

Town of Jefferson
Office of the Planning Board

Minutes
March 26, 2019

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

Absent: Gordon Rebello, Kevin Meehan, Selectmen's representative

Others present: Charlene Wheeler, Board secretary; Jen Kenison, Mike Kenison, Earl Brooks, Sally Brooks, Kathy Conway, Dave Conway, Mike Carbonneau, Burr Phillips

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

Minutes

Jeff Young made the motion to approve the minutes of the February 26, 2019 meeting, seconded by Gil Finch. The vote to accept the motion was unanimous.

Hearing – Kenison Campground

The public hearing was opened to consider the application of Michael and Jennifer Kenison, 43 Bailey Road (Rt. 116), Jefferson, to develop and operate a 250-site campground being planned to be completed in stages of about 50 sites each over a period of time. This property is located on Bailey Road, Jefferson, NH, Tax Map 5A, Lot 47. Jason Call, who is also a member of the Zoning Board of Adjustment (BOA), updated those present on the hearing held by the BOA on March 14 at which the Kenison were asking for a Special Exception to operate such a campground. The Special Exception was granted (pending final approval from the Planning Board) with conditions for posting signs and/or fencing and a return to the BOA if a variance is required at a future time. Mike Carbonneau of Connecticut Valley Designs in Littleton presented the Board with copies of an updated plat. The scope of the project has been reduced to 97 sites occupying about 85,000 square feet (just under 2 acres). The Kenisons have decided to reduce the size and scope of their plan because any disturbance of ground over 100,000 square feet in a commercial enterprise in a 10-year period would require an alteration of terrain permit from the federal Environmental Protection Agency and the NH Department of Environmental Services. This would be a costly and time consuming process. The Board's engineer noted that ranging and grading for design is needed. A storm water permit will be required for intent of disturbance of more than 1 acre. Mr. Carbonneau is a licensed septic designer. He said his license was all that was needed to produce the information and the plat required. Board members were not sure they agreed. Much more information needs to be shown on the plat. What was in front of them presently was just a conceptual plan. Mr. Carbonneau estimated the required septic system capacity. Each site would require about 45 gal. capacity per day. Jason Call asked if it was more realistic to plan for about 60 gal. per day. Mr. Carbonneau noted these sites would be seasonal, May to October only. There would be a comfort station but no laundry facilities. The interior road to sites needs to be clarified with an engineer, can the existing gravel way be recycled? Mr. Carbonneau stated it was hard to give accurate estimates because of the snow cover. He believes the road is mostly gravel rather than grass covered. He indicated he was receiving help on the water system design from Kevin Sherman, a Jefferson resident and engineer, who works for Presby Environmental. Each site will be about 30' x 40' with a 10' x 30' pad of gravel. Is this enough space for additional parking? There are still a few sites closer to the lot line than 50'. The pad should be 50' from any lot line. Mr. Carbonneau was asked what types of soils were present? He said mostly Peru and Marlow. But no testing has been done. More information was needed, including a much more detailed final plat. The Board decided to open the hearing to questions and comments from the public. A question was asked about the interior road design. There is a two-way section into and out of the campground with a long one-way loop. The one-way length is proposed to be 8' in width, this from an RSA minimum Jen Kenison said she had located but didn't have the RSA number. She was asked to locate it and send it to the Board's secretary to confirm that. However, Jason Call said the town could exceed the minimum requirement and thought 10' in width would be better for emergency vehicles and large travel trailers. Pull offs into sites should be more of a Y design for ease in backing. Two-way sections should be a minimum of 18 feet in width. Input from the

town's Fire Chief would be helpful as to what is needed for the operation of emergency vehicles. Sites should be clearly labeled with a map given to the Fire Department so that emergency vehicles could quickly arrive where they are needed. He was invited but didn't attend the hearing. Kathy Conway indicated a permit will also be needed from the NH Department of Transportation for a driveway permit. How many patrons a day would be using the comfort station? There are no specific sites specified only for tenting. There are 3-way hookups of water, sewer, and electric planned for each site. A central dump station for RVs is not being planned at this time. There will be a group area for gatherings and a pavilion. Other people who are not campers are anticipated coming in for events. This area will have a comfort station of its own and probably add about 3 gal. per day per patron to the capacity need. The sites for the two septic system areas were described. What about electric lines. It is being planned they will come onto the site and connect to 2 poles and from there be installed underground. Gil Finch said he would recommend the Kenisons have someone from Eversource come out to the property to get a better idea what is needed and how much the cost will be before any final plan is agreed to. Jason Call asked Burr Phillips if he had any final thoughts to share. Mr. Phillips said the soil types are not very well draining. It may be necessary to construct a retention pond to give water a place to drain into. Jen Kenison described an area between their property and the town property where it does collect. There is also a seasonal brook running through the property but there is no setback rule from its banks that he is aware of. DES will want to enforce the alteration of terrain requirements. There was some discussion about the possible need for a variance from the BOA when the plan is finalized. Gil Finch led the Board in going through the Subdivision Checklist to confirm the items which should apply to the plat under discussion to provide the information the Board will need to arrive at its decision on approval. The application was judged to be incomplete at this time and the hearing was continued until a later agreed upon date. Those attending the meeting thanked the Board and left the meeting. Burr Phillips remained with the Board to discuss the draft of the road standards.

Tuttle Correction to Voluntary Merger

The Board has received a completed merger form & fees from attorney John Riff IV asking the voluntary merger of lots Robert and Pauline Tuttle made in 2006 be corrected. Their attorney had discovered discrepancies in deeds to their properties which didn't match the merger filing. Jason Call made the motion to approve the correction, seconded by Michael Meehan. Chairman Laurent signed the document and the Board secretary will file it at the Coos County Registry of Deeds.

Revision of Road Standards

A suggestion had been made by Chairman Laurent that perhaps bicycle paths along roads be addressed in the standards. It was decided to insert another bullet in the Purpose section on page 5 or in Section 2.3 about bike paths, snowmobile trails, recreational uses & safety. A few typo and grammatical errors were corrected. The Board secretary will print final draft copies for final approval. A hearing date for adoption of the Updated Road Standards was scheduled for the May 14th meeting.

Financial Report

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

Communication

June Garneau who worked with the town of Whitefield on their Master Plan update said she can meet with the Board at their April 23 meeting. Board members said the members of the Select Board and Board of Adjustment should be invited to attend.

An information sheet from North Country Council asking for input from communities on the 2020 Regional Transportation Plan was circulated.

Copies of building permits were circulated.

Copies of Selectmen's minutes were circulated.

The March/April issue of *Town and City* was circulated.

Nomination of Board Members and Election of Officers

Jeff Young made the motion to nominate Michael Meehan, Jeff Young, and Gordon Rebello to serve another 3-year term as members of the Planning Board. Donna Laurent seconded the motion. The vote to accept the motion was unanimous.

Donna Laurent nominated Jeff Young for the position as chairman, seconded by Gil Finch. The vote to accept the motion was unanimous.

Donna Laurent nominated Gil Finch for the position as vice chairman, seconded by Jason Call. The vote to accept the motion was unanimous.

Jason Call made a motion to adjourn the meeting, seconded by Jeff Young. The meeting was adjourned at 9:50 p.m.

Charlene Wheeler
Secretary to the Board