

**Present:** Terry Spilsbury - Chair; Doug Neill - Vice Chair; Sharon Francis; Patty Chaffee - sitting for Dick Lincourt via Zoom; Alan Putnam; Gabe Bailey; Bill Rescanski - sitting for Jeff Lessels

**Absent:** Dick Lincourt

**Employees Present:** Liz Emerson; Sarah Davis - Secretary

**Public Present:** Roz Caplin; Barbara Lumbrá ; Barry Schuster; Wayne McCutcheon; Glenn Valentine - all via Zoom; Tim Golden; Tamara Golden

Terry Spilsbury called the meeting to order at 7pm.

It was agreed that Patty Chaffee will sit for Dick Lincourt.

**Approval of minutes of 5/8 and 5/19:** 5/8 amendments: Terry Spilsbury: p.1, para. 1, insert: "It was agreed that Duane Wetherby would sit for Gabe Bailey." and "Terry Spilsbury read out instructions to ensure compliance with right to know legislation involving remote meetings."; p.1, para. 6 add "request" after "waiver"; p.2, para. 5 add "and Alan Putnam also agreed." After "motion"; p.3, para. 3, line 4 remove "(recording unclear due to coughing)"; p.3, para. 5, line 2 replace "Board Regulations" with "Ordinance"; p.4, para. 10, line 2: change "required" to "require"; p.5, para.1, line 2 change "Masterplan" to "Master Plan"; p.5, para. 3, line 6 add "Select" before "Board". Sharon Francis: p. 5, para. 4, line 4: Sharon Francis pointed out that not all 5 of the Select Board members were actually present at the meeting on May 19<sup>th</sup>, Terry Spilsbury confirmed that 3 of the Select Board members were actually present.

**Motion by Doug Neill:** to accept the minutes of May 8th as presented with corrections, second by Sharon Francis.

Gabe Bailey and Bill Rescanski abstained as they were not present at the meeting, minutes approved by all other Board Members. Motion approved.

5/19 amendments: Terry Spilsbury: p.1, para. 4, move the entire paragraph to be paragraph 3; p.1, para. 6, line 2, change "art" to "at"; p.1, para. 6, line 7 replace "A case" with "An application"; p.2, para. 1, line 3 replace "changing of the garage" with "removal of part of the garage"; p. 3, para. 2, line 8 insert "the" before "Mascoma" and add "building" after "Bank"; p.3, para. 4, line 2 replace "holding" with "building"; p.3, para. 5, line 3 replace "remit" with "scope"; p.4, para. 1, line 4 replace "property" with "lower floor"; p.4, para. 5, line 1 replace "this" with "a Daycare Center"; p.5, para. 3, line 1 add "was still available after "separately"; p. 5, para. 8, line 2 add "evaluation" after "this"; p.5, para. 8, line 3 add "State" before "regulated"; p. 6, para. 4, line 2 replace "The motion approver and second" with "Gabe Bailey, the approver and Doug Neill, the second"; p.6, para. 5, line 1 replace "form" with "from"; p. 6, para 6, line 1 replace "difficulty with communication" with "inability to hear"; p.6, para. 7, line 1 replace "Masterplan" with "Master Plan"; p.6, para. 8, line 4: replace "there should be a consensus" with "members discussed"; p.6, para. 10, line 4: replace "contribution" with "value"; p.7, para. 1, line 4: replace "Maser" with "Master"; p.7, para. 1, line 5: remove "which all that is focused on"; p. 7, para. 4, line 1: remove "that have Zoning Regulations"; p. 8, para. 4, line 2: add "Finance Committee" after "Board"; p. 9, para. 3, line 1: replace "be" with "include". Alan Putnam: p. 2, para. 1, line 4: add "referred to the map and" before "clarified".

**Motion by Alan Putnam:** to accept the minutes of 5/19 with corrections, second by Doug Neill.

Bill Rescanski abstained as he was not present at the meeting, all other Board Members voted to approve the motion. Motion approved.

