

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

**Minutes**

March 28, 2017

**Members present:** Chairman Jeff Young; Donna Laurent, Michael Meehan, Gil Finch, Jason Call, alternate; Kevin Meehan, Selectmen's representative; Gordon Rebello

**Absent:** Charles Muller

**Others present:** Charlene Wheeler, Board secretary; Alexander Mackay, Burr Phillips

In the absence of a regular member, Jason Call was designated a voting member. Al Mackay has been appointed as an alternate by the Board of Selectmen but needs to take his oath of office.

**Minutes**

Gordon Rebello made the motion to approve the minutes of the February 28, 2017 meeting, seconded by Gil Finch. The vote to accept the motion was unanimous.

**Hearing – Goulet and Guilfoyle - BLA**

The application to change the boundary line between Lots 2B and 2C, Map 6 on Turnpike Road had to be continued to the Board's next meeting on April 11 as the applicants nor their agent were at this meeting.

**Consultation on Roads**

Burr Phillips has been retained by the Planning Board to act as their agent when roads are required to be built as well as utilities installed and to advise the Board on engineering issues. He was at the meeting to consult on the required road in the Stanley subdivision, conditionally approved at the Board's last meeting. He also was there to advise the Board on possible revisions or needed clarifications of required road standards as outlined in the Subdivision Regulations. The protocol to follow to ensure road construction to those standards by the applicant also needed to be discussed. Mr. Phillips works for several area towns and presented the Board with a copy of the road design and construction standards from the town of Jackson, NH as an example. The Board secretary will make copies for distribution as a reference for Board members to study. Mr. Phillips also referred to the recommended Technical Standards for New Roads from the (University of New Hampshire) UNH Technology Transfer Center. Board members each have a copy of this document. Jason Call asked if towns started at the same base of information and Mr. Phillips said they did and usually filled in to give reasons for requiring such standards. The Board agreed with the protocol as outlined by Mr. Phillips for ensuring roads are constructed to town standards for roads. The applicant supplies an engineer's design of the proposed road with drainage/drainage calculations. Mr. Phillips reviews the design for compliance with town's road standards and the applicant's engineers make revisions if necessary to bring the design into compliance. They will also work out a plan for road inspection during construction. Utilities are included in the plan but their installation is not usually checked by the town's agent. It was mentioned

that some towns require utilities running along roads be installed at least 30 inches below the surface. Mr. Phillips also left copies of the Engineering Review Agreement and Authorization to Proceed form he uses and his Professional Service Agreement. Copies will be made for all members to read and approve at the Board's next meeting.

Much of the discussion then focused on the current road issue before the Board, the proposed new road section of the Stanley conditionally approved subdivision. The file from the Stanley's first subdivision of the property was located to understand what was done 10 years ago. Perry Goodell was acting as agent for the town at that time. Jason Call said the new proposed section of road should be built to town specification and Gill Finch agreed. There was a discussion about drainage requirements since the new proposed road is already partially constructed. Plans for utilities needed to be included in the design. The design of the road depends on how many lots it must serve. Concern was also expressed about the grade in the hammerhead where trucks need to turn.

Donna Laurent made the following motion, seconded by Jason Call:

“Property owner/developer must submit an engineer's design of the new section of road to comply with the town's road standards for this number of lots. This new section of road is to run from the end of the existing road's paved surface ending with and including the hammerhead turn around area. Whereby some of this new section is already partially built, the owner/developer shall demonstrate that the already constructed portion meets town road specifications under Section 7 of the Jefferson Subdivision Regulations, including gravel boring. Any design for the new section of road must include plans for the installation of utilities.

Before any construction begins on the new section of road, through its agent, Burr Phillips, must approve the engineer's road design and construction plan. Mr. Phillips will work out a plan for road inspection as construction is occurring until the road's completion.

If at a future time further development of the property is proposed creating more lots, the Board may require the entire road, from the entrance on US Route 2 along its entire length to its termination, be evaluated and brought up to the town's road standards if such improvement is needed from its then current condition.”

The vote to accept the motion was unanimous. The Board secretary will send copies of this motion to Mr. Burr. Mr. and Mrs. Stanley will also be sent a copy plus reference to documents for information.

### **Financial Report**

Gordon Rebello made the motion to accept the financial report, seconded by Michael Meehan. The vote to accept the motion was unanimous.

### **Reappointment of Members and Election of Officers**

It was with much regret the Board accepted the resignation of Board member Charles Muller. He served for several years, sharing his expertise and insights. The Board thanks him for his volunteer service.

Michael Meehan, seconded by Jason Call made the motion to nominate Donna Laurent, and Gil Finch for another term and that Jason Call serve another term as a regular member instead of an alternate. The vote to accept the motion was unanimous.

Jeff Young made the motion Donna Laurent be named chairman and Gordon Rebello be named vice chairman, seconded by Michael Meehan. The vote to accept the motion was unanimous.

### **Communications**

Alexander Mackay was reminded to take his oath of office with the Town clerk and was given a binder of materials for reference and a Planning and Land Use Handbook.

Jeff Young said he wanted to attend the 29<sup>th</sup> Annual Spring Planning and Zoning conference in Concord on April 29 and the Board secretary said she would obtain the agenda and registration form for him.

Copies of Selectmen's minutes were circulated.

A notice of decision granted by the Board of Adjustment for a variance to Eric and Janice Matthews to construct a shed closer to a lot line than allowed was circulated.

The March/April issue of *Town and City* was circulated.

Michael Meehan made a motion to adjourn the meeting, seconded by Donna Laurent. The meeting was adjourned at 9:00 p.m.

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Charlene Wheeler  
Secretary to the Board