

**TOWN OF CHARLESTOWN
PLANNING BOARD MEETING
JULY 17, 2018**

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

Alternates Present: Duane Wetherby, Patricia Chaffee

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 a full Board is present. Alternate member, Mr. James Jenkins, was absent. Mr. Frizzell advised that meetings are recorded and asked anyone wishing to speak to identify themselves for the record.

APPROVAL OF MINUTES OF JUNE 19, 2018:

Mrs. Smith-Hull moved to accept the Minutes of the June 19, 2018, Planning Board meeting, as submitted. Mr. Neill seconded. With six members in favor, the Minutes were approved. Mr. Cobb abstained as he was not present at this meeting.

PUBLIC HEARING – Removal of Trees on a Designated Scenic Road (Old Acworth Stage Road): *Mr. Frizzell called this Public Hearing to order at 7:04 PM.*

Mr. Lincourt advised the Conservation Commission is looking to cut a total of 53, mostly ash trees, in the Town Right-of-Way on the scenic Old Acworth Stage Road. They would like to do this while some trees have value. The Reservoir Dam area was being logged but the operation has ceased until the winter. When this logging company comes back they will also take the trees down on the Old Acworth Stage Road if approved by the Planning Board (PB). A Forester has marked the trees. If these trees are not taken down they will fall on power lines, into the road, etc. Property owners on the Old Acworth Stage Road were not present. There was no other discussion.

Mr. Frizzell closed this Public Hearing at 7:08 PM.

Mr. Lincourt moved that the Planning Board members approve the removal of the 53 trees, as indicated/marked by the Forester, in the Town right-of-way on the scenic Old Acworth Stage Road. Mrs. Francis seconded. With seven members in favor, the motion was approved.

SUGAR RIVER MENNONITE FELLOWSHIP – Cont'd – Site Plan Review – Use Change – Church and School – 3849 Claremont Road – Tax Map 203, Lot 002, Located in Zone E (Mixed Use): Mr. David Schueler introduced Mr. Josh Kurtz, Vincent Martin and Mervin Martin. Other members of the Sugar River Mennonite Fellowship were present. Mr. Schueler noted at the last meeting the PB members had some questions that included how many feet from the center line in the State highway is the right-of-way. Mr. Royce determined it is 75 feet.

There was a question on the lighting and what would be appropriate. The last question was about a turn-around for vehicles when they were dropping-off and/or picking-up the students at the school. Mr. Josh Kurtz will give an up-date on the public water system. Mr. Schueler referenced his handout dated July 17, 2018, plus the handout on the proposed lighting plan.

No. 3: Exterior lighting on this property. The light poles within the current mini-golf area will be removed when the proposed parking area is constructed. Three new LED light poles will be installed; these will be dusk to dawn light fixtures. Otherwise the current exterior lighting seems sufficient for their lighting needs with one exception which is in the porch ceiling of the main entrance to the church foyer they will install 2-4 recessed light fixtures.

No. 12: Vehicles will use the new proposed church parking area for arrival and departure of school students to relieve any vehicle congestion around the buildings.

Mr. Kurtz provided the latest findings on the water system. He talked with Mr. Tom Willis in Concord. This public system is a transient or minimal regulation. Quarterly testing will need to be done. It will take 2-to-3 weeks for approval. Mr. Kurtz has the check for the fee and application ready to mail to the State tomorrow. The first test was done and the water is good. Mr. Kurtz asked Mr. Willis if the person taking the water sample has to be licensed but he was informed that anyone could do it. It has to be flushed directly out of the well so the water is as close to the source as possible. If they were non-transient it would be an entire different level. Twenty-five people present five days a week will push it over the limit. There are now ten students.

No abutters were present. Mr. Royce confirmed that questions from the previous meeting were on the lighting, traffic flow and public water supply and they have been addressed.

Mr. Schueler was in contact with the Fire Department but the occupancy is actually a Building Inspector issue. Mr. LeClair will research the number as it had previously been determined for the former owner.

Mrs. Francis moved to grant final approval for the Sugar River Mennonite Fellowship application with the new plan on exterior lighting, new traffic flow information and subject to obtaining the Public Water Supply Permit from the State. This approval is granted subject to complying with State septic regulations up to the maximum capacity requested in the PB application. Mr. Lincourt seconded. With seven members in favor, the motion was approved.

SYLVIA M. WILSON ESTATE – 2 Lot Sub-division and Boundary Line Adjustment – Pecor Road and Langdon Road, Map 255, Lot 017, Located in Zone E (Mixed Use): Mr. Joe DiBernardo, DiBernardo Associates, is representing the Wilson Estate. Previously they discussed this sub-division and boundary line adjustment three times with the PB. They have come back with some additional information including a revised plan that he explained. This plan includes a Conceptual Well Location for Lots #2 and #3 plus the existing well on Lot #1. The wells will not infringe on the septic areas.

