

Selectboard/Planning Board Joint Session with UVLSRPC
Community Room
March 20, 2019, 5:30 pm

Selectboard Present: Steve Neill, Albert St.Pierre, Jeffrey Lessels
Planning Board Present: Chair Robert Frizzell, Douglas Neill, Sharon Francis, Vice Chair, Dick Lincourt
Staff Present: Jessica Dennis

Called to open 5:30 by Mr. Frizzell

Steve Schneider, Executive Director from Upper Valley Lake Sunapee Regional Planning Commission, is present for discussion of needs of Charlestown Planning and Select Boards.

Three Questions have been posed to the Mr. Schneider of UVLSRPC.

- What services can they provide?
- Can they help in finding a qualified applicant for Planning and Select Board positions?
- Blasting, how much authority does the planning board have to affect a site?

UVLSRPC has staff that can come support as much or little as Charlestown needs in their transition. Some towns hire UVLSRPC for two days, some one full day, some only a few hours a month. UVLSRPC can be hired just as planner, or as somebody for zoning and office support. Mr. Schneider suggests that if more than two days of service are needed, the town would be better served with hiring a full time employee for the cost.

Current rates for UVLSRPC is \$60/hour. This is about \$20,000/year for 1 day week. Two days, about \$45,000. UVLSRPC functions on billable hours. They will offer Charlestown many different perspectives. They offer their whole office, which includes a staff of 6 full time planners. They have employees with specialties in zoning ordinances, maps, site development, transportation, transit, natural resource planning, GIS. etc.

Office hours could be flexible if pre-announced. Mr. Schneider offered that UVLSRPC employee could be available by appointment as well. He noted that support is essential from town office employees to direct and care for person in need at times when the potential UVLSRPC employee is not in Charlestown.

Can UVLSRPC help us develop goals and streamline standards? Yes, per Mr. Schneider. It is the rules/codes that must fit Charlestown, and UVLSRPC can help determine what it is that fits this community.

Mr. Lessels: Do you have a general list of what affects property values, both positive and negative? NO, does not exist but is a good question. Are there ways to help change the perspective of people regarding Charlestown? Things to help Charlestown be more attractive to the region?

Per Mr. Schneider, people look for certain things in an area when they look to move personally or for business.

- HOUSING,
- TRANSPORTATION,
- CONNECTION TO THE WORLD -- high speed internet required.
- ENERGY COSTS -- affordability is essential to bringing people to the Upper Valley.

Mr. St. Pierre -- can UVLSRPC help with a master plan? It is part of what UVLSRPC does if we are hired solely for that. It is a long process, 18 months beginning to end. A lot of meetings to determine from Charlestown --

- What Charlestown wants to support
- What the timeline is
- What the cost is
- Who is responsible for each part

Would someone from UVRLSPC come do code enforcement? Mr. Schneider suggests this be a permanent person. Planning board is trying to streamline so less interpretive. Charlestown is looking at a code enforcement backlog and could use help prioritizing. Yes, UVLSRPC can do so.

Does UVLSRPC have an expert in Large site plans? Because Charlestown pays dues to UVLSRPC, the Planning Board can request a Development of Regional Impact Review. There is a planning committee to look at and review site plans. This committee will send out for information from surrounding communities looking for feedback, and offer Charlestown the issues they see, as well as their ideas and opinions. This is available to all communities who pay dues to UVLSRPC for no additional fees.

Regarding the potential for a truck based facility in town, does UVLSRPC have any experience with blasting regulations? We need to improve regulations so we can do the right thing

for the community as well as the applicant. Planning Board want to be set up to handle what is coming before them.

Mr. Schneider produced guidelines from the Town of Rumney. It is a packet of less than 4 pages, including a permit and a license checklist. A packet from Windham is 10 pages of regulation. All parameters can be set and should be set prior to being faced with a large site plan of this nature. Per Mr. Schneider, an ordinance needs approval at town meeting, however, a regulation can be created by the selectboard at a public meeting. The board can put in whatever Charlestown feels is the right route for its townspeople. The standard is having insurance coverage for the chance of damage. This will protect townspeople and do right by them in this situation.

Mr. Schneider asked if there is a binder in the town office that has all the rules/regulation? Yes, there is, per Mr. Lincourt.

Discussion amongst boards. Who will hire if we decide to hire UVLSRPC? Selectboard UVLSRPC can be contracted for any amount of time, and the contract can be extended if no permanent applicant is hired for Planning/Zoning Administrator position. Planning Board needs could be met with a day or a day and a half from UVLSRPC. Half day would be considered for the bi weekly meeting time. Do we only want half a day in addition, or a full day? First three months may need more time, then reevaluate.

Mr. St.Pierre requests a draft contract for Boards to review. Mr. Schneider will send a contract for a day and a half for three months. He will include a scope of services and requests that boards adds needs if missing. Current job description as advertised is given to Mr. Schneider for his review.

Planning board adjourns 6:32 pm.

Respectfully submitted,

Alissa Bascom

(Note: These are unapproved Minutes. Corrections, if necessary will be found in the Minutes of the April 3, 2019 meeting.)