**Present:** Terry Spilsbury - Chair; Jeff Lessels - Ex Officio; Sharon Francis; Alan Putnam; Dick Lincourt

**Absent:** Gabe Bailey; Doug Neill; Duane Wetherby;

**Select Board:** Scott Wade; Bill Rescanski; Albert St. Pierre

**Public:** Rosie Smith-Hull

**Zoom:** Patty Chaffee

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

Terry Spilsbury called the meeting to order at 7pm and confirmed that there is no application or petition before the Board. He further asked Sharon Francis to give an update on the Beautification Coalition once the minutes of the meeting of June 16th have been approved.

**Approval of Minutes of June 16th:** corrections: Alan Putnam: p.1, para. 4, line 3 replace “2” with “two” and “6” with six; p.3, para. 8, line 1 add “removal” between “snow” and “agreement”; Dick Lincourt requested Zoning Board be referred to as ZBA; Terry Spilsbury: p.3, para. 1, line 8 change “oversites” to oversights”; p.4, para. 6, line 3 change “curbing” to “green space”; p. 4, para. 6, line 8 change “is for” to “relates to”; p.4, para. 6, line 9 delete “which is not really theirs to do” change “does change” to “may affect” change “Old Jiffy Mart Building” to “their property”; p.8, para. 3, line 3 change “to” to “too”; p.8, para. 4, line 1 change “different” to “assigning multiple” and change “being” to “to be”; p.9, para. 2, line 6 change “Reginal” to “Regional”; p.11, para. 5: delete paragraph.

**Motion by Sharon Francis:** Move approval of minutes as amended, second by Dick Lincourt, all in favor motion approved.

Terry Spilsbury spoke about the minutes being prepared and asked the Board Members if the minutes can be scaled back. Sarah Davis clarified that no transcripts are kept, recordings are deleted once they have been approved. Liz Emerson suggested keeping detailed minutes for the cases being discussed and summary minutes for the general discussions. It was agreed that in future minutes will follow Liz Emerson’s suggestion.

Terry Spilsbury asked for a change in the meeting agendas to the following format: Approval of minutes; Applications and Petitions; Old Business New Business;

Terry Spilsbury referred to the discussion at the previous meeting concerning honoring long serving former Board Members. Liz Emerson confirmed that the letter is currently being drafted and will be ready for the next meeting. Sharon Francis and Terry Spilsbury spoke about Bob Frizzell’s contribution to the Board and Bill Rescsanski suggested honoring him in the town report. Patty Chaffee commented that this should be for all long serving former members.

Terry Spilsbury spoke about a document from the Beautification Coalition which details the current plans for the East side of Main Street which does not yet include a final recommendation for the Cobb property. Sharon Francis added that the Beautification Coalition has been in discussion with the Cobb Brothers and it appears there is agreement; once things have been finalized Sharon Francis would like to bring the plan to the Planning Board and then the Select Board who will need to approve the plan as will the NH DOT. Terry Spilsbury spoke about the discussion at the previous meeting and clarified that at the Select Board meeting on June 17th it was agreed that the plan will be referred back to the Planning Board. Terry Spilsbury asked for any comments, Sharon Francis commented that she is in favor of the plan being brought back to the Planning Board. Jeff Lessels spoke about frustrations with delays and the need to ensure that the funds are spent during this financial year as if not the funds will be returned to the general fund unused, he also referred to the potential negative impact of the Beautification Committee’s plan on parking spaces in town. A discussion ensued on the process and potentially having it completed at the next Planning Board meeting. Terry Spilsbury confirmed that the Beautification Committee presentation will be on the agenda for the next meeting.

Terry Spilsbury moved the meeting to the Master Plan and referred to an email from Sharon Francis and elements of the Master Plan which have been prepared by Liz Emerson.

Sharon Francis spoke about the Vision in the Master Plan of 2007 and the recommendations which have not been actioned despite them being good recommendations. Her proposal is to pull out recommendations from the 2007 Master Plan that are worth considering then address the topics that were not included in the 2007 Master Plan which should be addressed such as School Funding and assign personnel to each topic.

