

**MINUTES  
CHARLESTOWN PLANNING BOARD  
FEBRUARY 16, 2016**

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

Alternates Present: Patricia Chaffee, Doug Neill

Staff Present: David Edkins – Planning and Zoning Administrator

**CALL TO ORDER & SEATING OF ALTERNATES:** Mr. Frizzell called this meeting to order at 7:00 PM. He noted that meetings are recorded and asked that anyone wishing to speak identify themselves for the record. Mr. Frizzell noted the absence of regular member, Mrs. Sharon Francis, and asked Ms. Patricia Chaffee to sit on the board in her place. Alternate members James Jenkins and Duane Wetherby were not present.

**APPROVAL OF MINUTES OF FEBRUARY 2, 2016:**

**Mrs. Smith-Hull moved to approve the Minutes of the February 2, 2016, meeting as presented. Mr. Thibodeau seconded the motion. Mr. Lincourt commented that on page 3, Enforcement Issues, after “they were being singled out for this” it should state that the concern was “driver distraction”. With five members in favor, the Minutes were approved. Mr. Neill and Ms. Chaffee abstained from the vote as they were not present at this meeting.**

**SHILO WHITE – Sign Permits (2) – 14 Wheeler Rand Road – Map 213, Lot 59 – Zone E (Mixed Use):** Mr. Frizzell pointed out that Mr. and/or Mrs. White were not present at this meeting. He suggested the PB discuss the next Agenda item first to see if they are just late.

**J&H STODDARD PROPERTY HOLDINGS, LLC – Two Lot Subdivision – 890-892 Old Claremont Road – Map 108, Lot 19 – Zone E (Mixed Use):** Mr. Bruno stepped off the Board for this Agenda item. Mr. D. Neill was asked to sit on the board in his place. At the last meeting Travis Royce did a preliminary consultation for this two lot subdivision as the application had not yet been submitted. Relative to a question from Mr. Lincourt, Mr. Frizzell replied that there is water and sewer on both lots. No abutters were present. Mr. Edkins advised that all abutters had been notified by certified mail.

**Mr. Thibodeau moved to accept this application from J&H Stoddard Property Holdings, LLC as complete. Mrs. Smith-Hull seconded the motion. With seven members in favor, the motion was approved.**

Mr. Royce is aware of the fact that generally the PB quite often has two meetings for Subdivision Reviews but they are requesting both completeness and final approval at this meeting for this two lot subdivision. Mr. Stoddard explained that the bank will not close on the mortgage until

this subdivision is approved. Mr. Frizzell said the question was is it going to adversely have an impact on the abutters and/or neighborhood.

**Mrs. Smith-Hull moved to grant final approval for this application for a two lot subdivision for J&H Stoddard Property Holdings, LLC. Ms. Chaffee seconded the motion. With seven members in favor, the motion was approved.**

Mr. Bruno resumed his seat on the PB. Mr. D. Neill returned to his seat as an alternate.

**SHILO WHITE – Sign Permit (2) – 14 Wheeler Rand Road – Map 213 – Lot 59 – Zone E (Mixed Use):** This item has been on the Agenda for two meetings but the applicant has not attended. The PB discussed the fact that the sign is in violation. Mr. Edkins had left a message for them but they did not reply.

**Mr. Bruno moved to continue this Sign Permit application for Shilo White until the next meeting on March 15, 2016. Mrs. Smith-Hull seconded the motion.**

Mr. Bruno questioned what would happen if they did not continue this application. Mr. Edkins advised that the PB would have to deny the application first. Mr. Thibodeau asked if they are going to deny this application because Mr. White has lights on his sign. Mr. Edkins explained that there are two applications: one for the sign on the building and the second one is for the panel underneath the sign which is already there. He was told to take down the banner. Mrs. Smith-Hull replied that he did do that. Mr. Edkins noted that the lights are not a big issue but they were not approved. The applicant does want to get the lighting approved.

**With six members in favor, the motion was approved. Mr. S. Neill was opposed.**

Mr. Lincourt would like both applications to be correct before the applicant comes into the next meeting.

Mr. Edkins will contact the applicant again. Mr. Bruno felt if the applicant does not attend the next meeting the PB will consider denying the application. Mr. Edkins advised that this will probably be the only item on the next Agenda as no new applications have been submitted.

**PLANNING & POLICY ISSUES:**

**March 1, 2016 Meeting:** Mr. Edkins pointed out that there is no new business for the March 1, 2016, meeting. There was a consensus of the members to cancel this meeting unless something that needs immediate attention comes in.

**Enforcement Issue:** Mr. Lincourt asked if the Stop sign on the Dollar General property is enforceable. Mr. Edkins noted that it is private land but he will check with Police Chief Connors.

**Street Light:** Mrs. Smith-Hull brought up the fact that on Sullivan Street, near the Frazier property, a lot of people walk but there is no light on that pole. Mr. Edkins advised that this is not a PB issue but Mr. S. Neill could take it back to the Selectboard. Mr. Neill advised that last

year the Town over-spent this budgeted item. They have had requests for street lighting in the past. Mr. Edkins said if an individual wanted a street light they would have to contact the power company themselves. There also was a discussion relative to not having a sidewalk on Sullivan Street. Mr. Edkins and Mr. S. Neill explained the reasons why this is not workable at this time.

**ADMINISTRATION & CORRESPONDENCE:**

Mr. Thibodeau said it has been a pleasure being on this PB for 20+ years but he made a decision not to seek re-election. He plans to stop in from time-to-time. The other PB members thanked him for being a long-time member and wished him well.

Ms. Patricia Chaffee would like to remain on the PB as an alternate member. She would have run for the vacant seat on the PB but felt that, at times, it could be a conflict with her full-time position.

Mr. Doug Neill signed up for the vacant position on the PB.

Mr. Edkins reminded newly elected members to be sure to be sworn-in before the next PB meeting on March 15<sup>th</sup>.

**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 7:29 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary  
(Transcribed From Recorder)

Minutes Filed: 02-25-16

(**Note:** These are unapproved Minutes. Any corrections will be found in the Minutes of the next Planning Board meeting.)