

**TOWN OF CHARLESTOWN  
PLANNING BOARD MEETING  
MARCH 6, 2018**

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

Alternates Present: James Jenkins, Duane Wetherby, Patricia Chaffee

Staff Present: Travis Royce – Planning and Zoning Administrator

**CALL TO ORDER:** Mr. Frizzell called the meeting to order at 7:00 PM. He noted the absence of Mr. John Bruno, regular member who recently resigned, and asked Alternate Member, Mr. James Jenkins, to sit in his place. Mr. Thomas Cobb, (Ex-Officio) is absent but Mr. Steven Neill (Ex-Officio) will be sitting in his place. Mr. Frizzell advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record.

**APPROVAL OF MINUTES OF FEBRUARY 6, 2018:**

**Mrs. Smith-Hull moved to accept the Minutes of the February 6, 2018, Planning Board meeting, as presented. Mr. Lincourt seconded. With six members in favor, the Minutes were approved. Mr. S. Neill abstained as he was not present at this meeting.**

Mrs. Francis welcomed their new Planning and Zoning Administrator, Mr. Travis Royce. He has been a member of the Town for a long time and has been before this PB many times. The PB is lucky to have someone with his background; he will do a good job for the PB. Mr. Royce replied that he appreciates the confidence and hopes to live up to their expectations.

**BEAUDRY ENTERPRISES, INC. – Site Plan Review for the construction of a new 11,000 square foot building, to replace an existing building destroyed by fire and the conversion and renovation of an existing residential structure into office space. – 949 Old Claremont Road, Map #108, Lot #043, located in Zone E (Mixed Use).** Mr. Frizzell stepped off the PB as he is an abutter. Mr. S. Neill stepped off as he had been in business with Mr. Beaudry. Mr. D. Neill stepped off. Mrs. Smith-Hull stepped off for personal reasons. Alternate members Mr. Wetherby and Ms. Chaffee were asked to sit on the PB. Mrs. Francis, Vice-President, assumed the position as Chair.

Mrs. Francis advised there was a preliminary consultation on this building at their previous PB meeting. Mr. David Edkins will be representing Beaudry Enterprises, Inc. Mrs. Francis asked Mr. Royce if he had checked the Minor Site Plan Check List against the information on the application. Mr. Royce actually submitted this application therefore he is uncomfortable commenting too much except that Mr. Roger Thibodeau accepted the application as he felt it was complete and prepared the PB packets. Mr. Edkins reported this new building will essentially occupy the same area and footprint that the burned building did except it will be squared off. The applicant wants to renovate the house for office space. Use of the space will not change.

Mrs. Francis addressed the colored lines on the plan. Mr. Edkins noted there are three separate plans that are clearly labeled. The boundaries of the property are not different. Mr. Royce explained what these plans show and their purpose.

**Mr. Lincourt moved to accept this Beaudry Enterprises, Inc. Site Plan Review as complete. Ms. Chaffee seconded.**

Mr. Jenkins mentioned not seeing anything about waste. Mr. Edkins replied that waste will be handled the same as it has been in the past. Mr. Edkins and Mr. Duquette, Water and Wastewater Superintendent, inspected the property last spring. Mr. Duquette is satisfied with the way they handle their waste. The waste gets shipped out to recyclers. Mr. Duquette keeps track of what is going on at the property. The house was vacant a long time and needed renovations. The house will remain as is; it is just interior renovations.

**Vote: With five members in favor, the motion was unanimously approved.**

Mr. Lincourt inquired about the exterior lighting on the house and new building; what is the design. Mr. Edkins replied it is focused downward on the entrances; it is shown in the plan. Mr. Lincourt asked about traffic. Mr. Edkins said the operation will be the same. Mr. Wetherby questioned if there will be no offices in the new building. Mr. Edkins said there will be offices in both. They have the trucking business and the fertilizer business.

Mr. S. Neill referenced the map with the red lines; there are no dimensions on the long gray line down the west side. Mr. Royce clarified it was by the North Hemlock Road. Mrs. Francis noted dimensions can be supplied. Mr. Edkins said the red line is from the tax map. The water and sewer lines are both on the Old Claremont Road. Mr. Neill advised the nearest fire hydrant is across the road by the vegetable stand.

Mrs. Francis opened the meeting to abutters. Mr. Don Twitchell lives across the street. He has no problem with the new building. He asked if the entrance sign for the truck stops will still be there. Mr. Edkins explained they are directional signs. The office/utility trailer will be gone when this project is completed. Mr. Twitchell questioned how tall the new building will be. Mr. Royce explained the height. Mr. Edkins mentioned parking will basically be the same. Mr. Twitchell advised the refrigeration truck parked near the orange fence is noisy; it runs 24/7. He would like to see it parked behind the building. Mr. Edkins felt this is a reasonable request; he will bring it back to the applicant; they want to be good neighbors. Mr. Frizzell feels they just did not realize it was bothering the neighbors.

