

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

**Minutes**

October 8, 2019

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

**Absent:** Kevin Meehan, Selectmen's representative

**Others present:** Charlene Wheeler, Board secretary; Nancy DeCoursey, Conservation Commission; June Garneau (MAPS), Olin Garneau

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

**Minutes**

Donna Laurent made the motion to approve the minutes as read of the September 23, 2019 meeting, seconded by Gordon Rebello. The vote to accept the motion was unanimous.

**Hearing – Continued – Kenison Campground**

The Board secretary reported there were no updates.

**Master Plan**

Board members met again with June Garneau and Olin Garneau of Mapping and Planning Solutions (MAPS) to continue the work sessions on the new 10-year Master Plan. Ms. Garneau gave members copies of the town statistics discussed at the last work session. No changes were made. She showed the Board an example of the survey printed as a mailer that could be completed and easily returned without having to use envelopes. The post office has already been consulted to make sure the size and weight is acceptable and only a single stamp would be needed to return the survey to the town office. One survey will be distributed in a mass mailing to each mailing address in the town and one survey will be addressed and directly mailed to each tax payer with an address outside the 03583 zip code. Any member of a household 16 years of age and older will be encouraged to complete a survey. Extra surveys will be available at the town office and the library. Local residence could drop off their survey responses at the town office or return them by mail. A postage stamp to return the survey by mail will be on each survey sent to other than the 03583 zip code. The survey can also be completed on-line.

Board members again examined the current working version of the survey. A typo error was identified in question #24, the word "be" to be inserted. Question #25 was edited to read "Should the Town support or build a SKATE PARK?" The Board appreciated the input from Nancy DeCoursey, representing the Conservation Commission. The Commission is being asked to draft a short section for the Master Plan using their natural resources survey as reference. Those in attendance each completed the survey to get an idea of the average time for completion which turned out to be about 15 minutes. Board members felt the directions needed to be highlighted more on the Introduction page so it was understood anyone in a household 16 years of age or older could complete a survey form, where extra surveys would be available, how surveys can be completed on-line, and how the surveys can be returned. Maybe this could be printed in color to emphasize the directions. A photo of a location in the town is to be included on the survey. What should it be? It was suggested Jean Kenison be contacted for help.

Discussion turned to advertising the mailing of the survey by poster, in the newspapers (particularly the *North Woods Weekly*), or by mailing. The Board secretary will check with the Select Board and Mary Gross, tax collector to see if an insert can be placed in the property tax bills. She will also arrange for labels needed for mailing to tax payers living outside the Jefferson zipcode. Ms. Garneau said she is aiming for a December 1 mailing with a January 30 return deadline. The Board will again meet with Ms. Garneau on November 12 when the next work session is scheduled. June Garneau, Olin Garneau, and Nancy DeCoursey left the meeting.

### **Financial Report**

Jason Call made the motion to approve the financial report, seconded by Michael Meehan. The vote to accept the motion was unanimous.

### **Communication**

Copies of building permits were circulated.

Copies of Selectmen's minutes were circulated.

The Zoning Board of Adjustment is hearing an application on Thursday, October 17 from Michael Fraser for a Special Exception to operate the Old Iron Dog Inn.

### **Unfinished Business**

Board members continued their discussion on defining short-term rentals. An idea was offered to not change the list of Special Exceptions since Lodging Units and Tourist Accommodations are already listed there. The definition of such units and accommodations can be expanded to be more specific giving better reference guidelines. The town attorney was contacted for advice about the definition discussed at the Board's previous meeting and the response indicated it sounds fine. However, she said the Board needs to be mindful if they don't think such units are already considered needing a Special Exception to operate, such units already in existence would be considered grandfathered. Otherwise owners would have to prove they were operating before any changes to the Land Use Ordinance were approved. Some members of the Board believe Lodging Units and Tourist Accommodations can already be considered short-term rentals. How regulations and ordinances are enforced seems to be a concern. The town has no code enforcement officer or building inspector. The fire department does do safety inspections but only for certain structures. Is there a need for at least a part time code enforcement officer in the town? The Board secretary was asked to contact June Garneau to request another question somehow be inserted in the Master Plan survey: "Would you be in favor (or support) a code enforcement officer/building inspector?" The Board secretary will contact June Garneau. Because of the lateness of the hour further discussion was postponed until the Board's next meeting.

Gil Finch made a motion to adjourn the meeting, seconded by Donna Laurent. The meeting was adjourned at 8:50 p.m.

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Charlene Wheeler  
Secretary to the Board