

**Board Present:** Alan Putnam, Bill Rescsanski, Patty Chaffee, Alissa Bascom, Keith Weed, & Stacy Hassett

**Alternate:** Lenny Ostasiewski

**Absent:** Richard Carter

**Public Present:** Catherine Martel, Judy Murray, & Jay Church

Alan Putnam called the meeting to order at 7:00pm. He sat Mr. Ostasiewski as a member for this meeting.

**Approval of minutes of 6/06/2023:**

Motion by Ms. Bascom to accept the June 6, 2023 minutes as presented, seconded by Ms. Chaffee.  
6-0-0, motion approved.

**Applications:** None

**New Business:**

1. **2023-SDFP-001: Catherine Martel (Owner) Judith Murray & Jay Church (Agents):** request final review for an annexation (lot line adjustment); the property identified as Map 118 Lots 182 & 183 and is located at 75 Elm Street & 224 East Street in the Mixed Use (E) Zoning District.

*Stacy Hassett entered the meeting.*

Ms. Emerson noted that abutters attended the Zoning Board meeting for this item, and all were in favor. This item went before the Zoning Board because the lots are under the square footage and road frontage requirements. A copy of the variance can be provided to the Board.

Motion by Ms. Chaffee to accept the application as complete, seconded by Ms. Bascom.  
7-0-0, motion approved.

Jay Church explained that these two lots do not meet the zoning requirements and are not conveniently shaped. The proposal is for a lot line adjustment to allow Judy Murray to purchase the lot on East Street and build a one-story unit. The lots would still be non-conforming, but a variance was granted for that. These lots shall be serviced by municipal water and sewer. The driveway will come off Elm Street.

Motion by Ms. Bascom to approve the minor subdivision application, with the condition that the plan be updated to properly reflect the driveway location, seconded by Mr. Ostasiewski.  
7-0-0, motion approved.

**Administration:**

Ms. Emerson reviewed the Board's August meeting agenda.

**Continued Business:**

1. **Sign Planning 2023 Board Procedures**

*This item was not addressed at this time.*

**Communications:**

- a) **Board – Master Plan Discussion**

Ms. Bascom stated that Plan NH is a group of professionals that help small towns to discover what they want to be and how they want to get there. This might be a good opportunity for Charlestown. This would include a public charrette process. In conjunction with updating portions of the Master Plan, this could be included in that process. The cost is approximately \$6,000.

The Board agreed to review information on this at its August meeting.

**b) Public Participation:**

None at this time.

Motion by Mr. Ostasiewski to adjourn at 7:26pm, seconded by Ms. Bascom.  
7-0-0, motion approved. Meeting adjourned.

Respectfully submitted,

Kristan Patenaude  
Recording Secretary