

Town of Jefferson
Office of the Planning Board

Minutes

October 23, 2018

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

Absent: Gordon Rebello, Gil Finch

Others present: Charlene Wheeler, Board secretary

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 October 9, 2018 meeting, seconded by Michael Meehan. The vote to accept the motion was unanimous.

Communication

A copy of a building permit was circulated.

Copies of Selectmen's minutes were circulated.

Copies of zoning regulations for recreational vehicles and campgrounds from the towns of Bath, Lancaster, and Alton were given to members for reference. The Board secretary reported she had a meeting with Jennifer Kenison who with her husband Mike are planning a campground on land they own on Route 116. It was clear they have already done a lot of research and it was recommended to Mrs. Kenison that they have consultations as needed with both the Zoning Board of Adjustment and the Planning Board before they spend large sums of money on an engineering firm to produce a final plan for applications to both Boards.

Unfinished Business

Selectmen have requested the town's Master Plan needs updating which is the responsibility of the Planning Board. The information gathered from the anticipated school survey being done can be used but there are many other components to the Master Plan that need to be examined. An additional survey needs to be done to assess where the citizens see the direction of our town going in the next 10 years. Copies of the last three surveys done by the town and a survey recently completed by the town of Whitefield were given to Board members to prepare for a discussion. June Garneau of Mapping and Planning Solutions in Whitefield assisted the town of Whitefield. Board members thought she should be contacted to see what help could be offered and at what cost. Budgeting for this project needs to be considered for the coming year.

The Planning Board returned to working on revisions to the town's procedures and regulations for new roads. Members discussed points of the rough draft of street design and construction standards prepared by Burr Phillips of Civil Solutions. When in final form, these revisions are to be referred to and attached to the town's Subdivisions Procedures and Regulations as a separate section. Jeff Young made the suggestion the Board just adopt NH Department of Transportation (DOT) design standards for roads and bridges but other members felt these were already referenced in the rough draft. Also, the town's roads are usually class V roads and fall below the requirements for class I – IV roads maintained by the state.

Chris Milligan has already submitted to the Board for reference a fire code review for new buildings and subdivisions. In particular, a summary of how all fire access roads must meet the requirements of the fire code and chapter 11 of NFPA 1. Mark Dubois, the town's road agent, who had been given a copy of the draft, was contacted by Kevin Meehan. Mark said he could see nothing that needed changing at this point. He would read the standards again when finalized to see if he thought any other change was required. A suggestion was made to obtain a more recent 2016 copy of NH DOT Standard Specification for Road and Bridge Construction to replace the 2006 version the town owns as a reference.

Board members proceeded to go through the 27-page document discussing different points that were highlighted from their last discussion. Sections 2.2 (upgrading existing roads when a new proposal is received), 4.1.1.1 (removing accessory dwelling units), 8.3 (right-of-way), 8.10.1 (street serving more than 25 dwelling units), and 8.14 (curbing) were addressed. It was noted that perhaps the numbering system for sections could be made less confusing. The Board will continue their discussion at upcoming meetings.

Michael Meehan made a motion to adjourn the meeting, seconded by Jeff Young. The meeting was adjourned at 8:35 p.m.

Charlene Wheeler
Secretary to the Board