

Town of Jefferson  
Non-Public RSA 91-A:3, II (a)  
Select Board Meeting  
April 27, 2026  
Jefferson Community Center

The meeting was called to order at 6:37pm by Select Board Chair, Norman Brown and Select Board Member, Kevin Meehan.

Select Board Chair, Norman Brown made a motion to enter into Non-Public RSA 91-A:3, II (a) at 6:37pm. Select Board Member, Kevin Meehan seconded the motion. At this time a Roll Call Vote was done. Norman Brown "Aye", Kevin Meehan "Aye", and with no further discussion, the motion passed unanimously.

*Select Board Member, Terri Larcomb joined the meeting at 6:49pm.*

Select Board Chair, Norman Brown made a motion to enter back into Public at 6:58pm. Select Board Member, Terri Larcomb seconded the motion, and with no further discussion the motion passed unanimously.

At this time, the following public members were present: Kate Mcmann, Lisa Snowman, Dave Passios, Liz Miligan, Derek Snowman, Brenda Roy, Wayne Pascal, Jen Kennison & Megan Wells (minute taker).

All public members present, and the Select Board Members stood for the Pledge of Allegiance.

**Liz Miligan: Library ARSL Grant-** Liz went over the update on the \$5,000 that was handed over from the Trustees to the town from the ARSL Grant. This money is for the back door pad. Liz explained that the deadline is May 1, 2026 for the grant. Liz asked the Select Board where the town stands on this. Select Board Chair, Norman Brown stated that he has not touched base with anyone on that yet, but will review it and does not have a current update. Norman said that it most likely will not be done by the May 1st deadline. Norman explained that Mike's plan was to get the initial ramps poured and he had talked about using Wilko to do the railing. Norman explained that the town did get the railing dimensions to make sure the ramps will be in compliance. Liz asked the Select Board if they think it will be done before the end of May. Select Board Chair, Norman Brown stated that he did not know. Liz brought up the replacements of the exterior back doors. Select Board Chair, Norman Brown said that they are looking at replacing two exterior doors, funding permitting. One for the Historical Society and the other for the Library. Norman stated that the town does have quotes for those doors, but the town will have to look at funding. Liz stated that she asked Chief Miligan about safety codes for the door, and that Chief Miligan did not think there was any.

**Dave Passios: Trustee of Trust Funds Cash Flow-** Dave Passios brought up a discussion that was had at a recent Select Board meeting regarding some issues with the Trustee's cash flow and that to his knowledge, the transfer of funds was complete. He also stated that to his knowledge the only thing that's outstanding was the \$3,000 or \$4,000 from the fire department equipment account. Select Board Chair, Norman Brown explained what the discussion was at the recent Select Board Meeting that Dave was referring to.

**Jen Kenison: 2025 Back Taxes & RTF Fees-** Jen stated that Friday, 5/1/2026, she will be sending out certified letters for anyone who owes 2025 back taxes and provided the Select Board with the list. Jen explained that these people would be subject to the lien process and wanted to make the Select Board aware of the list. In addition, Jen said that she received the warrant for a gravel tax, and the only thing she was given was the signed warrant. Jen asked the Select Board to provide her with additional copies of different forms that she will need, so that she can keep everything updated.

Jen explained that her boat bond is ready, and that she has emailed it to the DMV and is waiting for them to update her credentials. She stated that once this is taken care of, she will be ready to do boats.

Jen put together a book regarding various oaths of office for the town, and gave it to the Select Board. Jen stated that she does not have Jason Call's oath of office for the Planning Board, and that his had expired earlier this year, and it's only good for three years. A conversation was had with Jen and the Select Board Members about how to have Janson update his oath of office.

Jen stated that when she started in her role, she was told that she would need to charge an RTF fee on every registration. This includes \$5 on big trucks, \$3 on vehicles, & \$2 on motorcycles and trailers. Jen explained that she wanted to find out why she has to charge this fee, and did some research to figure that out. Jen presented her research to the Select Board Members, stating that in 1992 there was a warrant article to see if the Town would vote to authorize the Town Clerk to charge a motor vehicle charge in the amount of which is set forth in RSA 261:153 as follows: \$5 for heavy vehicles, \$3 for automobiles/light vehicles & \$2 for special use vehicles, and further to have required the Town Clerk after deducting .50 cents from each fee to cover administrative charges, and to deposit the remainder into a Town Relocation Fund which would then be held by the Town Treasurer in a separate account, and to be spent by direction of the Board of Selectmen for disposal of used motor oil, motor vehicle batteries and motor vehicle tires from vehicles registered by the town residents. Any excess in the fund may be used for the recycling of other types of solid waste. Jen explained that the .50 cents has not been going to the Town Clerk, as the 1992 warrant article states, and under RSA 149-M:15 (a). Jen shared 2025 reports with the Select Board stating that around \$1,991 of registrations at .50 cents each would have been around \$995.15, and that amount should have been put into a separate account. Jen then shared 2026 records with the Select Board stating that a total of 534 vehicles at .50 cents each would bring the total to around \$267.

