

**TOWN OF CHARLESTOWN
PLANNING BOARD MEETING
APRIL 3, 2018**

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

Alternates Present: Patricia Chaffee; Duane Wetherby

Staff Present: Travis Royce – Planning and Zoning Administrator

CALL TO ORDER & SEATING OF ALTERNATES: Mr. Frizzell called the meeting to order at 7:00 PM. He noted that the newly elected regular member, Mr. Terry Spilsbury, is present and Mr. Frizzell welcomed him to the PB. A full Planning Board is present therefore there is no need to call on alternate members. Alternate member, James Jenkins, is not present. Mr. Frizzell advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record.

APPROVAL OF MINUTES OF MARCH 20, 2018:

Mrs. Francis moved to accept the Minutes of the March 20, 2018, Planning Board meeting, with the following changes: On page 2, under Springfield Medical Care Systems, line two, change “copies of a drawing” to “copies of the photo simulation” and line four, change “back side of the drawing” to “back side of photo simulation”. Mrs. Smith-Hull seconded. With six members in favor, the motion and corrections were approved. Mr. Spilsbury abstained as he was not present at this meeting.

ELECTION OF OFFICERS:

This had been delayed from a previous meeting as a full Board was not present.

CHAIRMAN:

Mrs. Francis moved to nominate Mr. Robert Frizzell as the Chairman. Mrs. Smith-Hull seconded. There were no other nominations. With six members in favor, the motion was approved. Mr. Frizzell abstained from the vote.

VICE-CHAIRMAN:

Mrs. Smith-Hull moved to nominate Mrs. Sharon Francis as the Vice-Chairman of the Planning Board. Mr. Lincourt seconded. There were no other nominations. With six members in favor, the motion was approved. Mrs. Francis abstained from the vote.

ALTERNATE MEMBERS:

Mr. Frizzell advised that Alternate Members are appointed by the Planning Board members for a one year term. There can be as many as five alternate members.

Mrs. Francis moved to re-appoint Mr. Duane Wetherby as an alternate member for a one year term. Mrs. Smith-Hull seconded. With seven members in favor, the motion was approved.

DUSSAULT PROPERTY MANAGEMENT, LLC, - cont'd- Applying for a Site Plan review to convert a single family home into a 3 unit apartment building, 38 Sullivan Street (Map 117, Lot 097). The lot is located in Zone E (Mixed Use): Mrs. Jessie Dussault was present. Mr. Royce reported Mr. Keith Weed, Highway Superintendent, had approved the Driveway Permit. At the last meeting there were a few dimensions missing on the plan plus the lighting. Mrs. Dussault thought Mr. Dussault had brought in the revised plan however Mr. Royce did not have it. Replying to a question from Mrs. Francis, Mrs. Dussault explained because of the pitch of the garage roof the snow will just drop off. Mr. Royce advised the PB members were asking for the dimensions along Cummings Avenue. They need to be on the revised plan.

Mr. Cobb moved to grant final approval with the caveat of having the applicant, Dussault Property Management, LLC provide what the PB members asked for at the last meeting which is the Driveway Permit (now submitted), show the placement of the exterior down-cast lights and dimensions on the Cummings Avenue side of the property on the revised plan. Mr. Neill seconded. With six members in favor, the motion was approved. Mr. Spilsbury abstained as he was not present at the first meeting.

LEONA E. FISK, TRUSTEE OF THE LEONA E. FISK 2011 REVOCABLE TRUST – cont'd – 1000 kW Solar Array Installation, Map 235, Lot 003, South Main Street, - Zone E (Mixed Use): Mr. Frizzell pointed out the PB members accepted this application as complete at the last meeting. There was discussion about marking the area of cutting with ribbons but Mr. Cobb clarified it was just to be marked around the area of development. They will need a Notice of Intent to Cut Wood or Timber from the Town. Mr. Royce felt the cutting line is pertinent to the approval. Mr. Troy McBride, Norwich Solar Technologies, was present. The applicant will clear about five acres or exactly what is on the plan; the trees would be marked. Trees near the Pacini property would remain; clearing is on the other side. They would like to start the project in May/June; expected completeness is mid-summer. Mr. Royce said they are using existing access that is already there. Mr. Lincourt mentioned the application only having a rubber stamp rather than hand-written signature. Mr. Royce confirmed Leona Fisk is deceased; he has paperwork from Ms. June Stacy that she is a Trustee.

Mr. Steve Neill questioned the access. Mr. Cobb explained the access is owned by the electric company who is giving Horizon Engineering permission to use it. Mr. S. Neill asked if they have that in writing; a copy should be provided to the PB. Mr. McBride replied National Grid did a Quit Claim for that existing access and will be providing them with a copy.

Mrs. Francis moved to grant final approval for the Leona E. Fisk, Trustee of the Leona E. Fisk 2011 Revocable Trust application for the solar array area as presented. The PB is requesting three items: 1) A written copy of the document from National Grid giving Norwich Solar Technologies permission to go under their power lines; 2) a copy of the Quit Claim Deed from National Grid for the access; and 3) the PB list in their records the correct name of the Trustee of the Leona E.

