

Present: Terry Spilsbury - Chair; Doug Neill - Vice Chair; Jeff Lessels - Ex Officio (via zoom); Sharon Francis; Dick Lincourt (via Zoom); Gabe Bailey; Alan Putnam

Alternates: Patty Chaffee (via Zoom)

Employees Present: Liz Emerson; Sarah Davis - Secretary

Public Present: Norm. Cobb; Jay Church; Konstantinos Georgiadis; Dimitris Georgiadis; Roz Caplin (via Zoom); Barbara Cumbra (via Zoom); Bill Rescanski; Albert St Pierre.

Terry Spilsbury called the meeting to order at 7.00pm and a roll call of participants on zoom was completed.

Minutes of April 21st Planning Board Meeting: Corrections: Terry Spilsbury: p.2, para. 1, line 6 capitalize "t" in "town"; p.2 para. 3 line 3 change "giving" to "given"; p.4, para. 10, line 4 change "may" to "many"; p.5, para. 1, line 1 change "proves" to "process"; Sharon Francis: p.1 para. 4, line 2 add "for Planning Board Chair" after "nominations"; p.3, para. 8, line 7 change "Allan" to "Plan"; Dick Lincourt: p.3, para. 8 line 7 change "Strategic" to "Master".

Motion by Gabe Bailey: to accept the minutes with corrections, second by Sharon Francis.

Roll call vote: all in favor, minutes approved unanimously.

Patty Chaffee asked about the minutes from April 8th, Liz Emerson confirmed that these have not yet been printed and will be reviewed at the next meeting.

2020-ANFP-001: Norman Cobb (Owner) Wayne Jay Church (Agent) request final review of a .03 acre annexation from the property identified as Map 117 Lot 068 to Map 117 Lot 067 and is located at 3 & 5 Arnold Court and 15 Arnold Court in the Mixed-Use (E) Zoning District.

Terry Spilsbury asked Jay Church and Norman Cobb to present their case and explained the process with the application that will be gone through at this meeting.

Jay Church presented himself as Norman Cobb's agent to obtain approval for a boundary adjustment for Norman Cobb's properties at Arnold Court. Both properties are owned by Norman Cobb as is the property at 15 Arnold Court. Jay Church referred to the map contained in the application paperwork and a dotted line indicating "property line to be removed". The current property line runs through the north side of the garage that is on the duplex property at 3 & 5 Arnold Court. Norman Cobb would like to move this line northerly to the retaining wall shown on the map so that the retaining wall goes with the property at 3 & 5 Arnold Court. An application was presented to the Zoning Board in February for a variance as Norman Cobb was looking to move the boundary closer to the garage at 15 Arnold Court but the Zoning Board ruled that this would put the boundary line too close to the garage and further that Norman Cobb could put the boundary line equidistant between the 2 garages for the properties at 15 and 3 & 5 Arnold Court. Following the approval from the Zoning Board, Norman Cobb changed his mind as he is looking to keep the retaining wall on the property at 3 & 5 Arnold Court. Norman Cobb is proposing to remove the southerly bay of the 2 car garage at 15 Arnold Court and therefore the property line can be moved as it is noted on the map 3.72 feet north of the retaining wall thus keeping the

retaining wall with 15 Arnold Court and by removing the garage bay will meet the 10 foot set back limits on both sides of the boundary line.

Terry Spilsbury asked about the reason for the Zoning Board meeting (inability to meet the setback criterion) and it now being a moot point with the current proposal. Jay Church confirmed that this is a conditional approval on removal of part of the garage construction and the removal of the lean to shed. Terry Spilsbury referred to the map and clarified that the garage where there is a label and slashes remains and the additional dotted line is the garage section that will be removed with the lean to shed. Jay Church confirmed that this is correct.

Terry Spilsbury asked for questions from the board. Terry Spilsbury asked about the purpose being preparatory to sell one property and retain the second, Jay Church confirmed that this is correct.

Terry Spilsbury asked Liz Emerson about completeness of the application, Liz Emerson confirmed that the application is complete.

Terry Spilsbury asked about the concrete retaining wall, Jay Church confirmed that this will remain part of 3 & 5 Arnold Court.

Terry Spilsbury asked for questions regarding completeness, seeing none:

Motion by Doug Neill: to accept the application as complete, second by Alan Putnam.

