

**Present:** Patty Chaffee – Chair; Gabe Bailey – Vice Chair; Jeremy Wood; Dick Lincourt; Alan Putnam; Doug Neill

**Alternates:** Sharon Francis, Rosie Smith-Hull and Keith Weed

**Staff:** Liz Emerson; Kristan Patenaude - Secretary

Patty Chaffee called the meeting to order at 7:00pm.

**Approval of minutes of 10/19/2021:** Motion by Dick Lincourt to accept the minutes as amended, seconded by Jeremy Wood. Gabe Bailey and Doug Neill abstained.

**Corrections:** Dick Lincourt: Page 1, 2<sup>nd</sup> to last paragraph rewrite to say “There was discussion of section 2.5, definition of a building. Dick Lincourt suggested that a structure without exterior walls but otherwise meeting the current definition (such as a carport) should be considered a building. The Board agreed that there could be further discussion about this topic at a future meeting.”

Page 1 last paragraph remove “, and disallow them from Zone E2.”  
5-0-2, motion approved.

**Agenda Review:** none

**Applications:**

**2021-SPFP-003: Langdon Leasing LLC (Owner) Alicia Flaig (Applicant): request final site plan review for a change in use to a hair salon and office; the property identified as Map 118 Lot 100 and is located at 125 Main Street in the Business (B) Zoning District.**

It was noted that there is an application for a hair salon to be moved into the front portion of 125 Main Street. This property is zoned Commercial. Information regarding the applicant’s hours, potential traffic, and parking, was previously sent to the Board.

Ms. Emerson stated that the business hours are noted to be Tuesdays and Thursdays from 9am-6pm, and Saturdays from 8am-5pm. However additional days and hours may be needed to fit in clientele. The business is proposed to be open approximately 45 hours/week, seeing 1-2 clients at a time, and there is only one employee associated with the business at this time. The business will use Comcast and Liberty utilities. The application appears complete at this time.

In response to a question from Ms. Chaffee, Mrs. Jessica Dussault stated that, as the business owner, she takes care of all the waste generated on site, using a dumpster located at her husband’s place of business.

It was noted that there is an ADA handicap accessible ramp that will allow for access to this business.

Motion by Doug Neill and seconded by Gabe Bailey to accept the minor site plan application as complete. All in favor 7-0, motion approved.

Motion by Dick Lincourt and seconded by Jeremy Wood to approve the minor site plan. All in favor 7-0, motion approved.

The Board reviewed the associated sign permit for this business.

In response to a question from Ms. Chaffee, Ms. Emerson stated that the hours of operation listed on the application are Tuesdays and Thursdays from 9am-6pm, Saturdays from 8am-5pm, and by appointment only.

In response to a question from Ms. Chaffee, it was noted that the sign in front of this property is on a timer to turn off at 10pm. This can be changed to an earlier time if the Board would like.

Motion by Jeremy Wood and seconded by Gabe Bailey to approve the sign application, as presented.  
All in favor 7-0, motion approved.

### **Master Plan Review**

The Board reviewed the draft Master Plan Implementation Section.

The following items were noted as town-wide recommended action items for Community Facilities: create a capital improvements program, find a more suitable location for the food pantry, seek funding for a pool replacement, survey cemeteries to create smaller lots, and renovate the Community Room.

The following items were noted as town-wide recommended action items for Economic Development: market Charlestown for clean energy, I.T.; offer annual walking tour of the Town's historic houses; increase out-of-town tourism, advertise Charlestown and attractions such as the Fort at No. 4; offer revitalization tax credits; establish an events committee; and enforce zoning regulations.

In response to a question from the public, Ms. Chaffee explained that an architect and specialist for building needs recommended that, due to age, the pool will soon need to be replaced. The current pool is approximately five years old. It could cost approximately \$400,000 to replace the entire pool.

