

**MINUTES
CHARLESTOWN PLANNING BOARD
APRIL 2, 2013**

Members Present: Robert Frizzell (Chair); Sharon Francis (Vice-Chair); Steve Neill (Ex-Officio member); James Jenkins, Pat Royce, Roger Thibodeau

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, Rose Smith-Hull, and alternate member, Eric Lutz, were absent but a quorum is present. Noting that meetings are tape recorded, he asked that anyone wishing to speak identify themselves for the record.

Mr. Edkins advised that the list of vacancies for all Boards and Commissions has been posted and it includes Alternate Members for the Planning Board.

Mr. Frizzell, on behalf of the Planning Board, welcomed James Jenkins as a new member and Roger Thibodeau who was re-elected as a member.

APPROVAL OF MINUTES OF FEBRUARY 19, 2013, MEETING

Mrs. Francis moved to approve the Minutes of the February 19, 2013, meeting as printed. Mrs. Royce seconded the motion. With four members in favor, the Minutes were approved. Mr. Neill and Mr. Jenkins abstained from the vote as they were not present at this meeting.

Rose Smith-Hull came into the meeting.

ELECTION OF OFFICERS FOR 2013-14:

CHAIR: Mr. Thibodeau nominated Mr. Frizzell as Chair. Mr. Jenkins seconded the motion. At this time Mrs. Francis as the Vice-Chair assumed the position of Chair. There were no other nominations. With six members in favor, the motion was approved. Mr. Frizzell abstained from the vote. He assumed his position as Chair.

VICE-CHAIR: Mrs. Royce nominated Mrs. Francis as Vice-Chair. Mr. Neill seconded the motion. There were no other nominations. With six members in favor, the motion was approved. Mrs. Francis abstained from the vote.

WHELEN ENGINEERING CO., INC. – Two (2) Additions (112 S.F. and 1,280 S.F.) to Existing Manufacturing Building – 99 CEDA Road, Map 106, Lot 3 – Zone F-1

(Business/Industrial): Mr. John Olson, CEO of Whelen Engineering Co., Inc., advised that their application is to add two small additions to Building 3: a 1,280 square foot addition to the north side for an automatic digitally controlled storage area and a 112 square foot addition to the front of the building for another electrical service. This will enable them to hire more people. They are growing with new product. Mr. Edkins confirmed that all the abutters were notified by certified mail. Mr. Frizzell questioned that these additions do not cover any more of the total area than it should. Mr. Edkins responded that they do not.

Mr. Neill moved to approve this application as an Amendment to the previously approved Site Plan. Mrs. Francis seconded the motion. With seven members in favor, the motion was approved.

Mr. Olson informed the Planning Board that they would be closing on the Corning Building on April 15th. For now they will do some cleaning, grade and seed the area. They plan to put in an internal road and gravel the parking lot. Currently there are no plans for the building but they will eventually use it for their own operation.

PLANNING & POLICY ISSUES:

Violations: With reference to the last meeting minutes, Mr. Edkins felt that one of the properties was fairly well addressed; it was the beginning of a junk yard. The property owner assured him that the clean-up would begin. An office building was taken down. He will check on it again. Mr. Edkins thought the owner was going to take down an old sign but he will check on that again.

Signs: Mr. Frizzell asked Mr. Edkins if he had talked to Mr. McCrory at the Upper Valley Lake Sunapee Regional Planning Commission about Signs. Mr. Edkins received an email that he will send to the members.

ADMINISTRATION & CORRESPONDENCE:

19th Annual Spring Planning and Zoning Conference: A notice was received that this conference will be held on Saturday, May 11th, 2013, at the Radisson Hotel in Manchester, NH. If any members would like to attend, contact Mr. Edkins who will take care of the registrations.

Route 12 Project: Mr. Edkins reported that the work now being done on Route 12 involves guardrail replacement. The State is doing final engineering work for the reconstruction project. They expect construction to start by the year 2015.

Next Meeting: Mr. Edkins noted that there are no new applications for the next meeting. There are some high profile projects in the works so the Planning Board may get busier in a few months. The Jiffy Mart is still looking at their options.

Michael Avenue Project: Mr. Edkins has had some expressions of concern from the neighbors on the Michael Avenue project regarding the appearance of the new substation as it is much more visible than they were led to believe. There has now been some direct communication between National Grid and the neighbors. A meeting is planned and Mr. Edkins was invited to attend. National Grid opened up that driveway wider and it is straight in so the person living

right across the street and a property owner on Emile Avenue have a direct view. National Grid is taking this seriously so hopefully they will resolve that problem during their meeting.

PB Member Request: Mrs. Smith-Hull asked if there is any possibility that the PB could change their third Tuesday meeting day to another night as she will have a conflict attending those meetings. Mr. Edkins pointed out that there is nothing new for the next meeting but somebody might come in for a sign or a preliminary consultation.

Morningside Flight Park: Mr. Jenkins asked if there were any other issues that were not finalized for the Morningside Flight Park. Mr. Edkins will check the file on the status of the drinking water to see how that was addressed and if other issues were pending.

ADJOURNMENT:

There being no other business, Mrs. Francis moved to adjourn the meeting. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved. The time was 7:39 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 4-09-13

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the April 16, 2013, Planning Board meeting.)