Roll call vote: all in favor, motion approved unanimously.

Jay Church asked about the conditional permit and the timeline to complete the required work. Liz Emerson confirmed that there is no time limit for works to be completed. Jay Church confirmed that the works will be completed this summer.

Terry Spilsbury asked for any further questions from the board. Sharon Francis stated her appreciation for the concise presentation and the solution proposed.

Terry Spilsbury asked for comments from the public. Patty Chaffee confirmed that nothing will be changed in the mapping and taxes until the next tax year beginning April 2021.

Motion by Doug Neill: to accept the subdivision for Arnold Court as presented, second by Sharon Francis.

Roll call vote: all in favor, motion approved unanimously.

Terry Spilsbury introduced the second agenda item:

2020-SPFP-002: Mascoma Savings Bank (Owner) Theo Georgiadis (Agent) request final review of a minor site plan - change of use to apartments, commercial and storage space. The property is identified as Map 118 Lot 214 and is located at 245 Main Street in the Town Center Residential/Professional (A) Zoning District.

Terry Spilsbury asked Dimitris and Konstantinos Georgiadis to present their case.

Konstantinos Georgiadis explained that the building at 245 Main Street, to the rear of the current Mascoma Savings Bank is to be subdivided and sold to Konstantinos and Dimitris Georgiadis to be used for mixed use: 4, 2 bedroom apartments upstairs, 2,000 square foot commercial space and a further 200 square foot space to be used for storage for the Olive Oil Business.

Terry Spilsbury asked Liz Emerson to comment on completeness, Liz Emerson confirmed that the plan meets all the items on the checklist: there is sufficient parking, a fence will be erected for the daycare area, a quote has been received for the fire suppression inside. There is currently discussion on snow removal in exchange for the town office's use of parking, Liz Emerson sees no issue with the applicant.

Terry Spilsbury asked for clarification on the current status of the purchase, the purchase is currently contingent on necessary approvals being received. Terry Spilsbury asked about the line drawn on the map around the bank structure including the parallel spaces on the north side. Liz Emerson confirmed that Mascoma Savings Bank will be presenting a subdivision application to the Planning Board at the next meeting and showed the details of the subdivision on the maps for all present at the meeting. Terry Spilsbury clarified for those attending remotely that the Mascoma Savings Bank property will be everything fronting on Main Street, the proposed purchase is for the land to the rear of the Mascoma Savings Bank building.

Sharon Francis confirmed that she had walked the site and is in favor of the proposed uses and was looking for a good area for the playground for the children and asked if there will be any outdoor area for the apartments. Dimitris Georgiadis confirmed that the main part of the asphalt will remain setup as it is currently for Mascoma Savings Bank and the Town Office traffic use. Dimitris Georgiadis confirmed that the size of the Daycare is limited by the outside area available for the children. Konstantinos Georgiadis confirmed that he believed that there is sufficient space for up to 45 kids per regulations.

Terry Spilsbury clarified that all of the lot to the west of the building is paved. The fenced off area will be land to the south of the building. Liz Emerson confirmed that Daycare is not an allowed use as per the current Zoning Regulations and the application was denied at the last Zoning Board meeting. Any approval of the Planning Board application will be contingent on the Zoning Board approval on the appeal. Dimitris Georgiadis confirmed that the primary concern of the Zoning Board was flow of traffic around Arbor Way, discussions have taken place with Mascoma Bank and an agreement has been reached to use the Main Street entrance for traffic ingress and Perry Ave for egress which is the setup currently in place.

Sharon Francis asked about the Zoning Board jurisdiction. Liz Emerson confirmed that a Daycare is not permitted use in A1 Residential area. Sharon Francis asked if traffic flow is in the scope of the Zoning Board. Liz Emerson confirmed that the concern is diminishing the house values. Terry Spilsbury clarified that the character of Arbor Way was the reason for the denial.

Doug Neill commented on the traffic from the doctor's office in that area.

Terry Spilsbury asked about considering part of the application excluding the Daycare at tonight's meeting, considering the application as 2 commercial units and considering the Daycare use following the Zoning Board appeal consideration.

