

**TOWN OF CHARLESTOWN  
PLANNING BOARD  
SEPTEMBER 4, 2018**

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

Alternates Present: James Jenkins

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, Mrs. Sharon Francis, was absent therefore asked alternate member, Mr. Jim Jenkins 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 AUGUST 21, 2018:**

**Mrs. Smith-Hull moved to accept the Minutes of the August 21, 2018, meeting, as submitted. Mr. Lincourt seconded. Mrs. Smith-Hull advised on page 3, top of page, third line, “Wheeler Engineering” should be changed to “Whelen Engineering”. Mr. Spilsbury referred to his motion on page 2, third paragraph, change “but there to be no expense to the Town” to “but there be negligible expense to the Town”. With five PB members in favor, the motion was approved. Mr. Jenkins and Mr. Cobb abstained as they were not present at this meeting.**

**JOE BENJAMIN – Site Plan Review – Existing garage to be opened for business for auto repair and service – 496 Old Cheshire Turnpike, Tax Map 252, Lot No. 016, Located in Zone E (Mixed Use):** Mr. Royce asked if the PB considered this a Minor or Major Site Plan Review. The applicant is not proposing any physical changes. Mr. Lincourt noted there is one requirement for Site Plan to be Major and that is there be significant changes. He considers this Minor. Mr. Royce mentioned most of the items in the Major Checklist did not apply to this application. The plan submitted by the applicant was reviewed. There is no direction for travel in the parking area but he does not see this as an issue. The dumpster is not there yet but it will be out back. Mr. Frizzell asked if any abutters were present; there were none.

**Mr. Cobb moved to accept this Site Plan Review application from Joe Benjamin as a Minor Site Plan. Mrs. Smith-Hull seconded. With seven members in favor, the motion was approved.**

**Mr. Cobb moved to accept this Site Plan Review application from Joe Benjamin as Complete. Mr. Neill seconded. With seven members in favor, the motion was approved.**

Mr. Lincourt mentioned the regulations state parking spaces need to be 9' x 18'. Mrs. Benjamin said they park by their home on one end; Nos. 1 & 2 are for the garage. She explained this on her map. Mr. Lincourt felt the map needed to be modified to show where the access would be from Old Cheshire Turnpike. An arrow would be fine. He asked about waste oil. Mrs. Benjamin explained that Putnam Farms has an outside waste oil furnace so it has been given to them. They were provided a list of requirements by the State. The big thing is storage while they are waiting for the oil to be picked-up. The State requires it has to be DOT approved. They need to be sure the containers are acceptable. .

**Mr. Lincourt moved to approve this Site Plan application for Joe Benjamin as final subject to the directional arrow indicating how traffic will access the parking area from Old Cheshire Turnpike. Mr. Jenkins seconded. With seven members in favor, the motion was approved.**

Mr. Frizzell advised he will need to see the final drawing before he signs the final drawing.

**SUGAR RIVER MENNONITE FELLOWSHIP – 2 Lot Subdivision and Site Plan Review for auto repair and service – 3849 Claremont Road, Tax Map 201, Lot 002, Located in Zone E (Mixed Use):** Mr. Tom Dombroski had drawn up the 2-Lot Subdivision and Site Plan for the applicant. The applicant wants to create a 5-acre and a 10-acre lot from the 15-acre existing parcel. The 5-acre parcel will include the existing buildings. The applicants are waiting for approval from the Department Of Transportation (DOT) to move the driveway as the State will not allow a second driveway off Route 12. It will be a shared driveway with an easement rather than a right-of-way. There is ample space for a septic system. Both parcels will use the same well. Mr. Dombroski does not see any issues; there are no slope issues. Their wet level is about 12" to 18". The next step is a test pit as they want to get this done and then proceed with the septic system.

Mr. Royce noted this is a Minor Subdivision. He had made comments on the Checklist.

- The 1"=60' scale submitted – appears to be adequate.
- Relocated driveway and proposed parking shown, traffic pattern not indicated, may not be needed.

