

Town of Jefferson
Office of the Planning Board

Minutes
November 12, 2019

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

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

Others present: Charlene Wheeler, Board secretary; Will DeCoursey, June Garneau (MAPS), Olin Garneau

There was no quorum of members at this meeting. Any vote taken therefore is not valid. Any items at this meeting which needed to be voted on by the Board will again be addressed at the Board's next meeting.

Minutes

Gil Finch made the motion to approve the October 22, 2019 meeting minutes, seconded by Michael Meehan. The vote to accept the motion was unanimous. **(This item needs to be addressed again.)**

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 showed the Board an example of the survey printed and folder 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. The Board secretary gave June labels with addresses for those going to other than 03583 zip codes. 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. There will be no extra postage stamp included to return the survey by mail. The survey can also be completed on-line and it is hoped many of the town's citizens will respond in this manner. June, Olin, and the Board secretary had all proof read both the hard copy and on-line versions of the survey. Ms. Garneau said she is still aiming for a December 1 mailing with a January 30 return deadline. The small version of the survey mailer is attached to these minutes.

Discussion turned to advertising the mailing of the survey by poster, in the newspapers (particularly the *North Woods Weekly*), or by mailing. It was noted Wilma Corrigan is a correspondent for the *Democrat* and should be contacted. Will deCoursey said Kate Savage maintained an account on Facebook about town events. She should be contacted. Signs have been posted at the town office, the post office and the library. One could be put up at the transfer station. The Board secretary had made copies of the sign and they were available for posting.

Board members then examined an outline sheet of the tasks need to be completed as and after the surveys are returned and collated, who would be the department responsible, and the contact person for each. The Zoning Board of Adjustment was added to the list of departments. A sheet of a preliminary sample of questions for each department was also examined. Both of these sheets are attached to these minutes. Kathy Marshall was mentioned as a contact person for the town office; Kevin Meehan for the Select Board as chairman; Chris Milligan for the Fire Department, Joe Marshall for the Historical Society; Norman Brown, for the police, Joy McCorkhill, for the library; Dave Govatski, for the Conservation Commission; Jason Call for the Athletic Association; and Jimmy Howland or Bruce Hartford for the transfer station. Also, someone representing the White Mountains Regional School District needs to be involved. The Board secretary was asked to collate the number of subdivisions, boundary line adjustments, mergers, and consultations for each of the last 10 years for which the Board was responsible to show an overall pattern.

The Board will again meet with Ms. Garneau on December 10 when the next work session is scheduled. Tentative work dates of January 14, February 11, and March 24, 2020 were also planned. June Garneau and Olin Garneau left the meeting.

Financial Report

Michael Meehan made the motion to approve the financial report, seconded by Gil Finch. The vote to accept the motion was unanimous. **(This item needs to be addressed again.)** It was noted that the Planning Board will be asked for its 2020 budget proposal soon, probably in December. The 2020 budget will be discussed at the Board's December 10 meeting.

Communication

Copies of Selectmen's minutes were circulated.

Other Business

Will DeCoursey expressed an interest in serving as a member of the Planning Board. Michael Meehan made the motion Mr. DeCoursey be recommended to the Select Board for an appointment as an alternate member to the Planning Board. The motion was seconded by Gil Finch. **(This item needs to be addressed again.)**

Since the Board's next meeting is the Tuesday (Nov. 26) before Thanksgiving, the Board has cancelled this meeting unless some item of urgent business needs to be addressed. The Board's next meeting will be December 10. The Board's December 24 meeting is cancelled as that is Christmas Eve.

The meeting was adjourned at 7:55 p.m.

Charlene Wheeler
Secretary to the Board