

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

**Minutes**

January 22, 2019

**Members present:** Chairman Donna Laurent; Michael Meehan, Gil Finch, Jeff Young

**Absent:** Gordon Rebello, Jason Call, alternate; Kevin Meehan, Selectmen's representative

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

**Minutes**

An error was noted, Donna Laurent should have been identified as chairman. Jeff Young made the motion to approve as amended the minutes of the January 8, 2019 meeting, seconded by Gil Finch. The vote to accept the motion was unanimous.

**Financial Report**

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

**Hearing – Eversource request**

A letter has been received from Eversource requesting the Jefferson Planning Board hold a public hearing pursuant to RSA 231:158. The purpose of this hearing is to give notice that Eversource will be doing trimming and removal of trees on Ingerson Road in Jefferson because the town has designated Ingerson Road a scenic road. Eversource has contracted with Asplundh Tree Expert Company to do this work. Jeff Young made the motion the Board schedule a public hearing for Tuesday, February 12 during a regularly scheduled meeting, seconded by Donna Laurent. The vote to accept the motion was unanimous. Postscript: The date was later revised to February 26 to allow time for successive week notices to be placed in newspapers as required by the RSA.

**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. The Board secretary explained the points that were discussed with Mr. Phillips of Civil Solutions. Agreement was reached on a number of points. Attached to these minutes is a list of the updates to the Board's discussion points. The Board secretary was asked to give a copy of the proposed Section 20 – Acceptance and Maintenance of Roads to the Select Board for their comment.

**Communication**

Board members read a draft of the Planning Board's yearly report to the town. Jeff Young made the motion to approve the draft, seconded by Michael Meehan. The vote to accept the motion was unanimous.

Meetings to discuss the results of the recent school survey have been scheduled at the former Jefferson Elementary School for Thursday evening January 31 and Saturday morning February 2.

Copies of building permits were circulated.

Copies of Selectmen's minutes were circulated.

Jeff Young made a motion to adjourn the meeting, seconded by Michael Meehan. The meeting was adjourned at 8:15 p.m.

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Charlene Wheeler  
Secretary to the Board

## Discussion Points with Burr Phillips of Civil Solutions on Road Standards Draft

Mr. Phillips confirmed many of the points and changes made to the draft document as listed in the Board's last meeting minutes.

Sections 3.4 and 3.4 – Clarification was needed on the difference between street and road. Mr. Phillips said a road is any way, public or private, which may not meet the standards as outlined in this draft. For example, a logging road, a gravel road barely wide enough for two vehicles, etc. A street would have a 50' right-of-way with appropriate culverts, ditching, etc. meeting town standards.

Section 8.2.2 – Add NFPA standards (National Fire Protection Association recommendations for emergency vehicles). Mr. Phillips confirmed this was a necessary addition.

Section 8.8.1 – the minimum longitudinal grade of streets is currently  $\frac{1}{2}$  % in current regulations, should it be changed to 1%? Mr. Phillips said the longitudinal grade runs in the direction of the yellow line down the center of a road. The smaller grade allows for better ditching along the road. A 1% grade may not allow for deep enough ditching in some locations and the ditches won't drain well.

Section 8.8.5 – Roads should be kept as straight as possible – This allows for a lower grade to the road. If there is a steeper grade with more curves, erosion down the road becomes more of a problem during heavy rains, etc.

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

Section 9.3.1 – Clarify locations of catch basins – Mr. Phillips said catch basins are commonly found in a right-of-way to allow draining of water. They are covered with gratings or other coverings so vehicles can travel over them if necessary.

Section 20 – Mr. Phillips indicated the cost of requiring a maintenance bond to those owning land along road usually is about 2% to 3% of the bond total. A bond issued for \$10,000. would then cost \$200 to \$300. Board members asked the Board secretary to make a copy of this particular section of the draft to give to the Select Board for comment before finalizing any wording for this section.

Exhibit B – Typical Driveway Layout – Distance of driveway to boundary line should be labeled “ a suggested 10 feet minimum.