There is the question on the wetlands and surface waters. A letter from Duffield Engineering was included in the application. Mr. Martin has talked to Mr. Duffield; who is not a wetlands scientist but a P.E. who has worked with the Department of Environmental Services (DES). Mr. Martin handed out the Addendum notes dated August 13, 2018. Mr. Frizzell questioned how much jurisdiction the PB has on wetlands with a minor subdivision. Mr. Royce read a section from their regulations pertaining to this. A permitted septic designer can be used. Mr. Royce felt they would want a plan with Mr. Dombroski's stamp on the wetlands. Abutters had been notified; none were present.

**Mr. Cobb moved to accept this 2-Lot Subdivision for the Sugar River Mennonite Fellowship as complete with the need for the State Driveway Permit and proper Easement; show the test pit and have the wetlands and surface waters delineated on the map. Mrs. Smith-Hull seconded. With seven members in favor, the motion was approved.**

Mr. Mervin Martin is buying the 10-acre parcel for a small auto business with a 68' x 40' garage. He has been in contact with the State. Plans are to use waste oil on site. Mr. Dombroski noted the hours of operation are in the Addendum. There will be an office with handicapped access.

**Mr. Cobb moved that the PB rule this application for the Sugar River Mennonite Fellowship Site Plan Review as a Minor Site Plan. Mrs. Smith-Hull seconded. With seven members in favor, the motion was approved.**

Mr. Cobb recommended going through the Minor Site Plan Checklist. All topics were included in the application except for the following:

- Copy of tax map with site indicated; the survey could replace the tax map.
- Add direction of travel;
- Show additional parking spaces; could be in the back;
- There is a landscaping plan in the Addendum; include this on their plan;
- Water supply, fire protection, power and phone. Mr. Dombroski mentioned they would prefer underground utilities however the power company will make the final decision.
- Mr. Lincourt asked for more details on the exterior lighting; it needs to be on the plan;
- Snow storage plan; indicate an area on the plan;
- Local, State and Federal Permits.

**Mr. Lincourt moved to continue this Site Plan Review for the Sugar River Mennonite Fellowship until the next Planning Board meeting on September 18, 2018. Mr. Neill seconded. With seven members in favor, the motion was approved.**

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

**Model Solar Ordinance Committee Meeting** is on Monday, September 10, 2018, 4:00 PM in the Bakery Building: Members are: Mr. Lincourt, Mr. Spilsbury, Mr. Royce and Mr. Wetherby.

**2018 Municipal Law Lecture Series:** Mr. Royce had emailed information to the PB members on the following lectures. They are basically on Wednesday evenings and/or Saturdays. If anyone is interested in attending contact Mr. Royce.

*Lecture 1* – Planning Board Fundamentals:

*Lecture 2:* How to Read a Survey Plan and the Professionals Involved:

*Lecture 3:* Model Solar Ordinance & Guidelines:

**Blaney Real Estate:** Mr. Royce reported the owner of Blaney Real Estate dropped off the DOT Access Road Permit so they have now met the conditions of the PB approval. They need to satisfy the Fire Chief's code requirements but that is not a PB condition.

**J S Auto:** Mr. Royce reported that Mr. Stoddard is going to do some paving that will facilitate some more parking spaces. He may attend a PB meeting as he wants to do some modifications to his Site Plan.

**Junk Vehicles:** Mr. Royce is working with a property owner on Michael Avenue because of junk vehicles and running a business. A PB member mentioned the sign needs to be scaled down.

**ADMINISTRATION & CORRESPONDENCE:**

**Silsby Library:** Mr. Royce received an email from Mrs. Judi Baraly as they are working on a Grant. LCHIP came to look at this building. It was mentioned the Master Plan does not include anything about the Heritage Commission. The most recent copy of the Master Plan is 2007. Mr. Royce will do some research and contact Mrs. Baraly and Mr. Duane Wetherby for further discussion.

**NON-PUBLIC PLANNING BOARD SESSION:**

**Mr. Cobb moved to enter into a Non-Public Planning Board Session pursuant to RSA 91-A: 3 II to discuss (a) Personnel. Mr. Jenkins seconded the motion and, on a roll call vote with all in favor, the motion was approved at 8:35 PM.**

The regular Planning Board meeting resumed at 8:59 PM.

**ADJOURNMENT:**

**Mrs. Smith-Hull moved to adjourn this meeting. Mr. Neill seconded. With seven members in favor, the meeting was adjourned at 9:00 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

(**Note:** These are unapproved Minutes. Corrections will be found in the Minutes of the September 18, 2018, Planning Board meeting.)