Sharon Francis asked about the minutes showing "Unapproved" Sarah Davis explained that the minutes distributed to the Planning Board Members are unapproved. "Unapproved" is removed once the minutes have been updated. It was agreed that Sarah Davis will email the approved minutes to all Board Members.

Terry Spilsbury introduced the subdivision application submitted by Mascoma Bank and their representatives Glenn Valentine and Wayne McCutcheon who were both present via Zoom and requested the applicants present to the board:

**2020-SDFP—003: Mascoma Bank (Owner) Glen Valentine and Wayne McCutcheon request final review of a two lot subdivision for the property identified as Map 118 Lot 214. The proposal is to subdivide the 1.2 +/- Acres into two lots. The proposed lots will be .65+/- Acres and .43+/- Acres. The property is located at 245 Main St. in the Residential Professional (A) Zoning District.**

Wayne McCutcheon spoke about the plan: a 2 lot subdivision is proposed, lot 1 is the bank building with 28,531 square feet, lot 2 is the office building behind the bank fronting onto Arbor Way with an area of 18,786 square he had previously surveyed the properties in the 1990s when the Town Office was the Post Office and has now updated the previous survey to show this subdivision which is pretty straightforward. Drainage is taken care of by 2 catch basins on the south part of the bank building in the parking lot, the town has a drainage basin, the lot 2 that is proposed cheat drains and to his knowledge this has not been a problem. The entrance to the Town Office has a vehicle ingress access and 5 parallel parking spaces which were reserved by the bank back when the Post Office was turned over to the town. Wayne McCutcheon then turned the meeting over to anyone who had questions.

Terry Spilsbury confirmed that the map clearly shows what Wayne McCutcheon presented and asked Liz Emerson for comments on completeness.

Liz Emerson confirmed that the plan meets all the requirements on the checklist, the lot sizes meet the Zoning Board requirements, there are no contours since the elevation changes are not significant enough to show any and Liz Emerson confirmed that she sees no issues with the application.

Terry Spilsbury asked about a lack of date on the documents, this is due to printer errors in the town office. Liz Emerson confirmed that the documents were brought to her on May 16th. Terry Spilsbury asked about the address on Main Street. Liz Emerson confirmed that the address is 245.

Terry Spilsbury asked for questions from Board Members regarding completeness.

Sharon Francis asked if the office building has frontage on Main Street and if so if it shares an address. Liz Emerson confirmed that at the moment the properties share an address, should the subdivision be approved there will be a new 911 address allocated. Sharon Francis commented that the address should be on Arbor Way. Liz Emerson confirmed that this will be an issue for the Fire Chief to address. Sharon Francis asked if something can be approved without an address. Liz Emerson confirmed that this is normally how the process works, specifically with new lots. Terry Spilsbury confirmed that this is correct

and asked if the Post Office is also involved. Patty Chaffee confirmed that the Highway Department also has involvement. Terry Spilsbury commented that Sharon Francis is raising 2 questions that should be brought up during the hearing for example if the lot was given a Perry Ave address this would be confusing.

Terry Spilsbury asked for any other questions regarding completeness. Terry Spilsbury asked about the catch basins in lots 1 and 2. Wayne McCutcheon repeated that lot 2 drains toward the catch basins across the property line. There is currently no need for catch basins on lot 2 as it is draining properly.

Terry Spilsbury asked about the proposed easements and quoted the application regarding the parking spaces. Liz Emerson confirmed that this will be decided when the Select Board comes to a firm decision, the number is currently 5 but there is no written agreement. Terry Spilsbury commented that the parking spaces were discussed at the last meeting in the context of the site plan review. Liz Emerson confirmed that the number is currently 5 and there is no expectation for this to change. Terry Spilsbury asked the applicants present on Zoom to confirm, Wayne McCutcheon confirmed that whatever is agreed will be noted on the plan. This was confirmed by Gary Schuster.

