

**MINUTES
CHARLESTOWN PLANNING BOARD
MARCH 21, 2017**

Members Present: Robert Frizzell (Chair); Sharon Francis (Vice-Chair); John Bruno, Richard Lincourt, Rose Smith-Hull

Alternates Present: Duane Wetherby

Staff Present: David Edkins – Planning & Zoning Administrator

CALL TO ORDER & SEATING OF ALTERNATES: Mr. Frizzell called the meeting to order at 7:00 PM. Due to the absence of regular member, Doug Neill, alternate member, Duane Wetherby, was asked to sit on the Board. Mr. Thomas Cobb, Ex-Officio, is also absent but an alternate member cannot sit in his place. Frizzell advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record.

ELECTION OF OFFICERS – 2017-18:

Mr. Lincourt moved to defer the Election of Officers until the next meeting on April 4, 2017. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

APPROVAL OF MINUTES OF FEBRUARY 21, 2017:

Mr. Lincourt moved to approve the Minutes of the February 21, 2017, Planning Board meeting, as written. Mrs. Francis seconded the motion. With five members in favor, the Minutes were approved. Mr. Bruno abstained as he was not present at this meeting.

WRBOS, LLC – Expand Existing Day Care Facility into Adjacent Residence on the Same Property – 402 Old Claremont Road – Map 102, Lot 1 – Zone E (Mixed Use): Mr. Frizzell pointed out there is an existing Site Plan Approval on this property therefore the PB should consider this as an Amendment to that. Mr. Edward Lawrence advised this proposal is to use the house, which is currently a residence, for the “Before and After School” program. The house will accommodate 17 children and one staff member. The Daycare will only use the first floor and the current office will move upstairs. They feel the additional parking spaces will be more than enough for the additional traffic. Most parents who use this program drive in on the driveway and leave without parking. There will be two additional spaces because the current residents will have their cars elsewhere. The State has looked at the property. They will fence some of the back area for safety reasons. This expansion will benefit the Town as there is a big need for child care based on their back-log. This will move the “Before and After” children into the house and open a few spots in the daycare. Mr. Frizzell asked if the “Before and After” and the daycare are together now. Mr. Lawrence explained there are six rooms in the current daycare. They have them divided up the children based on age groups but they have maxed out on this. They will not change the number of children in the daycare but will be able to keep the

older and younger children separate. So far it has worked out well. Mrs. Francis questioned the “Before and After” school program; what are the ages. Mrs. Lisa Lashway replied they are 5 to 12 years old. Right now they have 8 children in this program. Mrs. Francis asked about transportation. Mrs. Lashway said right now there is a school bus stop by the house as they are on the route. Some parents drop the children off and they can take the school bus; some do both. Mr. Bruno noted that by requesting “Before and After” school would limit them for using it just for that. If they are expanding their program they might want to consider being able to use it all day. Mrs. Lashway felt it would be good as the children might stay all day on a holiday, snow day or vacation day, etc. Mr. Bruno felt the request would be to identify the house for use as a part of the daycare. Mr. Edkins said it would provide more flexibility. Mr. Lincourt asked about the septic system; is it shared. Mr. Lawrence said it is a separate system. Mr. Lincourt asked if there would be modifications to the house. Mr. Lawrence said there will be a safety and fire inspection by the Town Building Inspector. Mr. Edkins added they will have to be licensed by the State but it will require a sign-off by the Town. Mrs. Francis asked how the house is being used now. Mr. Lawrence lives there now; they will have to move out. Mr. Frizzell mentioned the fence; does the PB want a fence in back of the house. Mr. Lawrence said there will be a play yard; they may use the current one for now.

Mrs. Francis asked if any abutters were present. Mrs. Rachael Wilson, an abutter was present; they share the back yard property line. Both she and her husband support this project. They do not have any conflicts with the use or fencing.

Mr. Bruno moved to accept this application for WRBOS, LLC as complete. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

Mr. Bruno moved to grant final approval of this Amendment to the previously approved Site Plan for WRBOS, LLC with the conditions that they comply with all the State rules and regulations that relate to daycare facilities, that they be allowed to construct a fence in the vicinity of the existing house subject to the approval of the State and, since it is not stated in the application, they be allowed to use the house for daycare throughout the day, seven (7) days a week, as they see fit within the house as described in the application. Mr. Lincourt seconded the motion. With six members in favor, the motion was approved.

PLANNING & POLICY ISSUES:

Floodplain Mapping – Good News / Bad News: The Good News - Mr. Edkins went to a meeting in Claremont last week on the Floodplain Mapping. **The good news** is FEMA in connection with the Office of Energy and Planning and UNH Extension Service are going to do an update of the Floodplain Maps that we have been asking for a number of years. They are aware of some significant discrepancies that are in the existing maps. He has already provided them with some examples of where the maps are nowhere near the stream they are associated with. **The Bad News** – It will take 5-to-7 years for them to do the maps. They are in the process of gathering information now on where the problem areas are. They have sent out an extensive questionnaire that he is now completing; the deadline is March 31st. There is no cost to the Town. The PB members discussed several scenarios on problems that are occurring with the

current maps in terms of buying properties in the “so-called” floodplain areas, mortgages, etc. Applicants can get a Letter of Map Amendment from FEMA but would need to hire an engineer; that is an expensive process. They might also need to purchase Flood Insurance that is another expense.

ADMINISTRATION & CORRESPONDENCE:

Oath of Office: Mr. Albert St. Pierre, Moderator, came into the meeting and administered the Oath of Office to Mr. Robert Frizzell as a member of the Planning Board.

Alternate Members: This will be an Agenda item for the next meeting.

Next Meeting: The next regular PB meeting is scheduled for Tuesday, April 4th however there is no new business.

Update on Recent Elections: Mr. Edkins reported that Ms. Chaffee won the Town Clerk / Tax Collector’s position by 14 votes however Mrs. Stoddart requested a recount that is scheduled for Thursday at 5:00 pm. Mrs. Francis asked if any thought had been given to the Code Enforcement person. Mr. Edkins replied it is still a work-in-progress.

Administrator: Mrs. Francis mentioned one of the items they had talked to Mr. Edkins about was revisions to the checklist for Major site Plan applicants. Mr. Edkins has been working on that and is close to having a final product. Mrs. Francis said the other item was his spending more time with applicants so when the applicants come before the PB Mr. Edkins can advise that the application is complete. Mr. Edkins has been trying to do so. There have not been many Site Plan Review applications since their last conversation. We have a new Register of Deeds who is requiring additional information on some of the plans that has never been required before. This makes recording them a lengthier process.

Blue Stream Aquaculture NH: Mr. Lincourt asked how the Fish Farm is coming along. Mr. Edkins has not heard anything. Before the April 4th meeting Mr. Frizzell and Mr. Edkins will check the site and report to the PB.

ADJOURNMENT:

There being no other business, Mr. Lincourt moved to adjourn this meeting. Mr. Bruno seconded the motion. With six members in favor, the meeting was adjourned at 7:40 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: March 23, 2017

(Note: These are unapproved Minutes. Any corrections will be found in the Minutes of the April 4, 2017, Planning Board meeting.)