

**MINUTES
CHARLESTOWN PLANNING BOARD
NOVEMBER 17, 2015**

Members Present: Robert Frizzell (Chair); Sharon Francis (Vice-Chair); Steve Neill (Ex-Officio); John Bruno, Richard Lincourt, Rose Smith-Hull, Roger Thibodeau

Alternates Present: Patricia Chaffee, James Jenkins, 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. A full Board was present at this meeting therefore there was no need to call on the Alternate members.

APPROVAL OF MINUTES OF NOVEMBER 3, 2015:

Mr. Thibodeau moved to approve the Minutes of the November 3, 2015, meeting, as presented. Mrs. Smith-Hull seconded the motion. On page 4, second paragraph, Mrs. Francis requested an addition at the end: “Mrs. Francis recommended that the Planning Board spell out what it expects because she did not think it was fair to the applicant to say the words-Best Management Practices”. Mr. Lincourt noted on page 3, fifth paragraph, second line, there is an “a” that should be deleted. Mr. Jenkins noted on page 3, last paragraph, first line, “Superintendent Dave” should be changed to “Superintendent Dave Duquette”. With all in favor, the minutes were approved as corrected.

DAVID GERMAIN, cont’d – Low Power FM Radio Station w/ 70’ Transmission Tower – 44 Northwest Street – Map 118, Lot 53 – Zone E (Mixed Use): Mr. Germain had R & R Communications come out; Jeff Barden looked at the tower, the day of the last PB meeting, with Pastor Ron Nickerson and he was supposed to write a letter but apparently Mr. Barden took it to the Police Station. Mr. Edkins spoke with the Police Chief this afternoon and he does not yet have the letter. Mr. Frizzell asked if R & R is working for Mr. Germain or the Police Department. Mr. Germain responded that R & R was at the site for them to view the radio tower and guy wires and they are waiting for Mr. Barden to write the letter. Mr. S. Neill was only aware of what he reported at the last meeting. Mr. Bruno read the regulations and it seems the tower meets the definition of a structure. Mr. Edkins said it does but the Zoning Ordinance distinguishes between structures and buildings; in the Zoning Ordinance there are building setbacks specified but the set-back requirements only apply to buildings. Mr. Germain advised that Mr. Weed, Superintendent of the Highway Department, looked at the bollards. Mr. Germain has holes dug. He will get the pipes from Osgood’s after everything is approved. They will be dropped in the holes and filled with cement. Mr. Germain tried to contact Pastor Nickerson but was unable to do so. Mr. Frizzell pointed out that the PB needs the letter from R & R. Mr.

Edkins advised that Chief Connors will contact R & R again tomorrow. Mr. Bruno asked if the Selectboard had special requirements about having something within the Town's right-of-way; the anchors are within 16-feet of the center line of the road. Mr. Edkins said the right-of-way of Huntley Avenue is not well defined; they have not been able to determine what the actual width is. Mr. Germain said the Highway Superintendent mentioned the only way to determine where the center line is would be to get the surveys and measure all the property lines on both sides of the road.

Mrs. Smith-Hull moved to continue this application until the next Planning Board meeting on December 1st, 2015. Mr. S. Neill seconded the motion. With all in favor, the motion was approved.

J & H STODDARD PROPERTY HOLDINGS, LLC, cont'd – 46' x 72' Automotive Repair Garage w/ Two Self Service Car Wash Bays – 892 Old Claremont Road – Map 108, Lot 19 – Zone E (Mixed Use): Mr. Bruno stepped off the PB for this agenda item; Mr. D. Neill, Alternate, was asked to sit in his place. Mr. Travis Royce displayed a revised plan with the changes recommended at the last meeting. The changes include labeling on the car wash. In the parking area they eliminated the last row of parking spaces and moved the customer parking closer to the building. The automobile repair business is outside the Drinking Water Protection area. The fence is about 160-170 feet back from the building. The inset gives an overview of the entire property and references where the fence is. A majority of the property is beyond the fence. Ms. Chaffee questioned the Drinking Water Protection area and the extended area for the Bull Run Well. Mr. Frizzell noted that they have to go by the current rules. Mr. Duquette will make regular inspections of this business.

