

**MINUTES
CHARLESTOWN PLANNING BOARD
AUGUST 4, 2015**

Members Present: Robert Frizzell (Chair); Steve Neill (Ex-Officio Member); John Bruno, Rose Smith-Hull, Roger Thibodeau

Alternates Present: Patty Chaffee, Doug Neill

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 that meetings are tape recorded and asked that anyone wishing to speak identify themselves for the record. Regular members Sharon Francis and Richard Lincourt were absent therefore Mr. Frizzell called upon alternate members, Doug Neill and Patty Chaffee to sit in their seats. He also pointed out that alternate members, James Jenkins and Duane Wetherby were not present.

APPROVAL OF MINUTES OF JULY 7, 2015:

Mrs. Smith-Hull moved to approve the Minutes of the July 7, 2015 meeting, as printed. Mr. Thibodeau seconded the motion. With Mr. Frizzell, Mr. Bruno, Mrs. Smith-Hull, Mr. D. Neill and Mr. Thibodeau in favor, the Minutes were approved. Mr. S. Neill and Ms. Chaffee abstained as they were not present at this meeting.

APPROVAL OF MINUTES OF JULY 21, 2015:

Approval of the Minutes of the July 21, 2015 meeting was postponed until the next PB meeting as a quorum was not present at this meeting.

SAVANNAH DARRELL – Sign Permit – 16 Main Street – Map 117, Lot 6 – Zone A-2 (North Main Street): Mr. Edkins reported that at the last PB meeting the members requested a map of where the sign was actually going to be located and that was included in the packet. It was placed on a copy of the previously approved Site Plan for that building. The height is five feet to the top. The one thing Ms. Darrell changed about this sign is underneath the “Gentlemen’s Grooming” she added “Walk Ins Only”. Mr. S. Neill pointed out that the letters on the sign will be small; it will be difficult to read from the road. If there is another tenant their sign will go on the same post.

Mr. Thibodeau moved to approve the Sign Permit for Savannah Darrell, as presented. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.

JENNIFER L. BAKER – Sign Permit (2 Signs) – 1 South Main Street – Map 119, Lot 29 – Zone E (Mixed Use): Mr. Edkins reported that although Ms. Baker did not use the PB form all

the information they ask for is there. Ms. Baker will have her office upstairs from the Wee Haven Child Care. The Day Care capacity was cut from 42 to 28 last fall. Mr. Edkins mentioned that this is Zone E so technically she is allowed up to 50 square feet for the sign. She will mount the “Connecticut River Valley Realty” sign above the existing “Wee Haven Day Care” sign so it is like a directory sign and will also have a sign on the building that will be located on the front right between the lower and second floor windows.

Ms. Chaffee moved to approve the Sign Permit for Jennifer L. Baker, as presented. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.

PLANNING & POLICY ISSUES:

2015 Municipal Law Lecture Series: Mr. Edkins had included a copy of the 2015 Municipal Law Lecture Series that they schedule each fall in the PB packets. The lectures will be held in Keene this year at the Antioch New England Graduate School. The Town budgets for the PB members to attend these lectures. If anyone wishes to attend, contact Mr. Edkins who will register them.

- Lecture One – Grandfathering: The law of Non-Conforming Uses & Vested Rights.
- Lecture Two – Local Regulation of Agriculture.
- Lecture Three – Implementing & Enforcing the State Building Code & the State Fire Code.

Cheshire Bridge Project: Mr. Edkins and Mr. S. Neill went to the pre-construction meeting this morning on the Cheshire Bridge Project. The contractor was given an option to do it this year or wait until next spring. They decided to start this project next April and it will continue through mid-June. The bridge will be closed for five days at the end of the project when they are putting the membrane down and doing paving. It will be open to two-way traffic in the evening hours.

Beaudry Pit on North Hemlock Road: At the last meeting there was discussion about construction and demolition debris in the Beaudry Pit on North Hemlock Road. Mr. Edkins and Ms. Chaffee did an inspection this afternoon. Ms. Chaffee reported that it is actually granite / stone scraps from the counter top business in Springfield, VT. There is no construction debris or wood in the pile. They crush the granite and mix it in with their gravel. Mr. Edkins understands that the Department of Environmental Services (DES) did an inspection of that pit a week ago and gave it a clean bill of health.

Morningside Service Station: Ms. Chaffee reported that the owner will start moving cars on Monday, August 10th.

Pending Violation Issues: Ms. Chaffee has been sending letters to several property owners. When they do not respond Mr. Edkins does follow-ups. The paper work on one property owner will be sent to Superior Court.

Dollar General Store: It was noted that the Dollar General Store mowed their lawn. Mr. Edkins wrote to them twice regarding violations to their Site Plan. It was their interpretation that it was just the Dollar General trucks that had to make deliveries in the back but it did not apply to

local vendors. There are provisions in the Statute to revoke Site Plan Review approval for failure to abide by the conditions attached to it. It would require a Public Hearing before the PB first and the owner would be given the opportunity to respond. Mr. Frizzell suggested sending them a letter stating that the PB will move forward with this if they do not get a response. Mr. Bruno pointed out that they should ask for: 1) as-built plans; 2) inspection of the storm water system; and 3) decibel readings at the property line. Mr. Edkins will send them one more strongly worded letter and specifically state the possibility of revoking their Site Plan Review approval.

Jiffy Mart: Mr. Edkins received complaints that they are getting a lot of their deliveries and that rubbish pick-ups are being done earlier in the morning than stated. He submitted an email to them this morning and asked Mr. Wamsganz to deal with this.

Claremont Savings Bank: A PB member questioned what is in front of the Claremont Savings Bank on Main Street. Mr. Edkins explained that it is the wheel carriage off the original trolley that sat on that property that Albert St. Pierre owned. They are the wheels from the original Trolley Stop Restaurant. Mr. Albert St. Pierre donated those wheels to the Claremont Savings Bank who will make a bench out of them.

Property Maintenance: Mr. Edkins and Mr. Jon LeClair ordered a copy of the International Property Maintenance Property Code. An ordinance would have to be adopted by the voters at Town Meeting. The only other option is to get the State to adopt the International Property Maintenance Property Code as a part of the State Building Code.

Temporary Signs: Mr. Edkins issues temporary Sign Permits but they need to be renewed on a regular basis. He had issued temporary sign permits for the V.F.W. and the Salon on the Sumner House property. They are good for seven days at a time / ten times a year and these applicants have been made aware of this.

ADMINISTRATION & CORRESPONDENCE:

Next PB Meeting: Mr. Edkins advised that there is no new business for the next PB meeting. The deadline has passed for any Site Plan or Subdivision applications.

ADJOURNMENT:

There being no other business, Mr. Thibodeau moved to adjourn this meeting. Mr. Bruno seconded the motion. With seven members in favor, the meeting was adjourned at 7:36 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 08-12-15

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