

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

**Minutes**  
May 22, 2018

**Members present:** Chairman Donna Laurent; Gil Finch, Jeff Young, Jason Call, alternate; Kevin Meehan, Selectmen’s representative; Michael Meehan

**Absent:** Gordon Rebello

**Others present:** Charlene Wheeler, Board secretary, Burr Phillips, Chris Milligan, Cindy Silver

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

**Minutes**

Michael Meehan made the motion to approve as read the minutes of the May 8, 2018 meeting, seconded by Gil Finch. The vote to accept the motion was unanimous.

**Road Standards**

Burr Phillips of Civil Solutions, commissioned to examine and recommend revisions to the town’s procedures and regulations for new roads, presented his rough draft of street design and construction standards to the Planning Board. Also in attendance at the presentation were Selectman Cindy Silver and Fire Chief Chris Milligan. 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.

Chris Milligan 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. Copies were given to all those attending. This document and Mr. Phillips’s draft are attached to these minutes.

Mr. Phillips proceeded to go through the 27-page document section by section, a process that took about two hours. At intervals questions, comments, or more lengthy discussions followed. References were made to conditions and problems particular to the town of Jefferson. The Board agreed this was an excellent start but more discussion on certain points was needed before a final draft can be presented for final approval. Copies of this first draft will be given to Mark Dubois, the town’s road agent, and Tom Brady, Selectman, who weren’t at the meeting for their input as well.

Board members thanked Mr. Phillips for his work as well as Chris Milligan and Cindy Silver for their input before they left the meeting.

### **Consultation – Lovejoy, Colburn, & Labore**

An application had been received from Gardner Kellogg representing Frederick Lovejoy, Glen and Cindy Colburn and Mark and Denise Labore for a proposal to adjust boundary lines. These properties are located on Belle Hunt Road, Tax Map 9, Lots 34, 35, 36, & 37 and on Ingerson Road, Tax Map 9, Lots 30, 39, & 40.

Because of surveying errors made many years ago when the original subdivision was drawn, there was disagreement among lot owners as to where the actual boundaries should be drawn. In superior court the three owners finally agreed to the new boundary lines shown on the plat presented to the Planning Board in this boundary line application seeking the Board's approval. However, the agreement makes two of the non-conforming lots (under two acres) even smaller and two presently conforming lots (over two acres) into now non-conforming lots (under two acres). Two of the four lots already contain residences and smaller out buildings. Lots do not have 200 feet of road frontage.

The Board sought advice from the town's attorney who said the applicants need a variance from the Zoning Board of Appeals in order for them to proceed. If this is the case, a joint hearing with both boards could be scheduled to save time and some of the fees. The Board secretary had also contacted Gardner Kellogg to update him on the Board's concerns and Mr. Kellogg said the hearing on the application originally scheduled for June 12 could be postponed. Planning Board members agreed the applicants need to seek variances from the Board of Adjustment. Jason Call asked if granting an equitable waiver by the Board of Adjustment was possible rather than a variance. Could making as a condition of approval the merging of the smallest lot to a larger abutting lot with the same owner be possible? The Board secretary will again contact the town's attorney. A hearing on the application originally scheduled for June 12 has been postponed.

### **Unfinished Business**

Because of the lateness of the hour Board Members took copies of the financial report and Selectmen's Minutes with them to read with action or discussion postponed until the next meeting. The summer schedule has also been postponed because of current business before the Board needing to be addressed.

Jeff Young made a motion to adjourn the meeting, seconded by Michael Meehan. The meeting was adjourned at 9: 05 p.m.

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Charlene Wheeler  
Secretary to the Board