-year term. Selectman Terri Larcomb 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.**
- Reviewed, motioned, and signed Tax Collector Appointment. **Selectman Kevin Meehan made a motion to approve the appointment of Jennifer Kenison as Tax Collector for a 1-year term. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed with a 2-1 vote Selectman Terri Larcomb & Selectman Kevin Meehan "Aye" Select Board Chair Norman Brown "Nay"** Select Board Chair wanted clarification on the proposed hour change for the Town Clerk adding Thursday's and how would that effect Treasurer and budgeted hours. Town Clerk stated that the hours for Town Clerk would not exceed the 11 open office hours. Town Clerk stated that she is working on a waiver with DMV, where the town does not have a bank in town and the ability of making the states deposit once a week so that it would not affect the Treasurer. Town portion for Thursday's nights would be locked in the vault until Treasurer goes to the bank the following week. By adding the extra 4 hours for Tax Collecting would offer 208 extra hours to the town that typically is not offered currently with the Tax Collecting office only open 3 hours a month. Select Board Chair Norman Brown is concerned with comingling of the Town Clerk and Tax Collecting hours. Town Clerk/Tax Collector designated the last two hours of Monday's hours, last hour of Tuesday's hours, and the last hour of Thursday's hours would be for Tax Collecting.

So with Monday's hours of 8:00-2:00 Town Clerk hours 2:00-4:00 Tax Collectors hours, Tuesday's hours 8:00-11:00 Town Clerk hours 11:00-12:00 Tax Collectors hours, and Thursday's hours 4:00-6:00 Town Clerk hours 6:00-7:00 Tax Collectors hours. Select Board Chair Norman Brown stated that if those hours will be designated then he would like the hours to be posted as such. Jen presented the Select Board with a report of properties that will be going to deed this year if not paid. She stated that there are 5 this year. 4 of them the property owners always pay and 1 is in Israel River Campground. Jen asked if Select Board Chair Norman Brown could go and take a peek as to what is going on with the campground one.

- Reviewed Thank you letter from Center for New Beginnings
- Reviewed AVRDD 2025 Budget Report
- Reviewed Aflac proposal and at this time the Select Board is all set with moving forward.
- Reviewed, motioned, and signed STR Permit. **Selectman Kevin Meehan made a motion to approve the renewal STR permit for 100 North Rd. Selectman Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.**
- Reviewed and signed Current Use Application for property at Labrador Run.

Select Board Chair Norman Brown wanted to let the Select Board know that he talked with Fire Chief and Lieutenant Wells regarding scheduling a Public Informational Meeting for the proposed fire station on Saturday April 18, 2026, at 10:00 a.m. in the meeting room at JCC. Kate McMann asked if another session could be scheduled where there is a big statewide event in Concord that day. Select Board Chair Norman Brown stated that he would look at the calendar.

Selectman Kevin Meehan made a motion to adjourn the meeting at 7:55 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 13, 2026******

Respectfully Submitted by:



Amanda Simino

Administrative Assistant to the Select Board