Mr. Frizzell mentioned receipt of a letter from the brother of Mr. Craig Wilson. Mr. C. Wilson noted this is in the Probate Court's hands.

Mrs. Francis acknowledged receipt of the Checklist for a Minor Subdivision. Mr. Royce did this Checklist enclosed in the packets. Mr. DiBernardo stated the original Checklist was completed and submitted by him. No abutters were present.

Mr. Cobb moved to accept this application for the Sylvia M. Wilson Estate as complete. Mr. Neill seconded. With seven members in favor, the motion was approved.

Mr. Cobb moved to grant final approval to the Sylvia M. Wilson Estate 2 Lot Subdivision and Boundary Line Adjustment application, as presented. Mrs. Francis seconded. With seven members in favor, the motion was approved.

OTHER BUSINESS:

Elliott Perrin: Mr. Parent was at a PB meeting last fall with a complaint about J S Automotive parking vehicles off his property and onto the road. Ms. Chaffee sent the owner a letter; she has driven by and did not see any violations with vehicles parked in the road. Mr. Perrin said sometimes you cannot see down the road. The owner has about two acres in the back where vehicles can be parked. He was also supposed to put up a fence but has not. Mr. Parent displayed some photos showing the violations. Mr. Royce was not aware of this concern therefore he will do some research on the approval to see what the conditions were.

Hair Salon – 16 Main Street: Ms. Danielle Spurgeon displayed a “Customer Parking” sign that will be placed on posts in the parking lot. The owner purchased three signs. Ms. Spurgeon would prefer to keep the spaces open to both businesses in the building. Mr. Cobb spoke with the owner and other tenant about parking. He also spoke with the Selectboard relative to over-flow parking in back of the Fire Station; there is no problem plus there is a crosswalk right there.

Borough Road: Mrs. Virginia Hinkley and her husband are interested in purchasing a property on Borough Road. She has had several phone calls with Mr. Royce inquiring about this property as she is looking to have a hair salon as a home occupation. Her clients have been with her for a long time; by appointment only. The Water Shed Zone allows hair salons subject to a Special Exception It would require both ZBA and PB approval. Mr. and Mrs. Hinkley need to know if this would be allowed prior to purchasing the property. *Mrs. Hinkley came into the meeting.* There was discussion relative to the length of time “mud” season usually lasts and general condition of the road year-round. If a decision is made to move forward they could submit ZBA and PB applications with the owner's signature.

Code Enforcement: Mr. Royce will be working on Code Enforcement. He hopes to look into existing violations and get letters out to the owners by the end of the week.

Sullivan Street: Mrs. Smith-Hull advised on Sullivan Street by the Church there is not good visibility to make a turn onto Main Street because the grass is grown up. It is on Town property in the right-of-way.

Street Signs: Mr. Lincourt observed that when driving down Main Street if you look at the street signs they are all leaning. It makes the Town look like it is not being well maintained.

PLANNING & POLICY ISSUES:

Solar Ordinance: Mr. Lincourt had sent out a link relative to information on solar arrays. He would like the other PB members to look at this and that a Solar Ordinance be put on the Agenda for the next meeting.

PB Motions: Mr. Royce asked the PB members to look into their motion approvals. There should be a lot more time and effort put into motions for approval or denial. Time lines should be a consideration. For example: The time line should not begin until the applicant actually has a permit, final paperwork, etc. Mrs. Francis mentioned Mr. Royce is making a good point. Maybe it should be an Agenda item. Mr. Cobb felt it would be helpful to have it all laid out.

Blaney Real Estate Management: Mr. Royce sent this applicant a reminder that they still had items to address therefore there is no final approval until the conditions are taken care of. The applicant now has a lease from the Putnam's. They are working on the Driveway Permit from the State.

Springfield Medical Center: Mr. Royce reported that Mr. Mark Blanchard has retained a contractor to do the planting of 48 trees. Water is a bit of an issue at this time. There is no additional clean-up. Mr. Wetherby mentioned the brush is growing up fast.

ADMINISTRATION & CORRESPONDENCE:

Thank You: Mrs. Francis thanked Mr. Royce for sending out emails with information between meetings; separate from the packets.

ADJOURNMENT:

Mrs. Smith-Hull moved to adjourn this meeting. Mr. Neill seconded. With seven members in favor, the meeting was adjourned at 8:30 PM.

Respectfully submitted, Regina Borden
Recording Secretary

(**Note:** These are unapproved Minutes. Corrections will be found in the Minutes of the August 7, 2018, Planning Board meeting.)