**Mr. Lincourt moved to grant final approval to the Beaudry Enterprises, Inc. application with the condition that the subject property have the dimensions included on the plan. Ms. Chaffee seconded. Mr. Jenkins amended the motion that all dimensions be included. Mr. Lincourt and Ms. Chaffee accepted this amendment. With five members in favor, the motion was approved.**

Mr. Frizzell, Mr. D. Neill, Mrs. Smith-Hull and Mr. S. Neill assumed their positions on the PB. Mr. Wetherby and Ms. Chaffee assumed their alternate member positions.

**SPRINGFIELD MEDICAL CARE SYSTEMS, INC. – Revised Landscaping Plan – 250 CEDA Road, Map #105, Lot #029 – Zone F-1 (Industrial/Business).** Copies of the PB letter to Springfield Medical Care Systems, Inc. were included in the packets. Mr. Royce noted there has been no response. The requested reply date for the applicant to respond was March 20<sup>th</sup>, 2018.

**Mrs. Smith-Hull moved to continue the Springfield Medical Care Systems, Inc. application until the Planning Board meeting on March 20<sup>th</sup>, 2018, at 7:00 PM. Mrs. Francis seconded. With six members in favor, the motion was approved. Mr. Lincourt was opposed because he feels the applicant is flaunting the PB members.**

**ESTATE OF SYLVIA WILSON – Discussion of Letter sent to Wilson Estate, if required. Map #255, Lot #017, 75 Pecor Road – Zone E (Mixed Use).** Mr. Royce did not expect to hear anything from the Court in this short period of time. A copy of the letter to Mr. Craig Wilson was enclosed in the PB packet. A Sub-division application will need to be submitted by the Estate of Sylvia Wilson after the Judge makes a decision. This does not require a motion to carry it forward.

#### **PLANNING & POLICY ISSUES:**

**Master Plan:** Mrs. Francis has a Master Plan dated October 2007 and it is a draft. Is there a final copy? Mr. Edkins replied there should be a final copy of his former office; he did not recall there being any changes.

#### **ADMINISTRATION & CORRESPONDENCE:**

**PB Administrator:** Mr. Royce mentioned this is his first PB meeting therefore did not have anything of substance at this time. He is here to represent the PB policies and decisions. As time goes on he hopes to be a “fresh set of eyes” on some of the regulations, policies, etc. Mr. Frizzell, on behalf of the entire PB, welcomed him and they look forward to many, many years of service. If there is a problem, they will work it out.

**Maps:** Mrs. Francis asked if other PB members have copies of the same colored Zoning map she has? It would be beneficial for all PB members to have the same map. Mr. Royce would also like to have a copy of the current Water Protection area map. Mr. Frizzell mentioned inaccuracies with the Flood Plain maps and the confusion they are causing when someone tries to obtain a mortgage, HO insurance, etc.

**Directions on Boundary Adjustments:** At the last meeting Mr. Lincourt mentioned he could not find anything on how to handle boundary adjustments/procedures. He will forward his email to Mr. Royce who will then pass it onto the PB for consideration at the next meeting.

**PB Books:** Mrs. Francis would like to have a new three-ring binder for her regulations. She is not sure she has the right revisions. Mr. Royce said this is on his list of projects.

**Vacation:** Mr. Royce will be in the office on Wednesday and Thursday but then will be gone on a pre-planned vacation until Monday, March 19<sup>th</sup>. He will be here for the next meeting.

**Conservation Commission:** Mr. Lincourt had noticed logging was being done on the Reservoir lot. Before the loggers are finished for the season there are some dead ash trees that should come down before next winter on Old Acworth Stage Road, a scenic road. The loggers will not return until the ground freezes next winter.

**Mr. Lincourt moved to approve the cutting of the old ash trees along Old Acworth Stage Road which is a scenic road. Mrs. Smith-Hull seconded.**

Mr. S. Neill pointed out that technically this is Town property but when they have requests on scenic roads a Public Hearing is scheduled. The trees should be marked. People who live on that road should have the right to an explanation. Ms. Chaffee mentioned that Mr. Dick Holmes of the Conservation Commission should be contacted.

**Mr. Lincourt and Mrs. Smith-Hull withdrew their motion.**

**Next Meeting:** Mr. Royce advised there are two new applications for the next meeting on March 20<sup>th</sup>.

**Charlestown Beautification Coalition:** Mrs. Francis mentioned a few years ago the Charlestown Beautification Coalition made a beautification plan. She handed out extra copies to people who did not have one.

**ADJOURNMENT:**

**Mrs. Smith-Hull moved to adjourn this meeting. Mr. Lincourt seconded. With seven 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 March 20, 2018, Planning Board meeting.)