

8/26/2025

Town of Jefferson

State of New Hampshire

Office of Planning Board - Meeting Tuesday August 26, 2025

APPROVED MINUTES

The meeting was called to order at - 7:05 pm by Chairman Bob Roy
Pledge of allegiance recited.

Roll call completed

Members present - Jason Call, Mark Gross, Rebecca Hatfield, Mike Meehan, Kevin Meehan; selectmen's rep.

Members absent - Mike Smith

Others present - Michelle Gross; Planning Board secretary, Jefferson residents, Bob Keene, Scott and Judy Sherriff

Steven Heylinger, land surveyor, Mark Vander Heyden, land surveyor

Draft minutes from the 7/22/25 meeting were approved. Motion to approve by Mike Meehan, seconded by Jason Call. Passed unanimously.

HEARING - Bob and Kathleen Keene (22 North Rd Tax Map Page 2, Lot 1) would like to subdivide their previously merged lot to subdivision. Total acreage of lot 9.93, divide into 2 lots 6.30 acres for ;pt 1, proposed lot #2 would be 3.63. Land surveyor for the landowners, Steven Heylinger presented the proposed subdivision to the board members. It is noted that the driveway permit has expired and that they have applied for a new driveway permit. The subdivision checklist was read, reviewed by the board and was stated complete. Mike Meehan motioned to accept the completed checklist, with Jason Call seconding it. Passed unanimously. Motion was made to open the hearing to the public by Mike Meehan, seconded by Jason Call. No public conversation or comments were made. Subdivision approved contingent of receiving of approved driveway permit from the State. Kevin Meehan made the motion to approve, seconded by Mike Meehan. Passed unanimously. Steve Heylinger will deliver the plat, when permit comes in and will send the electronic version as well.

CONSULTATION - Boundary Line Adjustment involving lands of John Guest and Paul and Mary Donovan. Tax Map Page 9, Lots # 42,43. Original lot for John Guest Parcel 42 2.65 acres, new BLA will make the lot become 5.38 acres. Land surveyor Mark Vander Heyden presented the proposed BLA to the Board Members. A few general questions were asked as this was a consultation. The BLA application was submitted to the secretary, and a date of hearing has been set for September 23, 2026 at 7pm.

Financial report - N/A

Readings or communications directed to the Board -

- 1) Permits of ADU's were submitted to the board from the Selectmen as an FYI
- 2) Letter of resignation from Andrea Gendron was read. Jason Call made the motion to accept the resignation with sincere appreciation, seconded by Mike Meehan. Passed unanimously.
- 3) An email sent to the secretary was read to the Board Members pertaining questions regarding building of a campground and general questions.
- 4) All Board Members have received a packet of new state legislation laws.

Reports from officers or committees - N/A

Other Business - Administrative Assistant of the Town made some updates on the website for the Board. The updating of the LUO has been done, effectively on 8/20/26. The board had general discussions on ADU's, lot sizes, and multi-family dwellings. The Board had a general discussion on how to update our policies with the new state legislation laws. The Board has asked the Secretary to contact the Town's lawyer and ask how other NH Town's are proceeding with the new legislation.

Does she have a template that most towns are using ? The Secretary and Board Chair will have a conference call with the lawyer within the next week to come, and report back to the Board.

The next scheduled meeting will be Tuesday, September 9th, 2026 starting at 7pm.

Motion to adjourn meeting by Mike Meehan, seconded by Mike Gross. Passed unanimously

Time of adjournment - 8:40pm.

Michelle Gross - Secretary to the Board