Jen asked the Select Board how they would like her to handle the reconciliation/bookkeeping of this issue. Select Chair, Norman Brown told Jen to provide all of that information to the auditors to see how they'd like the Town to handle it. Select Members Kevin Meehan and Terri Larcomb asked Jen a few questions for some clarification purposes regarding the RTF fees. Select

Board Members, Terri Larcomb and Kevin Meehan said they would reach out to the auditors regarding the reconciliation of the fee issue.

**Select Chair, Norman Brown: DRA Tax Assessment-** Jen Kenison stated that the tax bills are ready to be sent out for May 15th. Select Chair, Norman Brown brought up that he had a meeting with the DRA, The Town's assessors and Linda. Norm stated that the assessments in the town are on a 5 year cycle. During the first 4 years, the assessors try to keep property values up to market value, but in year 5, *(which is the year the Town of Jefferson is in right now)*, the town is going to have a 100% re- evaluation, which means that all properties will be increased to 100% of market value. The DRA told Norman that the town is currently sitting at 52%, so what community members can anticipate by 2026 year -end is that their property values will double. Select Chair, Norman Brown explained that the tax rate will come down, but it will only come down to the extent that the taxes are sufficient to pay for what the Town of Jefferson did at their meeting, and what the county and school district did at their meetings. Select Chair, Norman Brown explained that the assessors will be on people's property and will have signs on their vehicles along with badges on their clothes, and that if someone is on your property without a badge, then they don't belong there.

**Select Board Member, Terri Larcomb made a motion to approve the Meeting Minutes as written for April 13, 2026. Select Board Member, Kevin Meehan seconded the motion, and with no further discussion the motion passed unanimously.**

**Select Board Member, Kevin Meehan made a motion to approve the Payroll for April 20, 2026 and April 27,2026. Select Board Member, Terri Larcomb seconded the motion, and with no further discussion, the motion passed unanimously.**

**Select Board Member, Kevin Meehan made a motion to approve the Accounts Payable for April 20, 2026 and April 27,2026. Select Board Member, Terri Larcomb seconded the motion, and with no further discussion, the motion passed unanimously.**

**SB Meeting Scheduled for May 25th (Memorial Day)-** The Select Board talked about whether or not they wanted to move the May 25th Select Board meeting to a different date, as it falls on Memorial Day. The Select Board agreed to move the meeting to May 18th, and have two meetings in a row, one on May 11th and one on May 18th.

**DHI Fire Station Contract-** Select Chair, Norman Brown reviewed the DHR contract for the fire station. Norman stated that the amount was for around \$1.676 million, but was able to get it reduced by around \$18,500. The selectboard agreed to use their own vendor for the container service, which helped to save the town money. Select Chair, Norman Brown made a motion to approve the contract. Select Board Member Kevin Meehan seconded the motion, and with no further discussion, the motion passed unanimously. Community member Dave Passios asked if the reduction of the \$18,500 included the removal of debris or not. Select Chair, Norman Brown said it was a combination of the town doing their own design build and the debris removal.

**Select Chair, Norman Brown: Eversource-** Select Chair, Norman Brown stated that he followed up to an inquiry at the last SB meeting regarding solar credits & Eversource. Norman did meet via telephone conference with Eversource and Norman requested that an audit be done on the town's usage. Ultimately, the town doesn't know what the panels are producing until the town can get the contractor that put them in to give the town information or a method of how to track it. Norman said that Eversource tracks what the town sells back to them, which is what the town overproduces. On the Eversource bill that the town gets, it shows the purchases (*what the town purchases from Eversource*) and underneath that is the sales (*the town's overage that goes back to Eversource*). Select Chair, Norman Brown explained that during the day, if those panels are not producing, and there's a lot of activity, then the town is not drawing from the grid, and instead would draw from the solar panels to produce power for the Community Center building. Norman said that 9 months out of the year, the town produces more power from the solar panels than the building actually uses, and the other months, the town uses more than it produces.

