

**MINUTES  
CHARLESTOWN PLANNING BOARD  
MAY 4, 2010**

Members Present: Robert Frizzell (Chair); Steve Neill – Ex-Officio; Eric Lutz, Andy Jellie, Pat Royce, Roger Thibodeau

Alternates Present: Herb Greenwood

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 regular member Sharon Francis was noted therefore Robert Frizzell called upon Alternate Member Herb Greenwood to sit on the Board in her place.

**APPROVAL OF MINUTES OF APRIL 6, 2010:**

**Mr. Thibodeau moved to approve the Minutes of the April 6, 2010 meeting as printed. Mr. Jellie seconded the motion. Mr. Lutz referenced the “Master Plan” on page 3 to clarify that he is not looking for information on the Master Plan but rather looking for information to include in the Planning Board entry for the Town History. With five members in favor, the Minutes were approved with the above correction. Pat Royce and Eric Lutz abstained as they were not present at this meeting.**

**TOWN OF CHARLESTOWN – Consultation for New Governmental Land Use per RSA 674:54 – New Police Station – Claremont Road – Map 117, Lot 56 – Zone E (Mixed Use):** Mr. Edkins explained that under State Statutes municipal facilities are exempt from local Planning and Zoning regulations under RSA 674:54 but they do provide that when a new governmental land use is proposed that the plans and information be submitted to the Planning Board (PB) for their review. The PB can choose to hold a Public Hearing on the information received and following the Public Hearing they can issue non binding recommendations for the project. The purpose of this meeting is to start that process. However the Charlestown Zoning Ordinance has a provision that says that town projects do require approval by the Zoning Board of Adjustment (ZBA) under the Special Exception provisions so they will be taking this project to the ZBA in the near future for their formal approval. The local provisions will prevail.

The PB members had received reduced copies of the Site Plan, drawings of the building and floor plans. An information sheet on the project was distributed at this meeting (copy is attached). This will be located on a separate, 3.8 acre town-owned parcel just north of the Fire Station. The official address will be on the Claremont Road. Existing curb cuts will be used. There will be 12 designated parking spaces in front (3 for police vehicles and 2 handicapped spaces plus 7 spaces for the public); the parking lot will be gravel for now. As funds become available the parking lot will be paved. The building will be staffed 24/hours a day. There will

be underground electricity and cable; municipal water and sewer. The building will have vinyl siding with provisions for future brick as budgets permit. The parcel is staked out so people can look at it. Mr. Neill noted that one consideration for moving it to the proposed location is that the building will be on undisturbed ground for structural stability.

Mr. Jellie walks and runs in that area and is concerned with the traffic pattern as people do not always go to the right; children cut through there. When there is a fire call and traffic is increased there could be a safety issue. Could consideration be given to directional signs? He asked if the Nature Trail will still be open. Mr. Neill said depending on the cut and fill they are looking at an access by creating a level where people can start. It will not be inaccessible but they have not figured out the best way to do that as yet.

Mr. Greenwood asked about the notation for the separator tank. Mr. Neill explained that it is for the floor drain in the sally port; the tank needs to be accessible as it will have to be pumped out occasionally.

Mrs. Royce asked about the exterior lighting; will there be lighting in the back. Mr. Neill said they haven't gotten that far, there will be some but it will not be intrusive. A flag pole was donated so they might want to illuminate that at night. The sewer will be pumped under pressure, it will not be gravity. To avoid being frozen the line will be plenty deep and insulated. Mr. Duquette wants to move the fire hydrant by the fire station because it is too close to the building to be of any use in the event of a fire.

Mr. Lutz feels some of the proposed up-grades should be done when construction is being done with some of the contributions as it is easier to do it that way. Mr. Neill noted that one of the most important options is preparing the slab for radiant heat. A list has been composed of people and businesses that will be asked for contributions. The "wish-list" will be incorporated into the construction as donations allow.

Mr. Aare Ilves questioned why the building is at an angle; it seems it should be perpendicular to the road. Mr. Neill responded that it is dependant on the bank and property line; a lot of things were factored into this such as the right angle of the sun for solar energy. Vic St. Pierre and Hillary St. Pierre applied for three different energy efficiency grants but the town did not receive them.

Mr. Jim Jenkins asked about the access and parking as the Fire Station and Police Station are in close proximity especially when a fire call comes in. Mr. Neill explained that Route 12 is a limited access State road so it could be difficult to get another curb cut. The driveway on the south side of the Fire Station is not wide enough for two way traffic.

Mr. Lutz would like the Minutes to reflect that the PB will get another opportunity to see future plans such as the lighting and landscaping. Mr. Edkins will be happy to keep them informed of future developments.

Mr. Neill advised that they are working on getting it out for bid during this construction season. They have not yet solicited for donations because they are still doing the list of priorities. A goal

is to see the Police Department in the building by the fall. Mr. Ilves proposed that they consider putting an extension of the sidewalk on the list to allow for pedestrian access. Mr. Frizzell feels they should leave room for a walkway when the area is dug up for the water main.

Mr. Edkins advised that the ZBA will hold a Public Hearing for a Special Exception pursuant to Section 8.4.7 of the Zoning Ordinance to permit the construction of a building for use as a municipal Police Station.

**Mr. Lutz moved that the Planning Board will not require a Public Hearing but they are requesting that the Selectboard keep them informed with up-dates on the lighting and landscaping. Mr. Jellie seconded the motion. With seven members in favor, the motion was approved.**

**PLANNING & POLICY ISSUES:**

**Renewable Energy Property Tax Exemption (Eric Lutz):** Copies of information from the Office of Energy and Planning on Renewable Energy were distributed. NH RSA 72:61-72 permits cities and towns to offer exemptions from local property taxes for certain renewable energy installations. These include solar thermal (for example, to heat water), solar photovoltaic (to generate electricity), wind (to generate electricity) and central wood-fired heating systems (not stoves or fireplaces). Mr. Lutz proposed that Charlestown consider joining the 84 NH cities and towns that have adopted one or more of these tax exemptions. Mr. Edkins felt this is more of a taxation issue for the Selectboard. Mr. Neill noted that the town is not sustaining much growth; this will deplete the tax base to some degree. Mr. Lutz felt that people should support renewable energy; he would encourage people to do this. It would only affect residential applicants. Mr. Edkins will talk to the assessors about whether or not solar equipment increases assessment values.

**ADMINISTRATION & CORRESPONDENCE:**

**Planning Board Alternate Member Vacancy:**

**Mrs. Royce moved to appoint James Jenkins as an Alternate Member of the Planning Board for a three year term. Mr. Neill seconded the motion. With seven members in favor, the motion was approved.**

**Planning Board Entry for Town History:** Mr. Lutz and Mrs. Francis collaborated on the draft PB entry for the Town History that members reviewed. Mr. Edkins filled in some dates and other miscellaneous information.

**Next Meeting:** A new application was received for a boundary adjustment on the Wetherby Road.

**ADJOURNMENT:**

**There being no other business, Mr. Thibodeau moved for adjournment. Mr. Lutz seconded the motion, and with all in favor, meeting adjourned at 8:19 PM.**

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Respectfully submitted,  
Regina Borden, Recording Secretary

Minutes Filed: 5-7-10

**(Note:** These are unapproved minutes. Corrections, if necessary, may be found in the minutes of the May 18, 2010, Planning Board meeting.)