

**MINUTES
CHARLESTOWN PLANNING BOARD
APRIL 18, 2017**

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

Alternates Present: Patricia Chaffee, James Jenkins

Staff Present: David Edkins – Planning & Zoning Administrator

CALL TO ORDER & SEATING OF ALTERNATES: Mr. Frizzell called the meeting to order at 7:00 PM. He noted that Ex-officio member, Tom Cobb, is not present but an alternate member cannot sit in his place. Mr. Duane Wetherby, alternate member, is also absent. Mr. Frizzell advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record.

APPROVAL OF MINUTES OF MARCH 21, 2017:

Mrs. Francis moved to approve the Minutes of the March 21, 2017, Planning Board meeting, as written. Mrs. Smith-Hull seconded the motion. Mr. Lincourt noted the following corrections: Page 1, second line from bottom, delete the word “them”. Page 1, second line from bottom, change “maxed out on this” to “maxed out on capacity in the current space”. For clarification change the last sentence on page one to “They will not change the number of children in the original daycare center but will be able to move some of the “Before and After School” children to the house”. Page 2, line 5, delete “do both”. Page 2, Floodplain Mapping, 4th line, change “asking” to “requesting” and 6th line change “maps” to “map floodplains”. Mrs. Francis and Mrs. Smith-Hull accepted the amendments. With five members in favor, the Minutes and Amendments were approved. Mr. Neill abstained as he was not present at this meeting.

ELECTION OF OFFICERS:

CHAIR: Mrs. Francis nominated Mr. Robert Frizzell as the Chairman. Mrs. Smith-Hull seconded the motion. Mr. Frizzell turned the meeting over to Mrs. Francis for the vote. There were no other nominations. Mr. Bruno moved to cease nominations. With five members in favor, the motion was approved. Mr. Frizzell abstained from the vote.

VICE-CHAIR: Mr. Lincourt nominated Mrs. Sharon Francis as the Vice-Chairman. Mrs. Smith-Hull seconded the motion. There were no other nominations. Mr. Bruno moved to cease nominations. With five members in favor, the motion was approved. Mrs. Francis abstained from the vote.

ELECTION OF ALTERNATES:

Ms. Chaffee expressed an interest in continuing as an alternate member on the Planning Board.

Mrs. Francis moved to re-appoint Ms. Patricia Chaffee as an alternate member of the Planning Board for a one year term. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

Mr. Jenkins expressed an interest in continuing as an alternate member on the Planning Board.

Mrs. Francis moved to re-appoint Mr. James Jenkins as an alternate member of the Planning Board for a one year term. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

Mr. Edkins will contact Mr. Duane Wetherby to ask if he would like to be re-appointed as an alternate member on the Planning Board.

Mr. Frizzell hopes to have the alternate members train to be potential full Planning Board members in the future. The Planning Board can have 4-to-5 alternate members. He asked the members to think about other residents who might be interested in being appointed.

CHESTNUT HILL VILLAGE, LLC – Two (2) Lot Subdivision – 31 Chestnut Hill Road – Map 210, Lot 24 – Zone E (Mixed Use): Mr. Albert St. Pierre was present on behalf of Chestnut Hill Village, LLC. Mr. Edkins noted the Planning Board members have already heard about this subdivision in a preliminary consultation. Nothing has changed other than we now have a plan that is stamped by a licensed land surveyor. This subdivision complies with all Town’s regulations; it is on Town water. Mr. St. Pierre said many have seen the old garage that was there; it will now be a single family home. Rather than tear down the entire building they decided to renovate it. He wants to sell the home with one acre of land. In order to do this they had to adjust the boundaries. They will keep the other parcel mowed. The PB had previously approved Phase I of this development for building lots. At some point they will be back when they wish to start Phase II. Mr. Edkins asked if they intend to put the same covenants on this lot as the others. This question is for informational purposes only. Mr. St. Pierre replied “yes”. Mr. Edkins pointed out the PB does not have the authority to enforce the covenants but Mr. St. Pierre can.