Terry Spilsbury asked for further comments on completeness. Sharon Francis asked how anybody visiting the building will know where to turn off Main Street and asked what will define the now separate properties. Liz Emerson confirmed that there will be no definition other than the railroad spike and the existing stone boundary as this is an easement and a right of way and so there will be nothing to inhibit the access. Patty Chaffee confirmed that the building is not an office building that is currently operating and will be a brand new business that will be advertising their address. Barry Schuster confirmed that there will be no access from Main Street as this is not the intended access route: there is not expected to be an easement for this right of way, entrance for the rear building is off Arbor Way. Wayne McCutcheon asked if he should change the map and relabel the building as "building" instead of "office", agreement was given to this.

Terry Spilsbury commented that he understood that there would be a specific easement for traffic to enter although this may be allowed by acquiescence. Gary Schuster confirmed that this will be a neighborly courtesy.

**Motion by Doug Neill:** that the application is complete as presented, second by Alan Putnam  
All in favor, motion approved unanimously. Bill Rescanski abstained as he did not have paperwork before him. Motion approved.

Terry Spilsbury confirmed that the application is complete, opened the hearing and asked for someone to begin.

Gary Schuster asked if Terry Spilsbury was looking for a further presentation from the applicant. Terry Spilsbury confirmed that he is not looking for a further presentation, the application appears straightforward with the exception of the criss crossing of the traffic flow.

Wayne McCutcheon confirmed that he visited the property on 6/1 and the bounds are now all in place.

Bill Rescanski asked about the drainage and the drainage for one property being in the other, does this cause an issue should there be drainage problems? Barry Schuster confirmed that he believed that the responsibility follows the same as it was when it was divided previously, if the new building were to create some unreasonable drainage flow then the bank would look to the new building for some contribution. The expectation is that there will be an easement for the drainage.

Terry Spilsbury asked if there would be language in the deed or easement to establish, Barry Schuster confirmed that this will be done. Wayne McCutcheon confirmed that this will appear on the plan together with parking details once these things have been agreed.

Terry Spilsbury asked for comments from the public present at the meeting. Tamara Golden stated that she is curious about the subdivision as she and her husband have some interest in the building if it does not sell, she is also interested in the traffic flow. Liz Emerson confirmed that everything that is currently in place will remain.

Terry Spilsbury emphasized that the subdivision does not call for any change to the physical features, it is just a division of the lot. Terry Spilsbury confirmed that a Site Plan was approved at the last meeting which lays out a particular use for the former office building and is subject to Zoning Board and state approvals together with a contract which may or may not fulfil all contingencies.

Sharon Francis asked if she is right in recalling from the Site Plan review and approval that on the North side of the building there will be a drive carrying exiting traffic around the house that faces Perry Avenue and out to Perry Avenue. Terry Spilsbury confirmed that this is correct, one way. Sharon Francis asked if the drive should be on the plan as the parking spaces are on the plan. Liz Emerson confirmed that the boundaries are set. Terry Spilsbury confirmed that the map is appropriate for the application, there is no need for a physical demarcation of the properties and further stated that the Site Plan was clear about the direction of the traffic, one way ingress from Arbor Way and egress from Perry Ave and this does not to be present in the subdivision.

Bill Rescanski asked about the agreement with the town, Liz Emerson confirmed that this will be between the Select Board and the parties purchasing the property. Bill Rescanski asked if the spaces will be lost should the property change hands. Liz Emerson confirmed that if this is the case, the Town Office will use public parking. Bill Rescanski asked about the friendly agreement for access from Main Street, Liz Emerson confirmed that this will be deeded.

Terry Spilsbury asked for further questions, hearing none he asked for a motion.

**Motion by Doug Neill:** to accept the final subdivision plan for Mascoma Savings Bank, second by Patty Chaffee.

All in a favor with the abstention of Bill Rescanski. Motion is approved.

Terry Spilsbury stated the meeting will turn to the Master Plan for up to another hour, before moving to this, Terry Spilsbury asked Liz Emerson to comment on the Community Garden.

Liz Emerson confirmed that the Community Garden has 20 raised beds on the Grist Mill property, all removable, the area will have water; this is being worked on with Dave Duquette. Alissa Bascom is the main contact person. Terry Spilsbury spoke about a call from George Graby who is currently the

President of CEDA and confirmed that he felt that this was not something that required planning board approval as this was a temporary use of space by Alissa Bascom, her family and others within a suitably fenced area. Alissa Bascom approached a local bank for funding assistance and was asked about a 501C3 status, the Rotary Club is partnering with this endeavor to fulfil this purpose. The garden is currently fully subscribed and may possibly increase in size.

