

**Town of Jefferson**  
Office of the Planning Board

**Minutes**

January 8, 2019

**Members present:** Chairman Donna Laurent; Jason Call, alternate; Gil Finch, Jeff Young

**Absent:** Gordon Rebello, Michael Meehan, Kevin Meehan, Selectmen's representative

**Others present:** Charlene Wheeler, Board secretary

In the absence of a regular member, Jason Call was designated a voting member for this meeting.

**Minutes**

A spelling error of a name was noticed and corrected. Jeff Young made the motion to approve as amended the minutes of the December 11, 2018 meeting, seconded by Jason Csil. The vote to accept the motion was unanimous.

**Revision of Road Standards**

The Board again addressed the draft of revisions to the town's road standards. Board members went through the document again addressing the points identified for further discussion, editing, or clarifying. Agreement was reached on a number of points. Attached to these minutes is a list of the Board's discussion points. The Board secretary will contact Burr Phillips for clarifications and research points as outlined.

**Communication**

Copies of Selectmen's minutes were circulated. Because of the lateness of the hour no other pressing communications were discussed but will be postponed until the next meeting.

Jeff Young made a motion to adjourn the meeting, seconded by Gil Finch. The meeting was adjourned at 9:05 p.m.

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Charlene Wheeler  
Secretary to the Board

## Discussion Points on Road Standards Draft

Section 1.2 – Add another bullet which says: “Minimum disturbance of existing terrain and natural features”

Section 2.2 – Clarification of statement: This means when an existing road becomes part of a new proposal for a subdivision or off-site improvement of a road which would lead to a large new development. The Planning Board may require the upgrading.

Sections 3.4 and 3.4 – Clarification needed on the difference between street and road. (Contact Burr Phillips of Civil Solutions)

Section 4.1.3 – delete “including Accessory Dwelling Units”

Re-number Section 5

Section 5.2.3 – second bullet – change contours to 5 ft intervals

Section 8.2.2 – Add NFPA standards (National Fire Protection Association recommendations for emergency vehicles)

Section 8.3 – the minimum right-of-way width shall be 50 ft.

Section 8.8.1 – the minimum longitudinal grade of streets is currently ½ % in current regulations, should it be changed to 1%? Which direction is longitudinal? (Contact Burr Phillips of Civil Solutions)

Section 8.8.5 – Roads should be kept as straight as possible – clarify. (Contact Burr Phillips of Civil Solutions)

Section 8.10.1 & .2 & .3 – Change 25 dwelling units to 15 dwelling units

Section 8.12 – “The town shall” enforce regulations when permitting driveways

Section 8.14 – Clarify curbing restrictions. (See catch basins)

Section 9.3.1 – Clarify locations of catch basins (Contact Burr Phillips of Civil Solutions)

Section 16.1 – Recorded at Coos County Registry of Deeds

Section 19.1 – There is a 2-year limit to a substantial start on construction

Section 20 – How does this compare to how this has been done in the past? A petition signed by 25 registered voters or 2% of voters needed. Everyone who owns lots on said road must agree. Petition as worded placed on town meeting warrant for a vote.

Amendment then offered to accept road after a majority vote to accept and then town's agent confirms road meets town's current road standards. Do state regulations outline these steps? More research is needed. What is cost of requiring a maintenance bond to those owning land along road?

Exhibit B – Typical Driveway layout – Discussion on minimum distance from property line. Compromise to label it “suggested 10’ minimum