**Town of Jefferson, Power Grid-** Select Chair, Norman Brown met with Eversource regarding the power grid for the entire Town of Jefferson. Norman explained how the town is powered, and that the three main poles that supply that power are currently operating at 152%, which means they're extremely susceptible to failure. If these poles were to fail, the entire Town of Jefferson would be without power. Eversource will be starting a \$300,000 project this summer to upgrade those poles. Currently, the poles are producing 1,500kv, and Eversource will be upgrading them to 5,000kv. Select Chair, Norman Brown explained that there could be some interruptions to people's power during the summer due to this project, but that Eversource will reach out to let people know if there are going to be any interruptions.

**Road Ban:** Select Chair, Norman Brown said there had been some questions regarding the road ban and if it's still in effect. Norman said that yes, the ban is still in effect for another week or so.

**New Container:** Select Chair, Norman Brown reached to to try to find a new vendor for a new container that the town budgeted for. The town budgeted for \$6,500. Norman received a contact for a vendor in Canada that was very inexpensive, however, the tariff to ship the container over the border would cost \$2,500, making this vendor not a good choice. Norman said he has a bid for a vendor in Albany NY. The price would be \$6,650, and delivery would only be \$1,300.

**Box Culvert, Larcomb Road-** Select Chair, Norman Brown received a quote for around \$20,000 but was able to knock off a few things, lowering the price to around \$18,000.

**Administrative Assistant Position-**The Select Board has received five job applications for the Administrative Assistant to the Select Board position. They will review them and schedule non-public interviews accordingly.

**Reviewing of May 4, 2026 Unpaid Bills-**The Select Board reviewed and initialed the unpaid bills for May 4, 2026.

**Employee Pay Freeze, Rumor-** Select Board Member, Terri Larcomb brought up that there were some rumors floating around social media about the town employees wages/pay being frozen. Select Board Member, Terri Larcomb stated that this is not true, and that the town is simply trying to hold off on any large purchases at the moment, and that all employees are being paid.

**Reviewing of May 13, 2026 GLs-** The Select Board reviewed and initialed the unpaid bills for May 4, 2026.

**Hazard Mitigation Grant-** The Select Board, in a majority vote, accepted the terms of the Building Resilient Infrastructure and Communities (BRIC) as presented in the amount of \$7,500.00 for updating the local hazard mitigation plan. Furthermore, the Board acknowledges that the total cost of this project will be \$10,000.00, in which the town will be responsible for a 25% match (\$2,500.00).

**Warden Association Dinner-** Select Chair, Norman Brown brought up that the Coos County Warden Association is looking to have another dinner in May. Liz Miligan explained that the last dinner went really well, and they'd like to have another one. Select Board Chair, Norman Brown approved the Coos County Warden Association dinner, scheduled for May 12, 2026.

**The Library-** The Library will be having an event on June 30th from 4:30-8pm in the Community Center gym. The Select Board reviewed, and signed off on this.

**Disbursement of Funds for Fire Department Equipment-** Select Board Chair, Norman Brown asked if this was for the \$3,399 or if it was something different. Community member Dave Passios stated that the one that was signed and transferred to the Select Board was for the equipment that the fire department was able to use for the use of stabilizing vehicles. Dave explained that Larry Wells had come to the Select Board about this. The Select Board reviewed and signed off on this.

**Thank You Letters-** The Select Board reviewed three thank you letters that were given to the town from the Red Cross, The Back Pack Program and the Lancaster Food Pantry.

**Wayne Pascal: Cemetery Lots-** Select Board Member, Terri Larcomb asked Wayne Pascal what he wanted to know about the cemetery. Wayne stated that he wanted to know about the lot that his parents had, and how many sites are left in that lot. Select Board Chair, Norman Brown told Wayne to submit his question to the Select Board in writing so that they can look into it and get back to him with the correct information. Wayne said he was ultimately just looking for who to talk to about it. Select Board Member, Terri Larcomb told Wayne to contact Chief Miligan.

**Select Board Chair, Norman Brown made a motion to adjourn the meeting at 7:59pm. Select Board Member, Kevin Meehan seconded the motion, and with no further discussion, the motion passed unanimously.**

**\*\*\*\* Next Select Board meeting is scheduled for May 11, 2026\*\*\*\***

Respectfully Submitted by:

A handwritten signature in cursive script, appearing to read "Megan Wells", written in black ink. The signature is fluid and extends to the right with a long, sweeping underline.

Megan Wells