

**MINUTES
CHARLESTOWN PLANNING BOARD
OCTOBER 16, 2012**

Members Present: Robert Frizzell (Chair); Sharon Francis (Vice-Chair); Steve Neill (Ex-Officio); Rose Smith-Hull

Alternates Present: James Jenkins, Eric Lutz

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

CALL TO ORDER: Chairman Frizzell called the meeting to order at 7:00 PM. He noted that regular members, Andy Jellie, Pat Royce and Roger Thibodeau, were absent. He called upon alternate member Jim Jenkins to sit on the Board for Roger Thibodeau. Noting that meetings are tape recorded, he asked that anyone wishing to speak identify themselves for the record.

APPROVAL OF MINUTES OF OCTOBER 2, 2012:

Mrs. Francis moved to approve the Minutes of the October 2, 2012, with the following addition: Page 3 – Peripheral Signs – Mrs. Royce gave a report on the informal survey she conducted on peripheral signs on Main Street. Mr. Jenkins seconded the motion. With four members in favor, the minutes were approved.

GREEN PINES ASSOCIATES, LTD. (TALL PINES), cont'd – Sign Permit – 222 Lovers Lane – Map 105, Lot 18 – Zone E (Mixed Use): Mr. Edkins spoke to Katie Gilbert, representative for Green Pines Associates, who confirmed that the sign will not be illuminated. They are working on a new lighting plan for the entire complex but that will be down the road. She also provided a color copy of the sign. The mountains in the medallion will be light green instead of purple and the outer border will be black instead of green. It will replace the existing sign in the same location and will be 30 square feet which is within the requirements.

Mr. Neill came into the meeting.

Mrs. Francis moved to approve this Sign Permit for Tall Pines as presented. Mr. Jenkins seconded the motion. With five members in favor, the motion was approved.

Mr. Lutz, alternate, came into the meeting and was asked to sit on the board for Mrs. Royce.

HEIRS OF JOSEPH MONTEFUSCO and KEVIN COLBURN – Boundary Adjustment between Existing Lots – 93 & 127 Meadow Road – Map 235, Lots 17 & 18 – Zone E (Mixed Use): Mr. Edkins advised that this is on Meadow Road on the southwest side of the street. Kevin Colburn was present. Travis Royce was present, representing the Heirs of Joseph Montefusco. In settling Mr. Montfusco's estate it was discovered that almost 60% of his mobile home lies on the Colburn property. This boundary adjustment is intended to correct that situation. In the past apparently nobody knew where the actual property line was. Mr. Royce advised that this adjustment is for eight 100ths of an acre. The mobile home will now be on the

correct lot and it meets the 10-foot building set-back. Mr. Colburn has owned the property for about five years but did not have the property surveyed when it was purchased.

Mr. Neill moved to grant this Boundary Adjustment between the Heirs of Joseph Montefusco and Kevin Colburn for both completeness and final approval. Mrs. Francis seconded the motion. With six members in favor, the motion was approved.

PLANNING & POLICY ISSUES:

Peripheral Signs: Mr. Edkins tried to have someone from the Upper Valley Lake Sunapee Regional Planning Commission come to this meeting to talk about peripheral signs but he was unable to do so. Hopefully, he will be able to attend the next PB meeting. The PB was going to do a survey themselves to determine what would and/or would not be acceptable.

Next Meeting: The next meeting is scheduled for Tuesday, November 6th but that is Election Day. The deadline for applications for this meeting is next Monday. As of this date, Mr. Edkins is not aware of any new applications coming in for that meeting. Following a discussion, there was a consensus to have one meeting in November; possibly on Tuesday, November 13th.

Enforcement Issues: Mrs. Francis mentioned that the Finance Committee will begin to work on the budget in the near future. It seems that this would be a good time to talk about additional funding to have someone handle enforcement issues. Mr. Edkins is preparing a little presentation to give to the Finance Committee. He offered to provide a copy to the PB before he takes it to the Finance Committee and Selectboard. He has been doing some research. The NH Municipal Association publishes a book annually on salaries. Charlestown's population is about 5,114. There is not another town, with a similar population, where the Administrative Assistant also has all of the Zoning and Planning duties and enforcement; it is too much. Of the towns he researched many have a combined Building Inspector/Code Enforcement Officer. Mr. Edkins does not have a problem with zoning and planning duties but does with enforcement as it requires more time than he can give it. He has been talking about this with the Selectboard for about two years now. The PB members would support a part-time Code Enforcement Officer.

It was mentioned that a tree was taken down near the corner of Route 11 and Wheeler Avenue but the bushy stuff needs to be cleaned up. It is a visibility issue especially if you are going north. Mr. Edkins felt this should be brought to the attention of the Highway Department.

There was discussion relative to confusion with similar sounding names of streets. This is a concern with 9-1-1 and the emergency services. Examples were Wheeler Rand Road and Wheeler Avenue; River Road and River Street, etc.

ADMINISTRATION & CORRESPONDENCE:

There were no Administration issues and/or Correspondence to come before this meeting.

ADJOURNMENT:

There being no other business, Mr. Jenkins moved to adjourn the meeting. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved. The time was 7:56 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 10-22-12

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