Fisk 2011 Revocable Trust. Mr. Cobb seconded. With six members in favor, the motion and amendment were approved. Mr. Spilsbury abstained as he was not present at the first meeting.

ST. PIERRE, INC. / BEAUDRY ENTERPRISES – Site Plan review for the construction of a new 12,000 square foot building, for relocation of existing trucking business, - 81 River Road, Map 213, Lot 004, located in Zone G-2 (Multi-use): Mr. Frizzell, Mrs. Smith-Hull and Mr. D. Neill stepped off the PB due to conflicts. Alternate members, Mr. Wetherby and Ms. Chaffee will sit on the PB. Mrs. Francis assumed the Chair position.

Mr. David Edkins is representing Beaudry Enterprises. Mr. Patrick St. Pierre and Mr. Charles St. Pierre were representing St. Pierre, Inc. This metal building is being proposed as a trucking facility on the intersection of Gowen Crossing Road and River Road – Route 12A. The color will be earth-tone; beige or gray. There will be five regular on-site employees; the applicant hopes to extend that number to eight. There will be 10-to-12 truck trips per day. They met with the NH Department of Transportation access permitting person; the Driveway Permit was applied for but has not yet been received however they believe it will be approved. This building has office space in the front; the bulk of the building will be trucks coming in-and-going out, maintenance plus there will be a storage area in the back. This property is on Town water service and will have an on-site septic system that will require approval. Parking is available for 10 tractor-trailers in the back of the building. Landscaping will be done across the front of the building. Mr. Royce distributed additional information on the Site Plan.

Mrs. Francis advised PB members will discuss this application, determine whether or not it is complete and then open it up to the public for comments. Mr. Royce reviewed his list of items on the checklist that do not appear on the submitted plan. Stormwater Management, Traffic circulation, Use of abutting properties, Construction timetable and Human and natural resources. The new plan shows the height of the building, set-backs are missing, the elevation views are missing, there is a vicinity sketch and exterior lighting is addressed in the narrative. Mr. Edkins noted all waste disposals will be inside the building. Mr. Royce said the plan shows the leech field location. Mr. Patrick St. Pierre explained how the Stormwater Management will be handled; with on-site filtration. This project will not require an Alteration of Terrain Permit. Mr. Lincourt asked about the power line easement with Connecticut Valley Electric; Mr. St. Pierre said it is a service line. Mr. Edkins noted the property is sort-of divided by a ravine; eventually they would like to use this property therefore have applied for a Wetlands Permit to make a crossing; it is in progress. Mr. Lincourt mentioned there are nine parking spaces on the plan for the tractor-trailers. Mr. Edkins will correct that. Mr. Lincourt noted the snow storage area looks small; Mr. Edkins replied there are two areas; there is plenty of room for snow storage. Mr. Lincourt asked if the operation is 24/7; will refrigerated trucks run all night long. Mr. Edkins was not sure; All the trucks will go south on Route 12A-River Road; trucks will not go north into the Village. This property is well behind the Drinking Water Protection District. Mr. Edkins provided a Boundary survey that includes the abutters. Mr. St. Pierre explained the turn area for the tractors-trailers; they will need to use the wetlands area. Replying to a question from Mr. Spilsbury, Mr. Edkins advised any future development will require this applicant to

come back before the PB. Mrs. Francis asked about the surface; Mr. Edkins said there is a line on the plan; it will be paved in the front but a gravel surface in the back. Mr. Cobb noted the lights are not on the plan; Mr. Edkins replied the lights are addressed in his narrative, they will be down-shaded over the entrances and doors; there will be no site lighting.

Mr. Lincourt noted the PB members agree this is a Major Site Plan but a lot of things are not covered. It is not complete and listed the following items. Mr. Cobb mentioned the Wetlands Permit is not in the narrative.

- Front and rear setbacks
- Names and addresses of owners of record of the site and of the abutting properties, etc.
- The location and design of exterior lighting and signs;
- A drainage plan prepared by a professional civil engineer licensed by the NH Board of Engineers; Mr. Edkins requested this be waived.
- A circulation plan of the interior of the lot; Mr. Edkins previously advised trucks will go in the north side of the building and exit the south side of the building.
- Potential noise generators and decibel levels at the point of generation;
- A written description of proposed operations on the site;
- An estimated timetable for construction and completion of buildings, parking facilities and landscaping;

Mr. Edkins advised this was submitted as a Site Plan package. Mr. Cobb said they do not have hours of operation. The concern is there currently is a vacant residence but what about the Van Velsor residence with the truck lights shining into their house at all hours and noise level from refrigerated trucks. Mrs. Francis asked if the applicant would be amenable to having a sign for the truck drivers that states “Right Turn Only” – Mr. Edkins will check with the applicant.

