

**TOWN OF CHARLESTOWN
PLANNING BOARD
OCTOBER 16, 2018**

Members Present: Robert Frizzell (Chair); Sharon Francis (Vice-Chair); Richard Lincourt, Doug Neill, Rose Smith-Hull, Thomas Cobb (Ex-Officio Selectboard member)

Alternates Present: Patricia Chaffee; Duane Wetherby

Staff Present: Travis Royce, Planning & Zoning Administrator

CALL TO ORDER & SEATING OF ALTERNATES: Mr. Frizzell called this meeting to order at 7:00 PM in the Silsby Library/Community Room. He noted that regular member, Mr. Terry Spilsbury, was absent therefore asked alternate member, Mr. Duane Wetherby, to sit on the Board. Mr. Frizzell advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record.

APPROVAL OF MINUTES OF OCTOBER 2, 2018:

Mrs. Francis moved to accept the Minutes of the Planning Board meeting of October 2, 2018, as submitted. Mrs. Smith-Hull seconded. Mr. Cobb noted on page 1, Solar Ordinance, line 5, change “not in favor of regulating a historic district differently” to “not in favor of regulating a residential district differently”. With five members in favor, the motion and correction were approved. Mr. Neill and Mr. Wetherby abstained as they were not present at this meeting.

EVERSOURCE ENERGY – Public Hearing Tree Cutting on a Scenic Road – Borough Road: Mr. Dane D’Arcangelo, Arborist with Eversource Energy, had written a letter to advise Eversource is planning to trim and remove trees and brush adjacent to and beneath its power lines on Borough Road within the Town. This work is necessary to insure the safe distribution of power and to improve reliability of electric service for their customers. Mr. Frizzell advised the PB is not concerned with trimming brush but they are with trees. Mr. D’Arcangelo replied that in accordance with regulations they have to notify the PB when any trees/branches 15-inches in circumference are removed. He did not have a tree removal list available but a map had been provided. This is routine maintenance mostly on branches and brush to avoid contact with the electric wires. The only trees they would cut down would be less than 15-inches in circumference. They would contact each landowner where trees are to be trimmed prior to commencement of the work. Mr. Frizzell did not remember they had to give permission for trimming to be done. Mr. D’Arcangelo referenced RSA 231:158 that states Eversource has to request a special hearing for the trimming and removal of trees on these and any other scenic roads within the proposed work area.

Mr. Cobb moved to allow Eversource to trim trees as show on the maps and the guidelines shown on page 1 of their letter dated September 12, 2018. Mr. Neill seconded. With seven members in favor, the motion was approved.

SUGAR RIVER MENNONITE FELLOWSHIP – Sign Permit for Auto Repair and Service Business – Claremont Road, Tax Map 203, Lot 2-2, Located in Zone E (Mixed Use): Mr. Mervin Martin submitted the Sign Permit application. He noted the light fixtures would be 3 LED strip lights, per side, solar powered, 7 watts each. Mrs. Francis asked why he needs a lit sign when the business is not open. Mr. Martin explained it is for exposure. Mrs. Francis stated they usually approve lighting for the hours the business is open. Reference was made to the sign rules starting on page 16 in the handbooks. Mr. Neill asked where does it state specific hours for signs. Mr. Royce said they outline illuminate on page 18-#C. Mr. Neill noted there is a difference between past policies and regulations in the book. Mrs. Francis asked why the sign would have to be lit in the early morning hours. Mr. Martin explained the lit sign makes it easier for tow truck drivers to locate the business when dropping off vehicles in the middle of the night. He will have a drop box for keys. There were no abutters present.

Mr. Neill moved to approve the Sign Permit as presented. Mrs. Smith-Hull seconded. Mr. Lincourt amended the motion to state the hours be Dawn to 11:00 PM. Mr. Neill withdrew his motion.

Mr. Lincourt moved to approve the Sign Permit subject to the restriction that the sign be lit Dawn to 11:00 PM. Mrs. Francis seconded. Mr. Lincourt withdrew this motion.