Konstantinos Georgiadis confirmed that their preference would be to consider the Daycare option as this is what the current financing set up for. The question was asked of the board if a commercial approval was granted at this meeting if the applicants would need to reappear before the board should they decide to make the lower floor residential. Terry Spilsbury confirmed that the applicants would need to appear before the board again if this were to be the case.

Terry Spilsbury stated that the board is considering the completeness and asked for the timeline. Dimitris Georgiadis confirmed that they are looking to close in July and start as early as August. Dimitris Georgiadis confirmed that the sale and the financing are contingent on the board approvals. The Daycare is looking to be in and operating by September 1st for the school year. Liz Emerson confirmed that the bank closing and financing dates have already been pushed back due to Covid19 so it is important to have approval sooner rather than later. Konstantinos confirmed that the original date was April 30th and this has been moved to June 30th.

A discussion ensued on the processes for different types of approvals.

Gabe Bailey asked if a motion can be made for the apartment section and then a second motion for the daycare contingent on the Zoning Board approval. Liz Emerson confirmed that this can actually be done in one motion. Terry Spilsbury confirmed that yes, it is possible that 2 motions can be done. Terry Spilsbury confirmed that there may be more questions on the Daycare than on the residential application as the board moves forward through the application and asked if the members of the board have any further questions.

Sharon Francis stated that she still does not know enough to know if a Daycare Center is appropriate for this site. Sharon Francis asked about parking spaces. Dimitris Georgiadis confirmed that there are 14 spaces exiting out onto to Perry Ave and then 5 parking spaces on the lot up to Arbor Way with a further 2 spaces by the garage. Sharon Francis commented that the parking for the residential application appears appropriate and asked about parking for the Daycare, 15 vehicles for up to 25 kids and stated that this is something that the Board should consider. Dimitris Georgiadis confirmed that pick up and drop off will be during a 1 hour period with drop offs before the bank opens and a half hour overlap with bank opening hours at the end of the day.

Terry Spilsbury asked for other questions.

Motion by Doug Neill: to accept the application as complete as presented, second by Gabe Bailey. Question from Dick Lincourt concerning section 5.7.7G and 8 - Multi Family Structures in Planning Board Requirements, his concern is sufficient space to comply with these regulations, a waiver will be required to comply with these regulations Terry Spilsbury read out the text of the sections. And confirmed that the motion for completeness could continue but with a proviso for the waivers required.

Patty Chaffee commented on the turning radius (5.7.78) being an issue for this application as the property has been previously a house and also in commercial use, why would there now be an issue when there was none previously?

Terry Spilsbury commented that the purchase is contingent on rights of way.

Roll call vote all in favor: motion approved with 6 votes. Jeff Lessels abstained.

Terry Spilsbury asked the applicants for any questions before continuing with the hearing, seeing none, Terry Spilsbury clarified that the hang up could be the information or lack thereof on the Daycare.

Konstantinos Georgiadis asked if the option to have both options considered separately was still available as it is possible to move forward with residential approval but a generic approval would not be as favorable for the lender.

Gabe Bailey asked if there has been any informant from abutters. Liz Emerson confirmed that Amos Delay was concerned about the character of the neighborhood changing with the originally proposed traffic flow. Terry Spilsbury confirmed that Carol Clark is not mentioned on the abutters list but does own the property across the street.

Gabe Bailey commented on the property with a Dentist Office on Elm Street. Terry Spilsbury commented that there is a precedent, Alan Putnam asked about evidence of property devaluation. Dimitris Georgiadis confirmed that an alternative traffic flow has been agreed with Mascoma Bank to enter from Main Street and exit onto Perry Ave with no traffic onto Arbor Way to address the traffic concerns.

Terry Spilsbury asked about parking spaces for the town. Dimitris Georgiadis confirmed that the run of 14 spaces would be 7 spaces for the Daycare, 5 for the town and 2 remaining. 21 total parking spots. Terry Spilsbury commented that the application is unusually strong in terms of parking spaces with no reliance on Main Street, in future there may need to be a reconsideration of the offer to the town should parking become an issue in the future.

Terry Spilsbury asked for any further questions on parking. Doug Neill asked Albert St Pierre about parking. Albert St Pierre confirmed that there will be a future discussion on a trade for maintenance and use.

Sharon Francis asked about marking of parking spaces, Konstantinos confirmed that the spaces are and will be marked. Liz Emerson confirmed that the parking spaces are marked, 10 by 19, the 2 end spaces are wider.

