

Town of Jefferson
Office of the Planning Board

Minutes
April 12, 2016

Members present: Chairman Jeff Young; Donna Laurent, Gil Finch, Gordon Rebello
Absent: Charles Muller, Michael Meehan, Jason Call, alternate; Kevin Meehan, Selectmen's representative
Others present: Charlene Wheeler, Board secretary

Minutes

Donna Laurent made the motion to approve the minutes of the March 22, 2016 meeting, seconded by Gordon Rebello. The vote to accept the motion was unanimous.

Communications

The Board secretary reported that Bill Perkins had telephoned this afternoon to update the Board on progress of utilities being installed at the Lieberum subdivision. He plans to meet with the contractor and Marcel Goulet representing Eversource on April 19 to finalize plans. There was a question of how many conduits were being laid underground. The Board secretary will contact Mr. Perkins to ask if telephone and cable access was planned as well and who are the contact people at Fair Point and Time Warner Cable. The Board members felt a sign off from Eversource on completion would be sufficient to cancel the letter of credit.

A notice has been received that the Annual Spring Planning and Zoning Conference originally scheduled for April 23 in Concord but postponed will now be held June 4. Chairman Young asked to be registered as he wanted to go. If anyone desires to attend there will be a car pool.

A copy of a building permit was circulated.

Copies of Selectmen's minutes were circulated.

A template form for conducting and recording proceedings of non-public meeting sessions was circulated.

The March/April issue of *Town and City* was circulated.

Gil Finch made a motion to adjourn the meeting, seconded by Donna Laurent. The meeting was adjourned at 7:35p.m.

Charlene Wheeler
Secretary to the Board