

Town of Jefferson
Office of the Planning Board

Minutes
July 23, 2019

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

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

Others present: Charlene Wheeler, Board secretary

Minutes

Michael Meehan made the motion to approve the minutes of the July 9, 2019 meeting, seconded by Gordon Rebello. The vote to accept the motion was unanimous.

Hearing – Continued – Kenison Campground

There were no new updates.

Master Plan

The Board secretary reported she had met with June Garneau of Mapping and Planning Solutions (MAPS) on July 19 to discuss the final proposal of MAPS providing assistance in developing the town's new 10-year Master Plan. It was again emphasized the Board members wanted an easily read document which doesn't get bogged down with too many statistics, charts and descriptions. MAPS proposal included scheduled meetings to meet with the Board and other community shareholders in the process, printing and mailings of the survey, compilation and analysis of survey results, writing and printing the final report, and distribution (3 hard copies and 4 digital copies) of the Master Plan. Every Door Direct Mail of surveys will be sent to all town residents and direct mailings to those living in other zip codes. The Board secretary will assist in providing address labels, etc. Anyone 16 years of age or older in a household will be asked to complete a survey. Surveys will be made available in public places within the town and online. It was agreed that other groups and organizations in the town should be involved in the process of identifying concerns of the town's citizens and survey questions that may be important to ask. The Board did not feel a special event to kick off the survey needed to be planned other than published advertisements and posters around town after a noticed public meeting to explain the survey and answer questions. Other town officials and departments, members of boards, library, historical society, conservation commission, athletic association, town businesses, as well as other stakeholders will be asked to participate in the process of developing the Plan. MAPS will be responsible for printing and mailing surveys and printing the final report (3 hard copies and 4 digital copies). A list of the chapters and sections that will be included in the Plan were listed. A vision statement will be written after results of the survey were known. The whole process is estimated to take anywhere from twelve to twenty-four months to complete at a cost of \$15,000. The \$15,000 will be paid in three increments of \$5000. each, the first to be paid in September. Board members confirmed the town had voted to budget \$16,500 for

developing the Master Plan. Gordon Rebello made the motion to accept the proposal from MAPS, seconded by Michael Meehan. The vote to accept the motion was unanimous. Chairman Young signed the agreement. The Board secretary was designated as the lead contact.

The first meeting date to work on the plan is scheduled for September 10. Board members wanted some direction as to what they should be working on between now and this meeting to make it more productive. The Board secretary will contact June Garneau to find out what should be done. Board members again examined questions on past town surveys plus the recent survey Whitefield had done. They will come to the next meeting with the questions addressing areas or ideas they think should be discussed. It was agreed the town hall could be used, if needed, for a larger number of people attending a work session as it is close to items which may be needed in the town office.

Communication

Copies of Selectmen's minutes were not available because of a printer malfunction which is being corrected.

A decision of the Zoning Board of Adjustment granting a variance to Rodney Monahan to place a structure closer than 50' to a lot line was announced.

Michael Meehan made a motion to adjourn the meeting, seconded by Gil Finch. The meeting was adjourned at 8:15 p.m.

Charlene Wheeler
Secretary to the Board