Mr. Lincourt moved to approve the Sugar River Mennonite Fellowship Sign Permit subject to it being illuminated only when the business is open or from Dawn to 11:00 PM. Mrs. Francis seconded. Vote in Favor: Mr. Lincourt, Mrs. Francis, Mrs. Smith-Hull and Mr. Wetherby. Opposed: Mr. Neill, Mr. Cobb and Mr. Frizzell. The motion was approved by a 4-to-3 vote.

OWNER – Developmental Services of Sullivan County – Applicant – Campbell House LLC – Site Plan Review for 12 Bed Convalescent Care / Rest Home for Elderly Persons – 164 Old Springfield Road, Tax Map 116, Lot 33, Located in Zone A-1 (Rural Residential): Attorney James Shannon is representing Campbell House LLC and introduced Ann Campbell. A Narrative had been included as a part of the application. Their plan is to reutilize the property located at 164 Old Springfield Road. This building was specifically designed and built as a group home for development disabled persons for the current owner, Development Services of Sullivan County (DSSC). The building was built in 1983; it is 4200 square feet. It consists of ten beds of regular occupancy and two respite beds utilizing the existing building design. It has three and one-half bathrooms, each is ADA handicapped equipped. There is a single kitchen and dining room. In addition, there is a private bath for the staff and an office. The building is connected to Charlestown's water and sewer services. They are requesting a waiver from the applicant checklist for the exact location of the various utilities; all are existing in place, and no changes to any are contemplated. It is fully sprinklered and currently meets all life safety requirements. They do not anticipate any growth in space needs at this time. Staffing will include 3 full time employees, each covering an eight hour shift, and 1 or 2 supplemental part time personnel for weekends and as needed.

The Zoning Board approved the Special Exception at their meeting earlier tonight.

Ann Campbell stated they plan to operate a 12 bed Convalescent Care / Rest Home for Elderly Persons under ATP804 which is under the Health and Human Services. They get inspected by two different State agencies. She outlined the staffing schedule. Sharon Campbell has 25 years of experience as an RN; it would be her medical license they operate under. All staff will be medically trained. Elaine Campbell has had 29 years working with assisted living.

Attorney Shannon explained they intend to clean out brush and want to be sure there is good visibility by the drive. They plan to remove a temporary wall that is now dividing the hallway. There are no other renovation plans; just routine maintenance. The property is 2.8 acres. There are four parking spaces in front of the building; probably 7-10 spaces in back of the building. There is approximately 4600 square-feet for parking in the back. If necessary there could be parking on the side of the drive. Other than staff they do not anticipate much other vehicle traffic. The site was built in the 1980s and is still qualified to meet the needs of their clients.

Mrs. Francis asked them to describe daily activities; are clients mobile and go out into the gardens. Ann Campbell replied they intend to have raised garden beds, work out an arrangement with the local pet shelter, visitors can bring in their dogs/cats as long as they get along with people. They will follow guidelines. She contacted the Senior Center to see if there are any activities the clients could participate in, religious services will be available, when transportation is needed they will provide it. Relative to fire safety codes the clients need to be ambulatory and respond to alarms to get out of the building. Clients who do crafts such as knitting and crocheting will have access to craft fairs or/or can donate their crafts.

Mr. Royce confirmed a checklist for a Minor Site Plan was submitted. Waivers Requested for Water supply, fire protection, etc. and the Location and design of exterior lighting and signs will be moved over to “Included”. Mr. Royce proceeded to go over the Checklist. Everything is included in the plan submitted except for those listed below.

Mr. Neill moved to accept this application for Developmental Services of Sullivan County / Campbell House LLC as complete. Mrs. Smith-Hull seconded. With seven members in favor, the motion was approved.

Mr. Frizzell asked if there were any abutters present and if they had any comments.