Ms. Trina Dearborn advised that she and her husband organized a meeting with the whole neighborhood and Mr. Stoddard and they are happy with the results.

Mr. Edkins mentioned that Mr. Tory Royce and Ms. Dearborn raised the lighting issue. Mr. Joel Stoddard brought in the lighting diagram along with an explanation today. Mr. Tory Royce said they discussed this with Mr. J. Stoddard in their meeting. Their concern was the side entrance but Mr. Stoddard agreed to have it be an employee entrance only and will have signage to that effect. The lighting plan was reviewed and discussed. There is one light between the two buildings.

Mrs. Francis asked where the information is on the collection of pollutants. Mr. J. Stoddard did some research and found information on Best Management Practices on the DES website. Mr. S. Neill pointed out that the PB should have a copy of what the Best Management Practices are now. Mr. Edkins noted they change from time to time. Mr. Lincourt questioned what their plans are for surface in the parking lot. Mr. J. Stoddard said it depends on how much it costs; he is waiting for prices. Mr. Frizzell said there is concern about leakage from vehicles. Mr. J. Stoddard said they are more oil drips downtown than in his parking area; they will place drip pans under any fluid leaks.

Mr. Lincourt moved to accept this application as complete. Mrs. Smith-Hull seconded the motion. With all in favor, the motion was approved.

The Planning Board members outlined the conditions for final approval.

Mr. Stoddard will have a separate area for scrap tires. The designated area will be in back of the building between the dumpsters. A company comes to pick up the tires weekly.

Mr. S. Neill moved to grant final approval of this application for J & H Stoddard Property Holdings, LLC, with the following conditions:

- 1) Designate the Hillview Drive entrance as an employee entrance only with signage to that effect;**
- 2) A copy of the Best Management Practices for control of hazardous materials from the NH Department of Environmental Services be obtained;**
- 3) No scrap metal or used parts shall stored outside.**
- 4) The hours of operation for the car wash will be from 9:00 AM to 9:00 PM / 7 days a week.**

Mrs. Francis seconded the motion. With all in favor, the motion was approved.

Mr. Bruno assumed his seat on the PB; Mr. D. Neill returned to his seat as an alternate member.

SIGN PERMIT – Roger Thibodeau: Mr. Thibodeau stepped off the PB for this Agenda item; Ms. Chaffee was asked to sit in his place. Mr. Edkins noted this is an item not on the Agenda as it came in after the packets were mailed. Mr. Thibodeau submitted a Sign Permit Application. Copies of the application were distributed. Mr. Thibodeau pointed out that the sign will be 6 square feet; he is allowed 50 square feet in Zone E.

Ms. Chaffee moved to approve the Sign Permit for Roger Thibodeau as presented. Mrs. Smith-Hull seconded the motion. With all in favor, the motion was approved.

Mr. Thibodeau assumed his seat on the PB; Ms. Chaffee returned to her seat as an alternate member.

PLANNING & POLICY ISSUES:

Route 12: A PB member mentioned the large sign on Route 12; it poses a danger. Mr. Edkins said it cannot be read from the road. He will stop and take a picture.

Sample Tower Ordinances: Mr. Edkins had emailed some sample Tower Ordinances to the PB members. He has not yet had an opportunity to spend any time on them.

Minimum Lot Sizes: Mr. Lincourt questioned if the PB had ever considered amending the Zoning Ordinance to require a larger lot sizes; up to an acre in all zones. The intent would be that any new residences would have a higher assessed value to reduce taxes. Mrs. Francis thought it could not be done in all zones. Mr. Frizzell recommended that the members think about this.

ADMINISTRATION & CORRESPONDENCE:

David Germain: Following a discussion there was a consensus of the PB members to still send the Cease and Desist Order to Mr. Germain to be effective until he receives approval from the PB. The applicant does not have a permit from the PB at this time. There is a safety issue.

ADJOURNMENT:

There being no Other Business, Mrs. Smith-Hull moved to adjourn this meeting. Mr. S. Neill seconded the motion. With all in favor, the meeting was adjourned at 8:10 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 11-21-15

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the December 1, 2015, Planning Board meeting.)