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

Mr. Lincourt moved to grant final approval for this Two Lot Subdivision for Chestnut Hill Village, LLC, as submitted. Mrs. Smith-Hull seconded the motion. With six members in favor, the motion was approved.

PLANNING & POLICY ISSUES:

Floodplain Mapping: Mr. Edkins reported on the update to the Floodplain Mapping at the last PB meeting. He has completed the lengthy questionnaire on what needs to be fixed; it is now in

FEMA's court. They now are working through the process. At least FEMA recognizes the need to make corrections to the maps. It is an ongoing issue.

ADMINISTRATION & CORRESPONDENCE:

Mr. Edkins does not have any new correspondence.

Next PB Meeting: There is no New Business for the next meeting. It is possible the May 2, 2017, meeting may be cancelled. The PB is required by State Statute to hold at least one meeting each month therefore the next meeting would be on Tuesday, May 16, 2017.

Enforcement Issues:

Dollar General Store: Replying to a question on the Dollar General Store, Mr. Edkins feels they have now complied with the Town's regulations. They are no longer displaying items outside the store and he has not seen any deliveries to the front door. Mr. Bruno asked if there have been any inspections of the storm water system. Mr. Edkins will check on that.

Enforcement Letters: Ms. Chaffee has sent out several enforcement letters and continues to follow up on compliance.

Enforcement Issues: Mr. Edkins explained that Ms. Chaffee is very busy right now therefore he will relieve her of enforcement issues for now.

Sullivan Street: Mr. Lincourt asked if the other PB members have given any consideration to request the Dollar General Store put in a speed bump at the exit onto Sullivan Street. Mr. Edkins explained it is difficult to impose conditions after an application has been approved. He can make them aware of the fact that this exit onto Sullivan Street presents a safety issue. Technically the "Stop" sign is on private property so the Police Department cannot enforce it. The right-of-way is narrow in that area but he will look into it.

Springfield Medical Care Center: Mrs. Francis mentioned a temporary commercial sign at the new Medical Center. Mr. Edkins will look at that but they are allowed to have similar to "For Sale" signs. He can issue seven day permits for temporary signs on any one property but not more than 10 times per year. Mr. Edkins will contact them about the sign. Another PB member asked if Mr. Edkins heard anything from the State on the cutting of trees. He has not heard anything official on the trees from the State.

Unlicensed Vehicles: A PB member mentioned two properties that have several unlicensed vehicles on them. Mr. Edkins will drive by to check on these possible violations. They are allowed to have a camper parked on the property.

Ox Brook Road: A PB member mentioned an unsightly property on the Ox Brook Road. A person in attendance advised this property owner has been slowly working on this property.

Sullivan Street: Mr. Lincourt mentioned a property that just changed owners but there are trailers out back. He thought they would clean-up the property. Mr. Edkins replied the use itself is permitted and that does not change with ownership; the permit runs with the land not the

owner. Another PB member explained that if someone violates their permit then the PB can do something.

Former Jiffy Mart Property: Mr. Edkins advised that Champlain Oil is doing test wells because the gas tanks were removed but there is evidence of leakage and that the contamination has migrated. There is a monitor well behind the Library; it was installed today. There is also a monitoring well on the Blanc and Bailey property.

Blue Stream Aquaculture NH: Ms. Chaffee talked to an abutter today who mentioned the owners have been on a big project in another state. They just recently started to come back and are doing work on the well. Mr. Edkins noted the Building Permit has to be issued within a year of PB approval and they have to start exercising it within one year or the approval expires. They can request an extension.

ADJOURNMENT:

There being no other business, Mrs. Smith-Hull moved to adjourn this meeting. Mr. Neill seconded the motion. With six members in favor, the meeting was adjourned at 7:58 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

Minutes Filed: April 25, 2017

(**Note:** These are unapproved Minutes. Any corrections will be found in the Minutes of the May 2, 2017, Planning Board meeting.)