Terry Spilsbury asked for any further comments and further commented on the attractiveness of the mixed use but the Daycare is a concern although this evaluation might not be for the board as this is a State regulated use. Terry Spilsbury asked if the board has any discomfort with the application as presented.

Gabe Bailey confirmed that he is comfortable with the application and that the daycare is a good use.

Doug Neill asked about the Daycare on Sullivan Street and the Zone that this was in.

Patty Chaffee confirmed that there was a Daycare at Sullivan Street.

Terry Spilsbury commented that the application has a lot of strengths.

Sharon Francis stated her desire for the land to have a limit for the number of children as this will impact traffic on the site but she is fine with approving a Daycare on the site. Dimitris Georgiadis confirmed that the Daycare business will go through a rigorous procedure for licensing with the state including number of children in relation to the space available.

Terry Spilsbury commented that he is becoming comfortable with how the building is proposed to be used and is ready to move ahead as the business is regulated and it is for the regulating authorities to approve business parameters.

Terry Spilsbury asked for any other questions.

Motion by Gabe Bailey: to approve the application contingent on the Zoning Board approval, second by Doug Neill.

Sharon Francis would like to add "subject to the State approval of the size of the daycare operation" Gabe Bailey, the approver and Doug Neill, the second are in agreement with this change to the motion.

Terry Spilsbury asked for any further comment from remote participants

Roll call vote: Jeff Lessels voted no due to inability to hear: motion approved.

Terry Spilsbury moved the meeting onto the subject of the Masterplan.

Terry Spilsbury spoke of the benefit of having 3 of the 5 Select Board Members present for the meeting and appreciated their taking the time to join the meeting as the work is not worthwhile unless it is done thoroughly. Terry Spilsbury spoke about the input provided by Dick Lincourt and Sharon Francis and proposed that at this evening's meeting members discuss how to approach the project and what should go into the plan in terms of broad topics.

Terry Spilsbury explained his thoughts on how the discussion should go ahead tonight:

1. How to manage the process, what sort of a structure in terms of sub committees and task forces, who will be on them and size and composition
2. How to ensure community involvement so that buy in to the process is achieved and feedback received at the beginning of the process and not get blind-sided.
3. Special considerations for a pandemic: any special circumstances that need to be thought through to avoid stalls.
4. There will be a need to do a much better job than in 2007 in drawing specific, vivid conclusions and try to state them in actionable language and plan for implementation, how actually is it that we think it can be done?

The project should be broken down into topics. One source of topics is the 2007 Masterplan, the statute which is broader, RSA 670.4.2. Terry Spilsbury read out the list of topics from the statute and stated that the board would be wise to follow the 2007 format and refer to the statute and add where there is a value. There is only 1 section which appears to require separation and that is "Facilities, Utilities, Public Services and Recreation".

Terry Spilsbury went on to explain his idea for how the committees should be formed: the Chairman should maintain an overview and chair the overall Board with no chair of a sub-committee which leaves 6 members with one being a Select Man who should be given a bye. The 2 alternates should be treated in the same way as the full board members which gives the

opportunity to have 7 sub committees. The vision is a board wide activity as is the review together with a goals workshop and survey.

Each Board member would be involved in 2 sub committees with each being a Chair on 1 Committee and a member on a second.

Liz Emerson spoke about the background: the town's Master Plan is an abridged Master Plan; there is a Comprehensive Master Plan but these almost never get finished because there is simply way too much; there is also a small area Master Plan which focuses on specific areas in towns; a Functional Master Plan which is like a blanket and the Strategic Master Plan with one set goal. In some towns the Master Plan is taken chapter by chapter with each chapter being looked at on a yearly rotation. Liz Emerson would like to compose a Community Survey for the next meeting, a single page, broad questionnaire to go out with the tax bills which would help with the timeline.

Terry Spilsbury confirmed that he is comfortable with the abridged Master Plan and the best place for the start for the current review is the 2007 plan which was adopted in 2007 but has a genesis in 2004/5 and so one topic a year would not be an option as it is time for a full review. In future, once the review is completed taking one topic per year would be a good idea to keep the Master Plan current. Liz Emerson confirmed that the one section at a time is a recurring theme with other boards.