Mr. Kevin Chamberlain lives behind this property. He looked at the dumpster location on the plan. Mr. Chamberlain would like them to put up a privacy fence along the boundary line; their property is #18 on the tax map. There used to be a partial fence by the shed but it was taken down. The snow used to be pushed over the bank into the ravine. Attorney Shannon stated they do not have a problem with the fence but it might be the spring before it is erected. Mr. Neill asked about the height of the fence. Mr. Chamberlain would like to see a six foot stockade or vinyl fence. He is fine with not having it done until the spring.

No other abutters were present.

Mr. Lincourt mentioned it would be good to have a drawing with the scale on it. Show the tree lines. Ann Campbell said they plan to come back before the PB to talk about selective tree removal including some pines. Mrs. Francis requested a vegetation plan showing the trees and which ones they plan to take down. Members discussed their authority on some trees being removed. Attorney Shannon explained they plan on doing maintenance by removing some brush at the end of the driveway plus remove a few selective trees. They will be proper stewards of the land; there is no intent to clear-cut.

Mr. Lincourt asked how medical waste will be handled. Ann Campbell said there might only be some diabetic items; their nurse has a license and it will be disposed of according to State law. Mr. Lincourt said in the regulations there has to be a 45-foot turning radius for emergency access. The Fire Chief may not require that as it is a sprinklered building. Attorney Shannon said the Fire Chief and two different agencies need to look at the site. Mr. Lincourt said they could request a waiver for the turning radius if it is required. Ann Campbell noted the Fire Chief has inspected this building and it was okay in the past. Mr. Lincourt mentioned the 10-foot buffer for the parking area. Mr. Frizzell does not think that is a problem if they do not have much traffic.

Mr. Frizzell asked if there is a motion for final approval. Mr. Lincourt would rather they came back for the next meeting. Mr. Lincourt said they need to have the Fire Chief do an inspection of the site/facility, check the radius and fire lane, Attorney Shannon respectfully asked if the PB could approve this application with conditions. If the Fire Chief does not approve something they would have to come back in. They also need to submit a vegetation plan. Ann Campbell said there are three trees on the bank that need to come down and one other tree. Mr. Neill pointed out that sometimes the PB does a minor application with conditions in one meeting. Mr. Cobb asked how a delay in making the final decision at this meeting would impact them. Mr. Patrick Campbell advised that both he and Attorney Shannon have to drive 2-1/2 hours to attend the next meeting, the seller would like to sell this property but they need a closing date, etc.

Mrs. Francis moved to continue this application for Developmental Services of Sullivan County / Campbell House LLC until the next meeting on Tuesday, November 6, 2018. The applicant will answer questions raised tonight. The PB looks forward to working with them. Mr. Lincourt seconded. With six members in favor the motion was approved. Mr. Neill abstained from the vote.

Attorney Shannon reviewed the concerns discussed at this meeting: the privacy fence, the Fire Safety issues with the Fire Chief, 10 foot buffer for the parking in back, and scale dimensions..

PRELIMINARY DISCUSSION – St. Pierre Inc. , Fuel Depot, 81 River Road, Map 213, Lot 4, located in Zone G-2 (Multi-use): Mr. Albert St. Pierre of St. Pierre, Inc. distributed a draft plan for 81 River Road, known as the Gray property. He explained this is a preliminary plan but he wanted the PB members to look it over. A transportation terminal is allowed in this zone. This business will stay on one side of the ravine. It will be developed in Phases I, II and III. It

started out as a place for his own fuel as he uses 2,000 gallons when they are running all their equipment. This led to the potential of another company running it that they would work with. It could have an office with 100 parking spaces or a fuel stop as a lot of trucks go through that area. The parking spaces could be for tractor-trailer units. About half of the 9.4 acres would be used. They would not go across the wetlands. There are ten different tanks shown on the plan; gas is not listed but one tank could be. Replying to a question, Mr. St. Pierre said it would not be a 24 hour operation but if their suppliers wanted to own it then it could be. Those questions will be answered when they come in for the Site Plan. Mr. St. Pierre wanted to know if a fuel depot would be acceptable on this site. He read the list of allowable businesses for G-2. He is just in the beginning stages of this proposal and is not eliminating propane tanks. Mr. Frizzell advised the PB members might want to hire an engineer to look at the project on behalf of the PB. Mr. St. Pierre noted an engineer put this plan together. Mr. Cobb said a fuel depot is heavily regulated by the State. No one would put tanks in the ground without being sure they are following all the rules and regulations. Mr. St. Pierre just wanted the PB members to be aware of what might be coming on that site. It will probably be early spring before he comes back with the plan and application.

