

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

**Minutes**  
July 9, 2019

**Members present:** Chairman Jeff Young; Gil Finch, Michael Meehan, Kevin Meehan, Selectmen's representative; Gordon Rebello

**Absent:** Donna Laurent, Jason Call, alternate

**Others present:** Charlene Wheeler, Board secretary; June Garneau, Olin Garneau

**Minutes**

Michael Meehan made the motion to approve the minutes of the June 25, 2019 meeting, seconded by Gil Finch. The vote to accept the motion was unanimous.

**Hearing – Continued – Kenison Campground**

The Board secretary had spoken to Daniel Flores, from SFC Engineering in Windham, NH who was asking for information about Jefferson's ordinances and regulations.

**Master Plan**

Board members met with June Garneau and Olin Garneau of Mapping and Planning Solutions (MAPS) to discuss the scope of the new 10-year Master Plan. Board members wanted an easily read document which doesn't get bogged down with too many statistics, charts and descriptions. Ms. Garneau presented the Board with an agenda to determine which chapters and sections were wanted in the Plan and to determine which maps should be included. Some of the listed maps were probably not needed. A discussion of how surveys should be distributed followed. Anyone 16 years of age or older in a household should be asked to complete a survey. Sending the survey by Every Door Direct Mail within the town, direct mailing it to any land owners who have out of town addresses, making surveys available in public places within the town and online should all be done. 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).

Board members discussed a list of potential chapters and sections that could be included in the Plan. It was decided to write the vision statement after results of the survey were known. A chapter on utilities and public services should be combined with the chapter on energy. Community design and neighborhood or village plans can be discussed in both the chapter on land use and the chapter on community facilities. Other chapters to

be included are transportation and roads, population and housing, economic development, natural resources, natural hazards and climate, recreation, and historic resources, regional considerations, plan implantation, and maps.

The maps chosen were:

1. Community facilities and evacuation routes
2. White Mountain National Forest, peaks and ridges, trails, and conservation
3. 100-year flood zone, aquifer and wetlands
4. Wildlife habitat landcover 2015 and deer yards plus highest ranked wildlife habitat by ecological conditions
5. Parcels in the town, land use map

Appendices will include a statement of adoption, community survey results, responses to vision question from survey, and annual review forms.

Meeting dates to work on the plan were tentatively scheduled for September through December. The Board secretary was designated as the lead contact. She will meet with Ms. Garneau again on July 19 to finalize points of the proposal from MAPS so the Board can consider whether or not to accept it at their next meeting on July 23.

### **Communication**

Copies of Selectmen's minutes were circulated.

The July/August issue of *Town and City* was circulated.

Michael Meehan made a motion to adjourn the meeting, seconded by Gil Finch. The meeting was adjourned at 8:45 p.m.

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Charlene Wheeler  
Secretary to the Board