

Town of Jefferson

Office of the Planning Board

Minutes

January 9, 2018

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

Absent: Gil Finch

Others present: Charlene Wheeler, Board secretary; Burr Phillips

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

Minutes

Jeff Young made the motion to approve as read the minutes of the November 28, 2017 meeting, seconded by Michael Meehan. The vote to accept the motion was unanimous.

Road Standards

Burr Phillips of Civil Solutions, retained by the Planning Board as an engineer to assist them on updating the town's road standards, began a discussion on his recommendations. He has compared the town's current regulations with a model now being used by the town of Jackson. He has assisted several towns before Jackson. He believed this model was worth considering as it benefitted from using what has worked well for the towns before it. Gordon Rebello referred to pages 13-16 in the Jefferson Subdivision Procedures and Regulations including a diagram. Mr. Phillips indicated additional diagrams are needed to deal with roads being constructed on steeper slopes and described some of the conditions in such situations needing to be addressed. Reference was made to Section 7.6 which limits grades to a maximum of 8% in the Subdivision Regulations. The location of a driveway entrance is also important. Factors to be considered are line-of-sight down the road, access for safety vehicles or delivery trucks, slope, water runoff, need for culverts, etc. Kevin Meehan explained the roll of the town's road agent in approving the location of a driveway when the Selectmen receive an application for a building permit. Sometimes the town has the property owner sign a form releasing the town from liability if there is such a driveway would keep emergency vehicles or others from accessing the property. The driveway's location could also have an effect on a neighboring property or properties if, for example, water drainage becomes a problem or a fire spreads when the fire department can't reach it. Clarifying driveway regulations would help Selectmen when dealing with applications. The town's road agent should be giving input when Mr. Phillips brings his draft of revised road standards to the Planning Board. Michael Meehan referred to Section 7.11 and said the town generally required hammer heads rather than a cul-de-sac and Mr. Phillips said that wouldn't be a problem. The maximum length of a road or the need for more than one entrance to a road in a larger subdivision road was discussed. The need to update the procedure to ensure correct constructions of a new road required of a subdivider, to ensure the road's maintenance over time, and the issues involved in the town adopting a private road as a town road was

discussed as well. Board members agreed the road standards should be a stand alone document and referenced in the Subdivision Procedures and Regulations. Mr. Phillips said he had a good idea of what he now needed to do and will come back to the Board with a draft for them to discuss. The Board thanked Mr. Phillips and he left the meeting.

Financial Report

Jeff Young made the motion to accept the final financial report for the previous year, seconded by Gordon Rebello. The vote to accept the motion was unanimous. Jeff Young made the motion to approve the invoice #1017, December 31, 2017 from Mr. Phillips for payment, seconded by Gordon Rebello. The vote to accept the motion was unanimous.

Communications

A copy of a building permit was circulated.

An inquiry from Sean Foley asking about placing campers on a property for guests was read. The Board agreed that this should not be allowed.

Information about repair work on the Portland Pipeline running in the area behind Santa's Village and the application to the NH Department of Environmental Service was examined.

Copies of Selectmen's minutes were circulated.

Jeff Young made a motion to adjourn the meeting, seconded by Jason Call. The meeting was adjourned at 8:50 p.m.

Charlene Wheeler
Secretary to the Board