Terry Spilsbury spoke about the lengthy process involved in producing the 2007 Master Plan, the resources which were drawn into it and editing the 2007 Master Plan rather than starting again from scratch. Patty Chaffee asked when the process to allocate topics will start. A discussion ensued on the process and allocating topics. Scott Wade is proposed as the Chair for Community Facilities; Dick Lincourt Chair for Land Use and Housing; Gabe Bailey for Recreation; Duane Wetherby for Historical. Terry Spilsbury suggested a number of community members for different committees. Bill Rescsanski agreed to work on Education and with Dick Lincourt on Land Use and Housing. Patty Chaffee volunteered to Chair the Utilities, Energy and Public Services Task force.

Terry Spilsbury asked for any suggestions for people who might help with the Task Forces and asked Board members to think about possible members for each task force for the next meeting on July 21st. Liz Emerson confirmed that she has had 13 positive responses to the Survey that was sent out with the tax bills.

Liz Emerson handed out a tally of the top 3 results received to the survey and a chart of responses to the questions that were asked. Terry Spilsbury read through the responses and ranked the responses, the top 3 are: “The town should attract and promote small startup businesses”; “The town should not permit any new mobile home parks in any area until the valuation base among housing types is in better balance”; The town should promote tourism-related businesses and activities, especially related to Fort #4 and the Scenic Byway”.

Scott Wade asked what a “Planned Unit Development” is: Terry Spilsbury explained that this is a form of “Cluster Zoning” and went on to explain the process. This is something that is predominantly used in high population suburban areas.

Terry Spilsbury referred to the 2005 Master Plan survey and the top 5 responses being: “The town should attract and promote small startup businesses”; “The town should promote tourism-related businesses and activities, especially related to Fort #4 and the Scenic Byway”; “The town should more strictly regulate development on or adjacent to sensitive natural resources such as surface waters, ground waters, slopes and important wildlife habitat”; The town should not permit any new mobile home parks in any area until the valuation base among housing types is in better balance”; “An agricultural overlay zone should be created to protect prime agricultural land from being developed”. The lowest response was “The town’s solid waste management program should implement a pay as you throw system.” He further went on to speak about the low turnout for the Community Workshop with regards to public participation and the subsequent survey, the results of which were not uniformly included in the Master Plan. Looking closely at the 2007 Master Plan it does not reflect the community’s input and desires. The goal for the 2020 Master Plan is for it to look like something realistic. A discussion ensued on how to do this.

Terry Spilsbury summarized the key elements:

The community workshop should not happen - not enough potential public participation especially with Covid 19

Start putting the Task Forces together to edit the 2007 Master Plan chapters

Use the results of the Task Forces to compile a comprehensive community survey.

Public hearings should be used for the recommendations in the 2020 Master Plan.

Make the “Vision” the product of the completed work rather than the start point.

Scott Wade asked about using electronic surveys to achieve higher response rates, mailing out the survey and including details on responding electronically.

Jeff Lessels spoke about specific, decisive communication with the community to demonstrate commitment to actions.

Terry Spilsbury proposed that each Board member bring a suggestion list to the next meeting on July 21st.

It was agreed that the “Regional Concerns” chapter should be rehashed as the current version is too generic, everything in the Master Plan must specifically relate to Charlestown.

Promoting Charlestown was discussed in terms of realtors and attracting new business and residents. Liz Emerson spoke about TIF districts (Tax Incentive Financing) which are less effective in the current economic climate in light of Covid 19 and the economic impact.

Break even analysis: per person, per housing unit and per acre, to be worked through using available figures from the town and from the state of NH. Sharon Francis spoke about subtracting Commercial, Non-Residential and Current Use to make the figures more relevant. It was agreed that this would be the most relevant and useful set of figures which should be worked on by the Land Use, Housing and Economic Development Task Forces.

Terry Spilsbury confirmed that he will work with Liz Emerson on rosters for proposed task forces for the next meeting. The goal is to have Task Forces of 3 to 7 members up and running as of the meeting on July 21st. It was suggested that a graduate working on a thesis would be ideal to assist with the data analysis part of the project.

Sharon Francis made a motion to adjourn at 9pm, second by Alan Putnam meeting adjourned at 9.15.

Sarah Davis, Secretary