

**MINUTES
CHARLESTOWN PLANNING BOARD
DECEMBER 6, 2016**

Members Present: Robert Frizzell (Chair); Sharon Francis (Vice-Chair); Steven Neill (Ex-Officio Alternate); John Bruno, Doug Neill, Rose Smith-Hull

Alternates Present: James Jenkins

Staff Present: David Edkins – Administrator
Regina Borden – Recording Secretary

CALL TO ORDER & SEATING OF ALTERNATES: Mr. Frizzell called the meeting to order at 7:00 PM. He advised that meetings are recorded and asked that anyone wishing to speak identify themselves for the record. Mr. Cobb (Ex-Officio) will not be present therefore Mr. Steven Neill (Ex-Officio Alternate) will sit in his seat. Regular member, Richard Lincourt, is absent therefore Mr. Frizzell called upon alternate member, James Jenkins, to sit in his seat.

APPROVAL OF MINUTES OF NOVEMBER 1, 2016:

Mrs. Francis moved to approve the Minutes of the November 1, 2016, Planning Board meeting, as presented. Mrs. Smith-Hull seconded the motion. With six members in favor, the Minutes were approved. Mr. Neill abstained as he was not seated on the PB.

HARVEY D. & CHRISTINA R. HILL – Two (2) Lot Subdivision – 469 Morse Hill Road, Map 208, Lot 19 – Zone E (Mixed Use): Mr. Wayne McCutcheon, surveyor, represented Harvey and Christina Hill. They are proposing to subdivide tax map #208, lot #19, into a 27.5 acre parcel that includes improvements and buildings and a 77 acre parcel. The 77 acre parcel has class VI road frontage. The game fence is 8-feet high; the garden itself also has a substantial fence. This property abuts the Unity Town line. The lines are marked; after the approval Mr. McCutcheon will mark them permanently. Mr. Edkins confirmed the abutters were notified; this included the Town of Unity. Mr. Edkins advised it is the Hill's intention to convey the 77 acre parcel to a Land Trust with a condition that it not be developed in the future. Charlestown approves Building Permits on a Class VI road but they do not approve subdivisions. The PB could waive this requirement as this 77 acre parcel will not be developed. Mr. Edkins suggested the note on the plan be changed from "Lot 2 has Class VI road frontage therefore no Building Permit can be issued" to "Lot 2 has Class VI road frontage therefore no Building Permit will be requested or granted". Mr. Hill agreed to this change.

Mrs. Francis asked if Morse Hill Road is a Class V road. Mr. Hill responded the Town stops maintaining the road at the intersection of Bible Hill Road but maintain it to the Elliott Brown residence.

Mr. Bruno moved to accept this Two-Lot Subdivision application for Harvey and Christina Hill as complete. Seconded by Mr. S. Neill. With seven members in favor, the motion was approved.

Mr. Bruno moved to approve this Two-Lot Subdivision for Harvey and Christina Hill as presented subject to the condition that no Building Permit will ever be issued on Lot #2. Seconded by Mr. S. Neill. With all in favor, the motion was approved.

WHELEN ENGINEERING CO., INC. – 60,000 Sq. Ft. Light Manufacturing Building – Old Claremont Road – Map 106, Lot 4 – Zones F-1 (Industrial/Business) and E (Mixed Use): Mr. Edkins reported that Whelen Engineering Co., Inc. represented by Mr. John Olson, will not be here but they want to be on the December 20th Agenda.

Mr. Bruno moved to extend the Whelen Engineering Co., Inc. application until the December 20, 2016, PB meeting. Seconded by Mrs. Smith-Hull. With seven members in favor, the motion was approved.

Due to the fact that abutters will not be notified again of this hearing, there was discussion about putting it on the web-site. Mr. Edkins had received one call from an abutter asking if it would be heard at this meeting but he told her it would be re-scheduled for the December 20th meeting. Mr. Edkins was asked to check at Emma's to see if there is a bulletin board where a notice could be posted. He will post it in the usual places that are the bulletin board at the Town Office Lobby, the Mascoma Bank bulletin board and the community bulletin board on Main Street. Mr. Edkins will be sure this Agenda is posted on the web-site. The PB members want to be sure that any one with an interest in this project be made aware of this re-scheduled meeting.

