

**MINUTES  
CHARLESTOWN PLANNING BOARD  
AUGUST 16, 2011**

Members Present: Robert Frizzell (Chair); Sharon Francis (Vice-Chair); Steve Neill (Ex-Officio); Roger Thibodeau

Alternates Present: James Jenkins

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

**CALL TO ORDER & SEATING OF ALTERNATES:** Mr. Frizzell called the meeting to order at 7:00 PM. He noted the absence of regular members Andy Jellie, Pat Royce and Rosie Smith-Hull and alternate member Eric Lutz. He called upon alternate member James Jenkins to sit on the Board for Pat Royce. He advised that meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record.

**APPROVAL OF MINUTES OF AUGUST 2, 2011:**

**Mr. Thibodeau moved to approve the Minutes of the August 2, 2011 meeting as printed. Mr. Jenkins seconded the motion. With three members in favor, the motion was approved. Mr. Frizzell and Mrs. Francis abstained as they were not present at this meeting.**

**WHELEN ENGINEERING CO., INC. – Preliminary Consultation re: Future Expansion – CEDA Road – Map 106, Lots 1 & 3 – Zone F1 (Business/Industrial):** Mr. John Olson, President of Whelen Engineering Co., Inc., was present to share an overview of what their future plans look like. Some pieces of land were acquired for security around them. Mr. Olson displayed an up-dated drawing of his property. He expects to be back next month to request a Site Plan approval for what they are calling Building 6 that is on the empty lot. It may not be built in the next year or so but he would like approval to move forward when they are ready. This fall or winter he would like to put an addition toward Route 12 on Building 5. They are planning to add a process in that building to do metal finishing. He is working with the DES with their plans on their requirements. Next month he will also be applying for a new building that will be known as No. 2. They are trying to expand their storage space. A big project that will take quite a long time to do is that Mr. Olson has an agreement with Paul Welling (who owns the former Norm Beaudry's house and land) to buy the house and land, when needed. They have met with the Wetlands Bureau and the Army Corp. of Engineers who have stated that they can address the wetlands permitting issues through proper methods. They see no problem but it is an economic decision as to whether or not it is worth doing it. Whelen is out of room on the north end of the building where they have all their heavy duty machinery. Mr. Olson feels it will take about ten years or more to develop and utilize all of this. He wants to get permitted during the winter to be building in the spring. Mr. Edkins noted that the regulations state that a permit is good for a year but Mr. Olson can

ask the PB to waive that regulation to make the approval effective for 2-or-3 years. When the opportunity comes along, Mr. Olson wants to be able to move forward. They now have enough electricity for their two year plan and the power company has assured Whelen that they are working to take care of their future needs. Mr. Edkins feels that the newly acquired land will assist in maintaining the 40% building coverage limitation in the Industrial Zone.

**PLANNING & POLICY ISSUES:**

**Zoning Board of Adjustment:** Mr. Edkins mentioned that some Zoning Board of Adjustment members are needed. There are now only four members as Mr. Place indicated that he will resign for health reasons. They are in need of one regular member and up to three alternates. Mr. Edkins has an application but is reluctant to schedule a hearing until he has a full board. The ZBA meets on an as needed basis; they have not yet met this year. Mr. Edkins has posted and put these vacancies on the web site.

**Planning Board:** Mr. Edkins advised that, in the past, State law required that there could not be two or more Planning Board members serving on any other local board or committee at the same time. That was partially changed recently; they still cannot have more than two Planning Board members serving on the Selectboard, Zoning Board of Adjustment or Conservation Commission but that restriction has been lifted for other boards.

**Cold River Cycles, LLC:** The deadline for an Appeal on the Cold River Cycles, LLC shop is at the end of this week.

**Enforcement Issues:** Mrs. Francis mentioned that the Town has a lot of enforcement issues. It is always a matter of time and priorities. Mr. Edkins noted that enforcement is his responsibility. He spoke to the Selectboard in the past about expanding the role of the Building Inspector into a Code Enforcement Officer but the problem is funding. At this time the process starts with Mr. Edkins making a phone call or a personal visit, that is followed up by sending a letter advising that the individual(s) are out of compliance with the ordinance and giving them a reasonable time to comply. If they do not comply Mr. Edkins gets the Town Attorney involved but that gets expensive. Mrs. Francis feels it would be nice to have a schedule so they know what is occurring and when.

**Sign Regulations:** Mr. Neill noted that regulatory business before the PB has been slow so it might be a good time to work on the sign regulations as they are in need of revisions. If they get busy it can be put on-hold. Mr. Thibodeau mentioned off-premises signs or people renting space for a sign. Mr. Edkins felt the PB needs to decide what they want or do not want, the size and in what district. He will put together a packet of information to be considered for the next meeting. The revisions could be put together as an amendment to the current Sign Ordinance.

**ADMINISTRATION & CORRESPONDENCE:** None.

**Adjournment:**

**There being no other business, Mr. Thibodeau moved for adjournment. Mrs. Francis seconded the motion. With five members in favor, the motion was approved. The time was 7:56 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Minutes Filed: 8-18-11

**(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the September 6, 2011, Planning Board meeting.)**