Terry Spilsbury asked for any other items before moving to the Master Plan.

Liz Emerson handed out copies of a double sided Charlestown Master Plan survey that she has put together with the proposal for this to be sent out with the tax documentation. Liz Emerson went through each part of the document with the Planning Board Members. Liz Emerson confirmed that this survey is similar to that sent out in 2007, reduced down to fit on one piece of paper to fit in with the tax bill. Liz Emerson asked for any changes, additions, subtractions etc.

Terry Spilsbury commented that piggy backing on the tax bill is a good idea to avoid any additional cost. Liz Emerson confirmed that this was Patty Chaffee's idea. Terry Spilsbury further commented that this provides a constraint as this is required immediately and that this is not a substitute for the survey that was done in 2005 and was very extensive with around 69 to 100 questions. He then asked if the survey proposed by Liz Emerson was sent out, would the Board want to send out a further, more extensive survey. Terry Spilsbury commented that the process in 2005 to 2007 used a community forum that was used to shape the survey, whilst he is not against the 1 page survey per se does the Board think that this is enough? He further commented that the Community Forum would lend an enormous amount of credibility to the survey. Liz Emerson confirmed that her survey is not a substitute for the larger document.

Doug Neill commented that more people will complete the 1 page survey as opposed to the larger document. Patty Chaffee commented that the broader survey to the community should be the survey that the smaller groups take to work through. Terry Spilsbury agreed with Doug Neill's comment and read out the results of the responses in 2005, 2,006 surveys distributed, 727 completed returns for a response rate of 36% and stated that this was a strong return. Liz Emerson commented that her survey could shake the tree to see which people are looking to help out. Terry Spilsbury commented that this is not a substitute for the larger survey and asked for a commitment to do both. Liz Emerson confirmed this. Terry Spilsbury confirmed that the form will go out this Friday, June 5<sup>th</sup>. Sharon Francis stated that it would be worthwhile to refer to the fact that the Master Plan has not been updated since 2005, list the highlights that were important at that time, objectives that have been achieved by and large since then and asking the public to frame the next set of important objectives, building on what was done before and not starting from the beginning. Terry Spilsbury agreed with Sharon Francis' comments and advised adding a brief prefatory paragraph and quoted a wording for Liz Emerson to use.

A discussion ensued on changes to the survey and adding broader questions to have people brainstorm with the Planning Board. Terry Spilsbury stated that he and Liz Emerson will wordsmith the survey in preparation for Friday. Terry Spilsbury further commented that there may be new ideas and ideas that the Planning Board already has, these are not redundant as the public is being placed at the point for this.

Sharon Francis suggested asking “should Charlestown do more to protect its natural heritage if so what and where”. Liz Emerson confirmed that this is referred to on the current form, the wording can be changed.

Terry Spilsbury suggested adding a comment related to the Historical District, Liz Emerson confirmed that this is in the form, it was agreed that the document will be split out. Bill Rescanski asked for clarification on a more detailed document being sent out later and so the current document should not be labored on.

Terry Spilsbury agreed.

Terry Spilsbury suggested changing the final part from “Additional Comments” to “What else would you propose to make Charlestown the ideal community to live and work in” to take into account Bill Rescanski’s suggestion.

Terry Spilsbury confirmed that the State of New Hampshire ranks highly consistently in surveys for livability, the Planning Board now needs to focus on the town of Charlestown. Terry Spilsbury asked if any Board Members would like input on the form before Friday, the agreement was for Terry Spilsbury and Liz Emerson to work together, the final proposed document will be emailed to the Planning Board Members before being distributed on Friday with the tax documents.

