

**MINUTES
CHARLESTOWN PLANNING BOARD
JANUARY 15, 2013**

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

Alternates Present: None

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 member, Roger Thibodeau, and alternate members, Eric Lutz and Jim Jenkins, were absent. There were no alternates present to sit on the Board but a quorum was present. Noting that meetings are tape recorded, he asked that anyone wishing to speak identify themselves for the record.

APPROVAL OF MINUTES OF DECEMBER 18, 2012:

Mrs. Royce moved to approve the Minutes of the December 18, 2012, meeting as printed. Mr. Neill seconded the motion. With six members in favor, the minutes were approved.

DAGMAR CONGDON – Home Day Care for up to 10 Children – 801 Meany Road – Map 243, Lot 11 – Zone E (Mixed Use): Mr. Edkins advised that they have a letter from the Department of Health and Human Services who have done their inspections and have approved the Home Day Care. He spoke to Bud Von Ahnen, Deputy Building and Fire Inspector; who has been doing regular visits to inspect the construction and feels everything is in order. The site plan was taken from their septic approval plan; the septic system that was installed was approved for a three bedroom home plus ten (10) day care clients. Mrs. Royce asked if there is a need for lighting for the first parking area. Mrs. Congdon replied that they have four lights or vehicles can pull up to the house where there are two more lights. She noted where the play area will be but now people can come right up to the house. Mrs. Francis questioned if they drive up to the house is there enough room to turn around. Mrs. Congdon showed the members the area where there is sufficient room to turn around; they can back up and turn around. They come to drop-off and pick-up the children at different times. Mr. Edkins confirmed that the abutters were notified by certified mail and he has not heard from anyone.

Mrs. Francis moved to approve this application for the Site Plan Approval as complete and to grant final approval for Dagmar Congdon. Mrs. Royce seconded the motion. With six members in favor, the motion was approved.

PLANNING & POLICY ISSUES:

Finance Committee: Mr. Neill advised that the 2013 Annual Budget and Warrant Article Public Hearing was held last night. The public attendance was sparse. Mr. Edkins advised that

the budget was recommended by the Finance Committee. The new position for the Selectboard office, which they envision as having some code enforcement responsibilities, is still in the budget so they are moving forward in that direction.

Signs: Mrs. Francis mentioned that when Mike McCrory was here to talk about signs he thought that in several different ways that it would be good to have a communication with business owners that have signs. Perhaps send them a copy of the Sign Ordinance and seek their input. Mr. Frizzell felt we could give it a try. Mrs. Royce said a certain few know it is going on but it is not across the board. Maybe the business owners all need to know we are concerned and maybe the PB can make some changes next year but let them know that the PB would like their input. Go about it in a friendly, quieter approach. Mr. McCrory talked about Woodstock so maybe somebody could go there, look around, take some pictures and bring it back to the PB. Some businesses do not carry a big variety of products to advertise. The PB could invite the business owners to a meeting to show them pictures of Charlestown and another town, like Woodstock, to have them look at both sets of pictures and ask them what they want the Town to look like. Mr. Edkins will contact Mr. McCrory to see if he has had an opportunity to come up with any other suggestions for Charlestown. Mrs. Royce liked Mrs. Francis's idea of inviting the business owners in to talk about the concerns. They might want to come in to clarify the issues. Mr. Jellie agreed with this recommendation.

ADMINISTRATION & CORRESPONDENCE:

New Hampshire 2015-2024 Ten-Year Transportation Improvement Plan: Mr. Edkins had included in the PB packets a copy of a letter regarding the NH 2015-2024 Ten-Year Transportation Improvement Plan process received from the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC). This plan is evaluated and updated in a two-year planning cycle. Last year Charlestown had to fight to keep the Route 12 Project in South Charlestown on the plan and we were successful in doing that. In the meantime, if anybody has any projects that they see a real need for, especially an emergency or safety oriented project, let Mr. Edkins or Mr. Miller know. There are more projects than money to implement them so it is a battle every two years. Mr. Steve Smith is our representative to the UVLSRPC (we are entitled to a second one) and Mr. Edkins represents the Town on their Transportation Advisory Committee. Mr. Edkins reported that the Transportation Advisory Committee met this afternoon with DOT Commissioner Clement but he was unable to attend.

ADJOURNMENT:

There being no other business, Mrs. Smith-Hull moved to adjourn the meeting. Mrs. Royce seconded the motion. With six members in favor the motion was approved. The time was 7:37 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 1-24-13

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the February 5, 2013, Planning Board meeting.)