The following items were noted as town-wide recommended action items for Education: recreate the SAU 60 budget committee, strengthen the Charlestown site-based committee, create a group to push legislature to reform education funding, get parents more involved, create a school-to-work program, and petition for assessment for consolidation of Charlestown schools.

Mr. Putnam noted that one of these actions involves looking at combining the Charlestown schools from three, to two. This is proposed due to efficiency of buildings and cost-control. The proposal would include closing the North Charlestown Community School and moving the student population into the Primary School. This could also open the unused school building to other options. Mr. Putnam also noted that the proposed action items hope to provide education from birth-to-senior citizens in Charlestown.

The following items were noted as town-wide recommended action items for Energy & Utilities: reduce waste, review a "pay as you throw" system for the Transfer Station, change to an enclosed box truck to remove trash, educate about renewable energy, reduce Town usage of fossil fuels by 10%, and create an asset management plan for infrastructure.

The following items were noted as town-wide recommended action items for Historical & Cultural Resources: continue Historic Resource surveys, enhance Main Street, maintain mixed uses surrounding the Town Center, create a Historic District Ordinance, encourage historic preservation, and educate people of historical resources utilizing the Fort at No. 4 and the Historical Society.

The following items were noted as town-wide recommended action items for Housing: amend the Building code to allow only double-wide homes and those no older than five calendar years, amend Zoning Ordinance re: no new mobile home parks, increase bus routes re: provide "last mile" transportation, adopt NH RSA 79-E, reword Zone E2 to clearly allow multifamily dwellings, allow multifamily dwellings in Zone

D by special exception, seek developers to develop high-quality housing, and continue to assist the economically disadvantaged.

There was discussion regarding high quality housing and its definition.

There was discussion regarding the action to only allow for doublewide mobile homes. The board discussed possibly removing the language against doublewide homes and leaving the language regarding mobile homes no older than five calendar years.

The following items were noted as town-wide recommended action items for Natural Resources: ensure Best Management Practices are followed, preserve and protect plantings on Main Street, conserve agricultural lands, protect and preserve wildlife habitats, maintain and improve water quality, eradicate invasive species, protect and preserve wetlands, manage new builds in the floodplain and review the Floodplain Ordinance, protect and preserve groundwater resources, and biannually review the Hazard Mitigation Plan and Local Emergency Management Plan and update them every five years.

The following items were noted as town-wide recommended action items for Recreation Resources: enhance trail systems, ensure access to CT River at Patch Park and install docks and utilize the Fort at No. 4 for access, create a Main Street walking loop, add wellness stations on a Town trail, develop additional programming, enhance/expand Patch Park, hire a Water Safety Instructor, create sport-specific guidelines, encourage people to volunteer, recreate a Friends of Recreation list, promote CT River and CT River Trail, and advertise Charlestown events.

The following items were noted as town-wide recommended action items for Regional Concerns: make Town sidewalks accessible for all, ensure healthcare availability, build stronger relationships with groups and councils, lobby for legislative action on mental and physical health care, and prepare for climate change.

The following items were noted as town-wide recommended action items for Transportation: promote the Scenic Byway, add road signage for bicycle awareness, evaluate sidewalks leading to and exiting the Primary School, and create a ride share forum.

Ms. Chaffee explained that the Board will review any proposed changes to the document with Ms. Emerson. The Planning Board will present this document to the Select board on November 17, 2021, and then hold a public hearing on December 2, 2021.

There was additional discussion regarding single-wide and double-wide mobile homes.

**Continued Business:** none

**New Business:** none

**Administration:** none

**Communications:** none

It was noted that the Board will next hear a lot line adjustment application for a property on River Road, and a two-lot subdivision and site plan application for properties on Main Street.

Motion by Jeremy Wood to adjourn at 8:20pm, seconded by Doug Neill, All in favor. Meeting adjourned.

Respectfully submitted,

Kristan Patenaude  
Recording Secretary

DRAFT