Sharon Francis commented on her years of working on Master Plans and in her 45 years of being in town, the number of residents has not changed but the costs have consistently increased. The rejection of the request for assistance with the school apportionment puts the issue of improving Charlestown's tax base back firmly with the town: how to phase out properties that are draining taxes paid by others without being unkind or discriminatory. The town has to take responsibility for its financial destiny, everything that the board has said is good. It would be good to see the board having a plan with a purpose: the purpose being to improve the tax base of the town. Terry Spilsbury agreed with this comment. Sharon Francis continued to state that energy efficiency should be looked into, it is time to appeal to investors, appeal to young people with housing options.

Liz Emerson spoke about communities in New Hampshire such as Londonderry and London that have Zoning Board ordinance which would prevent new mobile homes being built and only allow mobile homes in mobile home parks. Liz Emerson confirmed that she is looking at Grant funding for this issue. Sharon Francis spoke about possibilities including the town maybe buying properties.

Terry Spilsbury spoke about the proposed structure addressing the concerns raised. Energy efficiency is not addressed specifically and the chapter "Facilities, Utilities, Public Services and Recreation" should be broken down into 2 at least 2 chapters, for example hard infrastructure particularly with the Building Needs Committee article being voted down at town meeting. Community amenities and recreation should be also considered, education is an essential element of the community and should have a focus, it may have been omitted because Charlestown is a part of a Regional School District.

Liz Emerson asked about items in the Master Plan: phone issues on Main Street, repairing/replacing wiring. Power lines: Whelen was a driver in this as there was a need for improved power.

Gabe Bailey confirmed that he saw a lot in the Master Plan that has been achieved.

Terry Spilsbury commented that the Master Plan had a lot of aspirational ideas but a lack of substance on how to achieve things in the coming years.

Liz Emerson spoke about Patty Chaffee working on capital improvements plans and this would be a way to move forward and Liz Emerson would like to work with the building needs committee on possibly a plan for 5 to 20 years either budgeting or asking the town.

Terry Spilsbury spoke about coordination with boards and committees in town such as the Select Board, Finance Committee and the Building Needs Committee.

Terry Spilsbury asked if everyone has the time to take on the task force Chairman roll.

Liz Emerson proposed drafting a survey which will make the sub-committee choices less daunting.

Terry Spilsbury spoke about the 2007 Master Plan having started with a goals workshop in 2004, this is precisely what need to be done this time to get the community input that is needed. Covid 19 needs to be borne in mind.

Terry Spilsbury asked if the board is ready to assign task forces.

Bill Rescanski asked about waiting for the survey or workshop results to form the Task Forces rather than forming Task Forces.

Gabe Bailey asked about presenting the survey. Liz Emerson confirmed that the survey will be sent out with the tax bills.

Terry Spilsbury stated that the Master Plan is a useful way to start the discussion as it is focused, it does not limit anything as things can be changed.

Sharon Francis asked about the town website and making additions to publicize the work that is being done on the Master Plan so that the revision in part comes through the website. Liz Emerson confirmed that she will look into the possibility of doing this. Terry Spilsbury added that the Task Force meetings and Planning Board meetings can be added to the schedule together with posts on the news section.

Bill Rescanski spoke about focusing on the vision early on to ensure key issues remain prominent. Terry Spilsbury replied that this could be an item for the next meeting.

Terry Spilsbury asked if everyone is comfortable with the task force structure and stated that this is not designed to be a heavy burden for members. It was agreed that this is for the next meeting.

Liz Emerson confirmed that she will have difficulty attending all of the meetings if they are in the evenings.

The focus for the next meeting will be the vision and each member is asked to put forward task forces that they would like to chair and participate in. Gabe Bailey asked if ideas can be exchanged with the Chairman, it was confirmed that individual conversations can be had, but not a group discussion to avoid an unintentional quorum. Terry Spilsbury explained the importance of the Planning Board structure, their roll and the legal nature of decisions to clarify the situation with regards to official decisions. Liz Emerson spoke about the legal precedence for the current rulings.

Terry Spilsbury asked about any further business.

Liz Emerson confirmed that there is none, the next meeting will include a subdivision application.

Terry Spilsbury called for a motion to adjourn at 9.15. Proposed by Sharon Francis, second by Alan Putnam, all in favor. Meeting adjourned at 9.15

Sarah Davis

Secretary