

**MINUTES
CHARLESTOWN PLANNING BOARD
SEPTEMBER 15, 2009**

Members Present: Robert Frizzell –Chair; Doug Ring –Ex-Officio; Andy Jellie, Pat Royce

Alternates Present: Herb Greenwood

Staff Present: David Edkins – Planning & Zoning Administrator
Regina Borden – Recording Secretary

CALL TO ORDER & SEATING OF ALTERNATES: Robert Frizzell, Chair, called the meeting to order at 7:00 PM. The absence of regular members Eric Lutz, Sharon Francis and Ken Moore and alternate member Linda Stewart was noted. Mr. Frizzell called upon alternate member Herb Greenwood to sit for Ken Moore.

APPROVAL OF MINUTES OF SEPTEMBER 1, 2009:

Mr. Jellie moved to approve the Minutes of the September 1, 2009 meeting as printed. Mrs. Royce seconded the motion. With three members in favor, the minutes were approved. Mr. Frizzell and Mr. Greenwood abstained as they were not present at this meeting.

LISA WRIGHT – Licensed Home Day Care for up to Nine (9) Children – 460 Acworth Road – Map 233, Lot 10 – Zone E (Mixed Use): Mr. Edkins reported that Lisa Wright’s property has been inspected by the Building and Health Departments and that came back good except that she needs sand under the equipment in the play area. The water test also came back as approved. It appears there is enough room for the vehicles to drop off and pick up the children. There have been no comments from the abutters and there are none present at this meeting. A fence is not required. The State regulates day cares on a pretty regular basis.

Mrs. Royce moved to accept this application from Lisa Wright as complete and to grant final approval. Mr. Ring seconded the motion. With five members in favor, the motion was approved.

PLANNING & POLICY ISSUES:

Zoning Amendment – Lot Size Averaging: Mr. Edkins made the few changes that were suggested at the last meeting on the preservation of trees and evaluating the applications against the attributes in the Natural Resources Inventory. He then gave the amendment to the Conservation Commission, some local contractors and surveyors for their comments. At this point we can wait for some feedback from them.

ADMINISTRATION & CORRESPONDENCE:

Natural Resources Inventory: Mr. Edkins advised that the Natural Resources Inventory has been completed. The Upper Valley Lake Sunapee Regional Planning Commission only gave us two copies; he has one copy and the Conservation Commission has the second copy. He also has it on a disc so if someone wants to download it themselves they can do so. Mr. Jellie requested that he try to email it to him.

Storm Drain Map: Mr. Edkins displayed the storm drain map that was recently done by Cartographic Associates, LLC. They were hired to map the water, sewer and storm drain systems as additional data layers on the tax maps. The advantage is that the information will go into the GIS system in the Town's computers. This was the first step. The second step is to hire an engineering firm to take this information, evaluate, identify problem areas and make recommendations on how to address them. Mr. Edkins now has a Request for Qualifications out that are due back on September 30th.

Lower Landing Road: The railroad is rebuilding the crossing area on the Lower Landing Road.

Chestnut Hill Subdivision: One of the conditions of the St. Pierre, Inc. approval for the Chestnut Hill Subdivision was that they provide a letter of credit to secure unfinished infrastructure. They did provide that letter of credit but it will expire at the end of this month. St. Pierre, Inc. would like an extension for one year to October 2010. The actual application approval did not include any deadline; this extension would keep the security in place. All members present agreed to the extension.

Correspondence: None.

Next Meeting: The next meeting is scheduled for Tuesday, October 6, 2009 at 7:00 pm.

ADJOURNMENT:

There being no other business, Mrs. Royce moved for adjournment. Mr. Greenwood seconded the motion, with all in favor, meeting adjourned at 7:31 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 9-17-09

(**Note:** These are unapproved minutes. Corrections, if necessary, may be found in the minutes of the October 6, 2009, Planning Board meeting.)