

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

**Minutes**  
April 23, 2019

**Members present:** Michael Meehan, Jason Call, alternate; Kevin Meehan, Selectmen's representative

**Absent:** Jeffery Young, Donna Laurent, Gil Finch, Gordon Rebello

**Others present:** Charlene Wheeler, Board secretary; Helene Josselyn, June Garneau and associates from Mapping and Planning Solutions, Rodney Houghton, Cindy Silver

Because there was not a quorum of members the meeting was informational only. No motions were made and no votes were taken.

**Master Plan**

June Garneau who has worked with the towns of Whitefield, Bethlehem, and Shelburne on their Master Plan updates met with the Board. She introduced her son Olin and associate Margaret who work with her. Members of the Select Board and Board of Adjustment had also been invited to attend. Ms. Garneau provided the Board with Bethlehem's and Shelburne's Master Plans to read. She is currently involved working with both the town of Whitefield to complete their Master Plan and with the town of Jefferson on its Hazard Mitigation Plan and Emergency Planning. Therefore, she would not be available to assist the Board until at least early fall. Board members felt this would not be a problem as the Board wouldn't be ready to be fully involved in this process until then. In order to have an idea of what the Board's plan of action will be and what it will cost to accomplish its ultimate goal she said she recommended 3 action items: 1. Compare the chapters from their current Master plan to those of Bethlehem's plan to determine which they want to cover. 2. Consider how the survey to gather information from the town's citizens should be mailed or distributed. And 3. Consider whether or not the town would like to hold a "Kick-Off" event to introduce residents to the planning process. (for inclusion). Based on the Board's decision on the scope of the plan as outlined above, Mapping and Planning Solutions will prepare a proposal. A next meeting with Ms. Garneau was scheduled for July 9 to discuss what the Board has decided. She will also be in communication after July 9 with the Board secretary to follow up to work out the details of a proposal. The Board thanked Ms. Garneau and her group and they left the meeting.

**Consultation – Josselyn/Miller BLA and Josselyn Subdivision**

Helene Josselyn was in to check with the Board about the Josselyn and Miller applications to adjust boundaries between Tax Map 2, Lot 7 owned by the Josselyn Trust and Tax Map 2, Lot 6C owned by Mr. Miller. And then Lot 7 would be subdivided into 3 lots, one containing 6.9 acres, one containing 8.53 acres, and one containing 5.55 acres all have frontage on North Road. Mrs. Josselyn was reminded that on one of the proposed

new lots there are 2 structures closer to a boundary line than allowed. Mr. Josselyn had previously said he would remove these structures rather than try to be granted a variance. Driveway permits from the state would have to be obtained. Mrs. Josselyn confirmed these issues were being addressed. Two new plats received from Gardner Kellogg, one for the boundary line adjustment and one for the subdivision were examined by Board members and no changes were requested. The Board secretary told Mrs. Josselyn she is in contact with Mr. Gardner about the checks for required fees. A hearing date is scheduled for May 14 and the Josselyns should receive a certified letter notifying them of the date. Mrs. Josselyn thanked the Board and left the meeting.

The meeting was informally adjourned at about 8:30 p.m.

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Charlene Wheeler  
Secretary to the Board