

Town of Jefferson
Office of the Planning Board

Minutes

November 12, 2013

Members present: Chairman Susan Griffin, Donna Laurent, alternate; Michael Meehan, Vernon Matson, Jeff Young, Gordon Rebello

Absent: Charles Muller, Kevin Meehan, Selectmen's representative; Jason Call, alternate

Others present: Charlene Wheeler, Board secretary

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

Minutes

Jeff Young made the motion to approve the minutes of the October 22, 2013 meeting as read, seconded by Michael Meehan. The vote to accept the motion was unanimous.

Communications

Copies of Selectmen's minutes were circulated.

Selectmen will hold a hearing Wednesday, November 13 at 7 p.m. on the access issue to the James Lewis property.

The November/December issue of *Town and City* magazine was circulated.

Unfinished Business

Chairman Griffin reported that Wayne Lieberum had not contacted her as yet about his letter of credit. If he is not heard from before next month Mr. Lieberum will be contacted again in December to remind him of the Board's decision to offer an extension of the deadline for utility installation if the letter of credit is increased to \$35,000.00.

Chairman Griffin and the Board secretary reported on the workshop they had attended in Littleton which addressed issues in writing conditions before granting approval to applications. Board members were given written materials outlining the difference between precedent and subsequent conditions. Also discussed was the procedures for granting conditional and final approvals, avoiding wording that may have unintended consequences, and making the condition relevant to the proposal.

Board members made the decision to cancel the November 26 and December 24 meetings which fall close to Thanksgiving and Christmas unless urgent business may come before the Board. The Board's next meeting will be on December 10. Notices will be posted.

Jeff Young made a motion to adjourn the meeting, seconded by Michael Meehan. The meeting was adjourned at 7:35 p.m.

Charlene Wheeler
Secretary to the Board