

Town of Jefferson
Office of the Planning Board

Minutes
May 26, 2020

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

Absent: Gordon Rebello, Jeff Young

Others present: Charlene Wheeler, Board secretary

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

This was the first meeting the Planning Board has held since February 25. It was a “virtual” meeting using the Zoom platform. Appreciation went to Board member Donna Laurent for organizing the meeting which allowed the Board to meet more safely following state guidelines. It was decided the Board will again meet virtually at its next scheduled meeting on June 9 and public notices will be posted with that information.

Minutes

Jason Call made the motion to approve as read the February 25, 2020 meeting minutes, seconded by Michael Meehan. The vote to accept the motion was unanimous.

Financial Report

With little activity since February there was no financial report, there should be one for the June 9 meeting.

Master Plan

Information from collated Master Plan surveys has still not been shared with the public. June Garneau said she would like to meet with the Board at their June 9 meeting to discuss the progress she has made to date and to plan what the schedule will be moving forward. As with so many other things the COVID crisis has made deciding how to proceed problematic.

Hearing – Continued – Kenison Campground

The Board secretary reported there were no updates.

Consultation – Subdivision – Timothy and Sheila Dellarocco

An application has been received from Timothy and Sheila Dellarocco, 78 Purchase St., Middleboro, MA for a 3-lot subdivision, Tax Map 18, Lot 3J located at Route 115 and Saphire Lane. The proposed lots are to be 2.46, 2.66, and 2.80 acres respectively. Permits from the NH Department of Environmental Services have been received since each of the proposed lots is under five acres. Mr. and Mrs. Dellarocco are represented by their agent Gardner Kellogg. However, the application was not complete as it had been submitted on an out-of-date application form with no checks to cover fees and other information was missing including copies of property deeds. Mr. Kellogg was given copies of the current forms and said he would return them as soon as possible. Also, an extra fee may have to be assessed to file any plat at the Coos County Registry of Deeds as the only way they are accepting documents is by mail at the present time. Board members have been given copies of the map showing what is being proposed. Abutters as well as the public will have to be made aware in notices how to attend if the it is decided to hold the meeting virtually. The hearing was tentatively scheduled for June 23.

Communications

It was with much regret that the Board received a letter of resignation from Jeffery Young who cited health, age, and technical lack of knowledge as reasons. Before accepting his resignation, Chairman Finch said he would like to speak with Jeff. Other Board members concurred and any action was postponed until the Board's next meeting.

Copies of building permits were examined. The Board secretary commented she has not been receiving copies of building permits in a timely way. Two building permits were denied by the Select Board. One from Wayne Colburn is asking for an addition to an already nonconforming structure which will make it even closer to a boundary line than allowed in the Land Use Ordinance. Kevin Meehan asked the Board secretary who is also the Zoning Board of Adjustment secretary to contact Mr. Colburn to explain the situation. Tara Munnely was refused a permit to replace a nonconforming trailer with a structure. She also has contacted the Planning and Zoning Boards secretary but has not submitted any formal application for a variance.

Copies of Selectmen's minutes can be read on the town's website and any questions brought to the next Planning Board meeting. Jason Call requested that property and persons be identified in Select Board minutes when issues come before them. He also inquired about progress on the school property. Kevin Meehan said they were working on how to keep town employees and residents safe when they meet for town business or vehicle registrations, etc. Creating a separate reception or waiting area for example. The tax maps are being digitized but they probably won't be available until the end of the year at the earliest. Perhaps at the present time the maps can be moved into the town hall and accessed from the front door if a monitoring system can be devised.

The nominations of Will Decourcey and Bob Roy to become alternate members of the Planning Board are still waiting approval from the Select Board. The Board secretary reported they both still are interested. In response to the notice placed in newspapers asking for volunteers she had received an inquiry from Mr. Wayne Kellner, a retired electrical engineer and educator. All three will be invited to attend the Board's next meeting on June 9. It had been thought Bruce Hicks might be interested but no word has been received from him.

The documents the Select Board needs to sign for the reappointment of Gil Finch, Jason Call, and Donna Laurent to new 3-year terms has been given to the Select Board's assistant. The Board secretary will check their status and if the Town Clerk has received them to hear their oaths of office. The Board secretary will notify those who need to take their oath of office when the Town Clerk has them.

Donna Laurent made the motion to adjourn the meeting, seconded by Jason Call. The meeting was adjourned at 8:10 p.m.

Charlene Wheeler
Secretary to the Board