Mr. Cobb felt the PB members should vote on completeness prior to Mrs. Francis opening up the discussion to the abutters. Mr. Royce mentioned every item should be addressed or the applicant should ask for a Waiver. Mrs. Francis feels the burden of proof is up to the applicant to provide the required information. Mr. Cobb agreed.

Mrs. Francis opened up the meeting to abutters and interested parties.

Mr. Van Velsor stated that Mr. Jacob Van Velsor just bought the home across the road. They have questions. Mr. Van Velsor lives on Sullivan Street and trucks go by 24/7. Did they look into turning into Gowen Crossing and then coming out the other side? They could widen the road. Mr. Edkins said the existing house on the property will be gone. Mr. Cobb advised the PB cannot dictate what somebody does or does not do but they can address the Site Plan. Mrs. Francis said they can look into noise and refrigeration trucks. Mr. Edkins pointed out the applicant may own more than the 9-or-10 trucks but there will not be more than this number at the site at any one time; some trucks will be on the road.

Mr. Victor St. Pierre said if they have eight new jobs there will be economical development. They could use a Grant to widen Gowen Crossing Road. Mr. Edkins felt the applicant might consider using Gowen Crossing if that is something the PB might like to see. Mr. Patrick St. Pierre noted they talked to Mr. Keith Weed about this. The reason why they did not want to do this is the awkward turn even to go up Gowen Crossing. Mr. Royce felt they could ask that the location of the Van Velsor house be shown on the plan.

Mr. Tom Adams said if the trucks come out of Gowen Crossing the truck lights will shine into the Van Velsor house. If they come out on the north side there are trees to help block the head lights. He explained the water drainage in that area. Trucks go up and down that road - 24/7.

Mr. Lincourt moved to find this application from St. Pierre, Inc / Beaudry Enterprises as incomplete. It will be tabled until the next PB meeting on April 17, 2018. Mr. Wetherby seconded.

Mr. Edkins will meet with Mr. Royce to go over the Checklist. Mr. Patrick St. Pierre asked if the PB would prefer to see all of these items on a single plan. Mrs. Francis felt for this project several pages is appropriate.

Vote: With six members in favor, the motion was approved.

Mr. Edkins advised that Beaudry Enterprises is anxious to start their project. Would the PB consider both completeness and final approval at the next meeting. Mrs. Francis noted the PB had an extensive discussion at the last meeting therefore the members would consider this if all the information is provided. Mr. Cobb would be comfortable with this.

Mr. Frizzell, Mrs. Smith-Hull and Mr. D. Neill returned to their seats on the PB. Mr. Frizzell assumed his position as Chair; Mrs. Francis assumed her position as Vice-Chair. Mr. Wetherby and Ms. Chaffee assumed their seats as alternate members.

PLANNING & POLICY ISSUES:

Policy on Completeness: Mr. Frizzell feels there should be completeness before the PB members talk to the public. Mr. Lincourt said it is appropriate to determine completeness before open discussion. Mr. Royce explained this will be a good process because it is clear the PB wants more information. Mr. Spilsbury thought the procedures on pages 4 and 5 are clear.

Norm and Mike Beaudry: Mr. Edkins is representing Norm and Mike Beaudry Excavating. In June 2008 the PB granted an excavation permit on the North Hemlock Road. That permit was scheduled to expire in ten years or June 17, 2018. He was asked to approach the PB about extending this permit for six month until December 31, 2018. A Variance was obtained from the Zoning Board of Adjustment; it was to expire in ten years to coincide with the PB approval. A Performance Bond was posted. The State's Alteration of Terrain Permit expires December 31, 2019. Mrs. Francis felt if Mr. Royce could get a copy of that permit and the minutes from that

meeting to the PB before the next meeting it will be considered. Mr. Royce will do some research. Mr. Edkins will submit this request in writing.

Solar Array Ordinances: Mr. Royce received a few Solar Array Ordinances from other towns. There is a variation among the towns.

Enforcement Issues: Following are some enforcement issues mentioned by PB members:

- Twin Maples MHP: By the first mobile home going in there are several vehicles parked without license plates.
- Ox Brook Road: The gentleman on the top of the hill who received a PB permit to repair vehicles; the property needs to be cleaned up.
- South Charlestown MHP: Ms. Chaffee provided a brief history on her research with the park owner regarding a mobile home that appears abandoned. The owner is now making progress toward its removal.
- Sullivan Street: It was noted that the mobile homes parked off Sullivan Street are in the process of being removed; only two remain.

ADMINISTRATION & CORRESPONDENCE:

Alternate Members:

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

Next Meeting: The next regular PB meeting is scheduled for Tuesday, April 17, 2018.

ADJOURNMENT:

Mrs. Smith-Hull moved to adjourn this meeting. Mr. Neill seconded. With all members in favor, the meeting was adjourned at 9:18 PM.

Respectfully submitted,
Regina Borden, Recording Secretary

(Note: These are unapproved Minutes. Corrections will be found in the Minutes of the April 17, 2018, Planning Board meeting.