Sharon Francis commented that she had not thought about the proposed document and further asked who Charlestown is looking to attract. The town currently has an aging population, does the Planning Board want to develop a reputation around the Fort at No.4, fishing, hiking, music and theater, energy conservation. Bill Rescanski commented that this is something that the town should decide. Sharon Francis commented that the Planning Board is the brain stormer. Terry Spilsbury commented that the same ideas from the paat need to be brought forward and focused and maybe an outgrowth of this revision would be a promotion campaign. His mission is not necessarily to turn Charlestown into a tourist town, having lived around tourist towns, this is not all good. There is a package of things that deserve to be looked at.

Terry Spilsbury commented that Dick Lincourt will be helpful moving to the vision and suggested that this topic be tabled until the next meeting when he is present. He further suggested that the Planning Board as a whole should focus on the vision at the next meeting. Terry Spilsbury continued to suggest that members focus on specific topics and spoke about sub groups with members of the community participating. He continued that not all members of the Board have the same amount of time available and he is willing to rethink the best way to go about the task forces and ensuring that they are set up for success. He is open minded on how to go about this.

Liz Emerson handed out a draft of the population chapter which she has worked on, this is the 2nd chapter of the Master Plan and the document is for everyone to look over. Liz Emerson further commented that some of the chapters such as this one are a matter of updating statistics in the Word document.

Gabe Bailey commented that he has spoken with friends who are on the Planning Board in Walpole; Walpole is reviewing their Master Plan and addressing one topic at a time, not quite one topic a year, but allowing focus to provide for a really good job. Terry Spilsbury commented that the proposed plan

for Charlestown is ambitious. Liz Emerson commented that the Master Plan could be cycled through a number of topics at a time. Terry Spilsbury commented on submission requirements for the Master Plan. Gabe Bailey commented that some portions of the current Master Plan are still current, specifically recreation related items are very relevant to him, the section could use some improvements but for the most part is still current.

Terry Spilsbury commented that sections such as Housing, Transportation, Economic Development, Land Use are very focused but the Community Facilities and Utilities chapter is not.

Terry Spilsbury went through the list of chapters to review what should be in the Master Plan per RSA 674.2.

Vision, Transportation, Community Facilities, Economic Development, Natural Resources, Recreation - combined with another such as Community and Cultural Resources, Utilities to be a part of Energy, Cultural and Historic Resources, Regional Concerns, Education, Housing, Energy Implementation are all to be included.

Natural Hazards: Liz Emerson commented on the Natural Hazard Plan that is being worked on as a part of the Hazard mitigation plan which will be updated by the end of the month working with the Upper Valley. Terry Spilsbury suggested that once this is completed the Board should review it.

Sharon Francis commented that Charlestown lacks a lot of things that the neighboring towns such as Keene, Claremont have such as shopping. Her opinion is that a chapter on regional concerns should be included. Liz Emerson suggested a short statement on this. Terry Spilsbury suggested illustrious ways in which Charlestown piggy backs on facilities in other towns.

Bill Rescanski asked if education is on the list. Terry Spilsbury confirmed that this is not and that he did refer to this at the last meeting. He offered 2 competing observations: the statutory list does not include education although it is recommended that a member of the School Board is involved.

Bill Rescanski asked about the Neighborhood Plan - a short discussion ensued and concluded that this could be done after the Master Plan has been completed only if there is an identified neighborhood with unique concerns. Bill Rescanski further commented on lot sizes. Terry Spilsbury responded that this would be addressed with Land Use and Zoning.

Terry Spilsbury asked for further comment.

Sharon Francis asked what can be learnt from the inventory information that is coming into town: there could be useful details coming from this. Liz Emerson confirmed that a spreadsheet is being constructed with the information being collated for study.

Terry Spilsbury commented that Steve Schneider did a session with the Planning Board in December on the Keys to the Valley initiative. Liz Emerson confirmed that this has been out to one side for now as Steve Schneider has stepped down and the group is restructuring. The group is currently looking at the Hazard Mitigation plan as there are fines for not meeting deadlines with this plan.

Terry Spilsbury commented on the census information being delayed due to the Covid 19 situation.

Terry Spilsbury called for a motion to adjourn at 9.10. Motion by Sharon Francis, second by Doug Neill, meeting adjourned at 9.10.

Sarah Davis, Secretary