

**TOWN OF CHARLESTOWN
PLANNING BOARD MEETING
JANUARY 2, 2018**

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

Alternates Present: James Jenkins; Duane Wetherby

Staff Present: Roger Thibodeau – Interim Planning Board Administrator

CALL TO ORDER: Mr. Frizzell called the meeting to order at 7:00 PM. He noted the absence of Mr. Thomas Cobb, Ex-Officio, and Ms. Patricia Chaffee, alternate member. An alternate member cannot be asked to sit on the Board when an Ex-Officio member is absent. Mr. Frizzell advised that meetings are recorded and asked that anyone wishing to speak identify themselves for the record.

APPROVAL OF MINUTES OF DECEMBER 19, 2017:

Mrs. Francis moved to accept the Minutes of the December 19, 2017, Planning Board meeting, as presented. Mrs. Smith-Hull seconded. Mr. Jenkins noted the following change: Page 2: third line, change “tow” to “two” and fourth sentence change “approval to officially signed” to “approval to officially be signed“. Plus the “two” should be changed to “three different types of conditions”. Mrs. Francis referenced page 1, under Call To Order, first line, delete “a”. Second line change “Thomas Cobb, Ex-Officio was absent and Douglas Neill” to “Thomas Cobb, Ex-Officio, and Douglas Neill were absent”. Third line change “He advised” to “Mr. Frizzell advised” Mr. Lincourt noted under Peggy Mitchell, No. 2 – change “requires needed” to “requirements are needed”. Under No. 3, line 3, change “ceiling needs to have sheetrock” to “needs to have fire code sheetrock”. The two motions at the bottom of page 1 should be changed from “All in favor” to “With six members in favor, the motion was approved.” In the same two motions at the bottom of page 1 change “Mr. Bruno moved to accept this Site Plan Review” to “Mr. Bruno moved to approve this Site Plan Review”. Mrs. Francis and Mrs. Smith-Hull accepted these corrections. With five members in favor, the motion and corrections were approved. Mr. Neill abstained as he was not present at this meeting.

SPRINGFIELD MEDICAL CARE SYSTEMS, INC. – Revised Landscaping Plan – 250 CEDA Road, Map 105, Lot 029 – Zone F-1 (Industrial/Business): Mr. Thibodeau received an email today from Mr. Blanchard who said he would not be able to attend and asked that this Revised Landscaping Plan be continued to the next meeting. Following a discussion of options, Mr. Bruno suggested an email should be sent to Mr. Blanchard to remind him of the Minutes that he was to have a photo simulation done and submitted to the PB by the first of the year and he agreed to this. If he does not bring this in for the next meeting he will receive a letter from the Town Attorney outlining whatever action the attorney feels is best in terms of moving forward.

Mrs. Francis moved that the PB communicate with the applicant about his delays, remind him of the PB requirements and ask that the delays cease and he address what was sought and bring it into the next meeting. Mr. Bruno said the applicant has to be reminded he is in violation of his permit. The PB has been working with him to resolve this issue. Mr. Lincourt added and there be no additional postponements. Mrs. Smith-Hull seconded. With six members in favor, the motion was approved.

Mr. Bruno moved to recess the Springfield Medical Care Systems, Inc. application until the January 16, 2018, Planning Board meeting or until the February 6, 2018, PB meeting if the January meeting should be cancelled. Mrs. Smith-Hull seconded. With six members in favor, the motion was approved.

Mr. Jenkins recommended that new applications be listed first on the next Agenda as the discussion on the Springfield Medical Care Systems, Inc. application could be lengthy.

DUSSAULT PROPERTY MANAGEMENT, LLC. – Lot line adjustment between Claremont Savings Bank – 135 Main Street, Map #118, Lot 101 and Dussault Property Management, LLC – 125 Main Street, Map #118, Lot 200. Partial Zones B (Business) and Zone E (Mixed Use): Mr. Joe DiBernardo of DiBernardo Associates was representing Mr. Dussault. Mr. Dussault was also present. Mr. DiBernardo explained they are proposing to straighten out the boundary line in the back between the Dussault Property Management property and Claremont Savings Bank. The parcel to be annexed to the Dussault lands will become one continuous lot of record is 0.29+ acres. The Claremont Savings Bank will be 0.9+ acres after annexation. They previously spoke to Mr. Edkins as there are two zones; the applicant chose “B” therefore he has different regulations. This remains the same number of lots and involves no buildings.

Mrs. Smith-Hull asked if the property is going to be buildable. Mr. DiBernardo said right now they are just present for a lot line adjustment. Mr. Dussault mentioned they want to expand the parking lot. Mr. Lincourt asked if he intends to pave it. If he does this lot line adjustment the Claremont Savings Bank will be more than 50% impervious surface. Mr. Dussault explained they are preparing a Site Plan for the bank through Mr. Randy Rhoades at M & W Soils. Mr. Bruno felt the PB would want an amendment to the Site Plan approval for the Claremont Bank. If a Waiver was granted for the impervious surface then the PB could move forward with the Dussault plan. Mrs. Francis said it seems there should be an application from each of these two properties. The PB has not heard the analysis from the bank. Mr. Bruno said the two plans could be considered together but as separate plans. Mr. Frizzell mentioned they have to be careful with drainage to avoid problems in other areas. Options on how to proceed were discussed.

Mrs. Francis moved to table this Lot Line Adjustment application between Dussault Property Management, LLC and the Claremont Savings Bank until the February 6, 2018, meeting. Mrs. Smith-Hull seconded. With six members in favor, the motion was approved.

PLANNING & POLICY ISSUES:

Applications: Mr. Thibodeau reported there have been no new applications. There might be a Site Plan Review application submitted in time for the February 6, 2018, PB meeting.

Dollar General Store: Mr. Thibodeau mentioned the previous discussion about sending letters to the Dollar General Store regarding several issues. He asked about the red box outside and how the PB members want him to proceed. This is different than having other miscellaneous items displayed outside. Mr. Bruno’s primary concern is they have not responded to requests about the drainage/storm water system on the property and annual inspections. Deliveries by large tractor-trailer trucks are now being made by the back door. Mrs. Francis asked how the PB draws a line between the red box and a rack of clothes. Mr. Bruno felt the applicant should come in for a Waiver regarding the outside displays, small trucks unloading by the front door, etc. The company could designate the Store’s Manager to come in to talk about revisions to the Site Plan. Mrs. Francis said in the letter the Dollar General Store owner needs to be reminded of three elements in the Site Plan approval: 1) no outside display of merchandise; 2) unloading of trucks by the front door; and 3) the annual drainage inspection because of an adverse effect on surrounding properties. Mr. Thibodeau will draft the letter but email it to the PB members for their approval / disapproval / comments before mailing it.

Noise: Mr. Thibodeau advised there have been noise complaints from a neighbor about an RV / snowmobile trail near Ann Avenue. The neighbor has written several letters asking the Town to do something. Mr. Bruno noted the Town does not have a Noise Ordinance. It was suggested the neighbor negotiate with the owner of the trail for a reasonable solution.

ADMINISTRATION & CORRESPONDENCE:

There was no Administration or Correspondence to be presented at this meeting.

ADJOURNMENT:

Mrs. Smith-Hull moved to adjourn this meeting. Mrs. Francis seconded. With six members in favor, the meeting was adjourned at 8:10 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

(**Note:** These are unapproved Minutes. Corrections will be found in the Minutes of the January 16, 2018, Planning Board meeting.)