VALLEY REGIONAL HEALTH CARE: Mr. Peter Wright, President and CEO of Valley Regional Health Care was present. They are purchasing property on Main Street that was formerly the Charlestown Family Health Center. They will use the building for primary health care and medical services. He wants to be sure they can use it without processing other paperwork. They will have fewer staff and less clients due to their operation. They will be back for a Sign Permit. They own and operate the Valley Regional Hospital in Claremont. This is community outreach based on need. Mr. Wright said the property was well maintained. They will be using the same type of license. Valley Regional has served the community for 125 years and had been in Charlestown for many years but discontinued the service about three years ago. They want to be partners with the community. Their anticipated volume is 2-to-3 patients an hour. There will be an Urgent Care but not a Walk-In Clinic. Mr. Cobb summarized that Mr. Lincourt did not feel they had to come in with a Site Plan application. Mrs. Francis suggested having them send in a letter to be read into the minutes/record and sign it acknowledging that Mr. Wright, Valley Regional Health Care, came into a meeting to discuss this. Mr. Wright explained the difference between an Urgent Care and Walk-In Clinic as regulated by the State of NH. They do not plan on having any doctors at this health center but will have a nurse practitioner at the facility.

Mr. Lincourt moved to thank Mr. Wright of Valley Regional Health Care for coming in. Mr. Cobb seconded.

Mr. Cobb advised this does not seem to be a change from the previous service. It is a smaller operation but if it increases they will come in for a Site Plan Review. Mrs. Francis agrees with what was said; they should acknowledge it is the same use except on a smaller scale. Mrs. Smith-Hull has no problem with this change. Mr. Wetherby said it was there before but it is now under a different name.

Vote: With six members in favor the motion was approved. Mr. Neill abstained from the vote.

Mr. Elliot Perrin: Mr. Perrin reported there are no improvements at the J S Automotive Service on the Old Claremont Road. Why isn't anybody enforcing the conditions? Mr. Royce spoke to Mr. Joel Stoddard, owner; who said he was waiting to meet with the paver and contractor. If he wanted to propose changes he would approach the PB. Mr. Perrin noted it has been two years since this was approved. Mrs. Francis advised enforcement is the responsibility of the Selectboard. Mr. Royce said the visibility issue is a part of this but the parking off his property extending into the Hillview right-of-way is; in some cases hanging over the sidewalk onto the paved surface. Mr. Stoddard needs to comply with his approval. Mr. Cobb will bring this before the Selectboard during their meeting tomorrow.

PLANNING & POLICY ISSUES:

Solar Committee: Mr. Lincourt reported the committee met and they are moving right along. Apparently the Town does not have a Historic District according to the State of NH. Ms. Chaffee mentioned they tried to create this about two years ago but the PB chose not to present it to the voters. The committee will bring their proposal before the PB in the near future.

ADMINISTRATION & CORRESPONDENCE:

2019 Planning and Land Use Regulation Manuals: Mr. Royce asked if any members want an up-dated copy. Copies will be ordered for Mr. Spilsbury, Mr. Neill, Mr. Cobb. Mr. Lincourt would like a digital version.

ADJOURNMENT:

Mrs. Smith-Hull moved to adjourn this meeting. Mr. Neill seconded. With seven members in favor, the meeting was adjourned at 9:35 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

(**Note:** These are unapproved Minutes. Corrections will be found in the Minutes of the November 6, 2018, Planning Board meeting.)

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