

**MINUTES
CHARLESTOWN PLANNING BOARD
MARCH 16, 2010**

Members Present: Robert Frizzell –Chair; Sharon Francis –Vice-Chair; Doug Ring –
Ex-Officio; Andy Jellie, Eric Lutz, Pat Royce, Roger Thibodeau

Alternates Present: None

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

CALL TO ORDER & SEATING OF ALTERNATES: Chairman Robert Frizzell called the meeting to order at 7:00 PM. The absence of alternate members Herb Greenwood and Linda Stewart was noted but since a full Board was present there was no need to call on the alternates.

APPROVAL OF MINUTES OF MARCH 2, 2010:

Sharon Francis moved to approve the Minutes of the March 2, 2010 meeting as printed. Eric Lutz seconded the motion. With five members in favor, the Minutes were approved. Andy Jellie and Roger Thibodeau abstained as they were not present at this meeting.

ELECTION OF OFFICERS FOR 2010-2011:

Mr. Lutz nominated Robert Frizzell as the Chairman for the coming year. Mr. Thibodeau seconded the motion. Mr. Frizzell asked the Vice-Chair to take over for this part of the meeting. With six members in favor Robert Frizzell was elected Chair. Mr. Frizzell abstained from the vote.

Mrs. Royce nominated Sharon Francis as the Vice-Chair for the coming year. Mr. Thibodeau seconded the motion. With six members in favor Sharon Francis was elected Vice-Chair. Mrs. Francis abstained from the vote.

Alternate Members: Mr. Edkins mentioned that Linda Stewart's term as an alternate member expires this year. He will be posting vacancies for all the Boards and Committees soon. There are two vacancies for alternate members to the Planning Board.

Mr. Edkins noted the other issue is that Mr. Thibodeau is an alternate member of the Zoning Board of Adjustment and Mr. Jellie is a member of the ZBA. This is not allowed; two members cannot serve on both boards. Mr. Thibodeau stated that he would resign as an alternate member of the ZBA.

WHELEN REALTY, LLC – 48,125 Square Foot Addition to Existing Industrial Building – 99 CEDA Road – Map 106, Lot 1 – Zone F-1 (Business/Industrial): John Olson advised that they are now removing the Design Standards building. They would like to build double size of their Building #5. This was anticipated two years ago. In the future any expansion would be in a separate building. Their philosophy is to keep multiple buildings so that no one building has too many people in it; there are separate management structures. This building would be used for sheet metal work; it is robotic so they do not anticipate a large number of new people in that building. It would be a mirror image of what is already there and covering about the same square footage as the Design Standards building. It was noted that there is a snowmobile trail that comes down from Bob Frizzell's property and it crosses the Whelen property. They have more than ample paved parking. They are the only company left in the United States that manufactures this product line in the US. Relative to drainage, Mr. Thibodeau noted that the area around the Design Standards building was paved. Mr. Olson added that most of the time the drainage is absorbed into the ground.

The Maintenance Manager from Optimum Manufacturing feels it is a good idea to take the one building down and put up a newer, better one. His concern is the traffic. He feels CEDA Road needs to be widened from one lane into two lanes on the westbound exit onto Route 12. Drivers are running onto the dirt area. Mr. Olson explained that they are in the process of re-doing their shifts; some employees will leave at 4:00 pm but others will leave at 4:30 or 5:00 pm. The 40-to-50 employees from Design Standard are gone; they are now in the former Grobet File Company building. There was a consensus to monitor the traffic flow and to bring this matter to the attention of the Selectboard at this time.

Mr. Lutz moved to accept the Whelen Realty, LLC application as complete. Mrs. Francis seconded the motion. With seven members in favor, the motion was approved.

PLANNING & ZONING ISSUES:

Lot Size Averaging Amendment: Mr. Edkins advised that the Lot Size Averaging Amendment was passed by the voters. He incorporated it into the Zoning Ordinance. Mr. Frizzell signed the document.

ADMINISTRATION & CORRESPONDENCE:

Upper Valley Lake Sunapee Regional Planning Commission: Copies of the announcement document that a "Workforce Housing Regional Forum" is being co-sponsored by the UVLSRPC and Upper Valley Housing Coalition on March 24, 2010, at 6:00 PM in the Grantham Town Building, Lower Meeting Room, 300 Route 10 South, Grantham, NH was enclosed in the packets. Mr. Edkins will not be able to attend.

17th Annual Spring Planning & Zoning Conference: This conference will be held on Saturday, May 8th, 2010, at the Radisson Hotel Nashua, in Nashua, NH. The Town has money in the budget to cover this fee. If anyone is interested in attending, let Mr. Edkins know.

Next Meeting: The next meeting is three weeks out; Tuesday, April 6, 2010. The agenda will include the Whelen Realty, LLC project and a Boundary Line Adjustment between the Town of Charlestown water barn building and the Norman Cobb property.

OTHER BUSINESS:

Planning Board: Mr. Lutz would like to research the history of the Charlestown Planning Board, as they would like to cover it in the new Town History that is currently being written. Mr. Frizzell feels it would be interesting to have the names of the first board members.

Connecticut River: Mrs. Francis was asked to do something on the history of the Connecticut River therefore she would like to have some information on the Wastewater Treatment Plant. It was suggested that she contact Mr. Duquette for the engineering studies. Mr. Edkins will also do some research for her on the federal funding.

ADJOURNMENT:

**There being no other business, Mr. Thibodeau moved for adjournment.
Mrs. Royce seconded the motion, all in favor, meeting adjourned at 7:56 PM.**

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 3-18-10

(**Note:** These are unapproved minutes. Corrections, if necessary, may be found in the minutes of the April 6, 2010, Planning Board meeting.)