PLANNING & POLICY ISSUES:

Accessory Dwelling Units: Mr. Edkins had included the revised Proposed Zoning Amendments – Accessory Dwelling Units – document in the PB packets. If acceptable the PB members have to schedule a Public Hearing. Mr. Bruno recommended scheduling the Public Hearing during the December 20th meeting. There were no objections from the other PB members.

ADMINISTRATION & CORRESPONDENCE:

February 7, 2017 Meeting: Mr. Edkins advised the first regularly PB meeting in February is scheduled on February 7th. This will conflict with the Town Meeting Deliberative Session. Historically the School District has held their Deliberative Session on a Thursday and the Town usually holds theirs on the previous Wednesday so there was no conflict. The School Board has now changed their Deliberative Session to Wednesday so the Town cannot hold theirs on the same day. The Selectboard decided to move the Town's Deliberative Session to Tuesday, February 7th, 2017. The PB can wait to see if there is any new business for the February 7th meeting before making a decision. This meeting could be changed to Monday, February 6th or Thursday, February 9th or possible, depending on new business, this first meeting in February could be cancelled and the second February meeting would held on Tuesday, February 21st.

Enforcement Issues:

Springfield Medical Center: Mr. Bruno is concerned about the clear cutting of the site. It went beyond what they had indicated on the plan. There is no tree buffer as discussed with the abutters. The PB should look into their driveway being moved. The applicant needs to come in to talk about revising their Site Plan and about the buffer area that was removed. A letter should be written regarding the driveway, clear cutting and buffer area. There should be a landscaping plan to restore the buffer and the PB could hire a professional landscaper at the hospital's expense to insure it meets the original intent of the approved application. Concern was expressed that Springfield Medical Center is in violation of their permit. They started building before the Site Plan was signed. Mr. Edkins has a call in to the hospital. He will now send a letter to them tomorrow. They do have a Building Permit. Mr. Frizzell was contacted by an abutter who is very upset. Mr. Edkins was recently contacted by one abutter. The first step is to get the Springfield Medical Center representatives into a meeting.

Signs: A PB member asked about illegal signs on Town property being picked-up. Mr. Edkins will talk to Mr. Grenier about signs being picked-up on State property. Another PB member mentioned the Recreation Department sandwich signs by the Fire Station. It has nothing on it. Mr. Edkins will look into this. Mr. S. Neill pointed out that this sign was used to notify voters of the change of polling location.

Treasure Chest: A PB member thanked anyone who had worked to have the tent removed by the Treasure Chest on Main Street. It is such a big improvement. Mr. Edkins noted that Mrs. Smith-Hull deserves most of this credit as she talked to the property owner.

There was continued discussion pertaining to a Site Plan Review Permit running with the property and allowing similar uses on a property. Mrs. Francis feels a new similar business should come before the PB so they are made aware of regulations such as lighting, etc. Mr. Bruno noted that many old Site Plan Reviews are very vague. This is the reason he is strong for applications and the approvals having specific conditions that are enforceable. Mr. Edkins advised that Ms. Chaffee has worked on the Treasure Chest property and reviewed the files. She talked to the Town attorney about it who said there is nothing they can enforce. Mr. Jenkins said they can only enforce what the PB has the authority to do. Mrs. Francis asked if the other PB members agree that in the future they could ask a new user to come in to a PB meeting. Mr. Bruno responded that if there is no change of use, the PB does not have the authority to do that.

ADJOURNMENT:

There being no other business, Mrs. Smith-Hull moved to adjourn this meeting. Mr. Bruno seconded the motion. With seven members in favor, the meeting was adjourned at 8:10 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: 12-13-16

(Note: These are unapproved Minutes. Any corrections will be found in the Minutes of the December 20, 2016, Planning Board meeting.)