**Present:** Bob Frizzell - Chair; Doug Neill; Rosie Smith-Hull; Albert St Pierre – Ex Officio; Dick Lincourt; Sharon Francis.

**Absent:** Terry Spilsbury; Steve Neill

**Alternates:** Duane Wetherby

**Employees:** Steven Schneider; Sarah Davis - Secretary

Bob Frizzell called the meeting to order at 7.00.

**Approval of minutes of 11/5:** Motion to approve the minutes of the meeting of 11/4 as presented by Sharon Francis, seconded by Rosie Smith-Hull, Albert St Pierre, Duane Wetherby and Dick Lincourt abstained as they were not present at the last meeting, minutes approved as submitted.

**Liberty Utilities: Old Acworth Stage Road Tree Cutting.**

Heather Green presented the case for Liberty Utilities following guidelines, 6 trees have been identified for removal and Liberty Utilities has returned to hear updated information from the Planning Board. Dick Lincourt confirmed that the request was taken to the Conservation Commission and they have no objections. Sharon Francis thanked Heather Green for the appropriateness of the work in this location. Albert St Pierre asked about the 6 trees and the dimensions. Heather Green confirmed the objective dimensions and criterion used to choose trees. Albert St Pierre asked about the cycle. Heather Green confirmed it is currently 4 years and due to budgets this may move to 5 years.

**Motion by Dick Lincourt:** to approve the tree cutting along Old Acworth Stage Road as proposed by Liberty utilities, seconded by Rosie Smith-Hull, all in favor, motion carried.

**Sign Permit: 16 Main Street - S&K Services:** Doug Neill asked about the sign being temporary. Dick Lincourt commented that the sign appears more like a classified ad than a sign. A discussion ensued on the “verbiage” clause in the rules which does not apply and the amount of wording proposed. Albert St Pierre spoke to the sign design being up to the business. Sharon Francis read out the regulations for zone A.

**Motion by Doug Neill**: to accept the sign for S&K Services LLC as presented, seconded by Dick Lincourt, all in favor, motion approved.

**Sign Permit: 16 Main Street - Danielle Spurgeon:** Steve Schneider confirmed that he has spoken with the applicant concerning the sign design. This sign is a second sign to promote business for a tenant. The sign is proposed to be black with yellow writing and will be professionally produced. Dick Lincourt asked if the sign company will provide a mock-up, the applicant confirmed that this will be the case, Dick Lincourt asked for the mock-up to be filed with the application.

**Motion by Dick Lincourt:** to approve the sign permit application of Danielle Spurgeon on the condition that she provides the computer generated representation of the sign that will be delivered, seconded by Rosie Smith-Hull.

Sharon Francis questioned the size, this will be 50” x 40”.

**All in favor, motion carried.**

Planning and policy issues: Steve Schneider spoke about the RPC and 67 communities participating in a housing study to obtain information on housing in the area. The group is talking to a variety of representatives from hospitals to schools from landlords to architects and would appreciate the opportunity to present to the Charlestown Planning Board. Sharon Francis commented on the number of properties under foreclosure threat in Charlestown and asked if this was representative, Steve Schneider was unable to comment on this. A discussion ensued on “affordable” housing, the definition thereof and other housing options. Albert St Pierre confirmed that Charlestown has 67 properties which are 3 years or more in arrears with their taxes.

Albert St Pierre spoke about the Stone/Putnam land and asked what the town has for regulations to prevent the two parks from being merged. A discussion ensued on local topics affecting the town and planning changes at are needed for the future.

Steve Schneider confirmed that the RPC will present options with deliverables.

There is no business at this point for the next meeting, December 3rd. The decision is to have an informational session on future planning direction with parties invited to join the board.

Dick Lincourt asked about J&S Automotive having moved into the property next door and a sign having been erected, this needs to be looked into for sign permits.

Motion by Sharon Francis to adjourn the meeting at 8.00 seconded by Rosie Smith-Hull, all in favor, meeting adjourned.

Sarah Davis

Secretary