

**Present:** Terry Spilsbury - Chair; Doug Neill - Vice Chair; Jeff Lessels - Ex Officio; Sharon Francis; Dick Lincourt; Gabe Bailey; Alan Putnam;

**Alternates:** Patty Chaffee; Duane Wetherby

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

**Public:** Victor Spigarolo; Jim Fowler; Aare Ilves; Alissa Bascom; Joe Cobb; Rosie Smith-Hull; Dennis Piper; Jim Bushway; Steve Smith; Charlie Baraly; Philip Turner; Pete Plunkett; Jeremy Wood.

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

Terry Spilsbury called the meeting to order at 7pm, welcomed the guests at the meeting and presented the agenda for the evening.

**Minutes of the meeting of July 7th:** amendments: Sharon Francis: p.1, Beautification Committee to be changed to “Beautification Coalition”; p.2, para. 5, line 4 change “Tax Bills” to “tax bills”; p.2, para. 6, line 1 change “survey” to “tally”; p. 3, para 10 insert “by: after “second”; Terry Spilsbury: p.1, para. 5, line 2, move “Old Business” before “New Business”; p.2, para. 4 lines 5 and 8 delete “Economic Development”; p.2, para. 8, line 1 change “2007” to “2005”.

**Motion by Jeff Lessels:** to approve the minutes as amended, seconded by Alan Putnam, all in favor with the exception of Dick Lincourt and Doug Wetherby who abstained as they were not present.

Terry Spilsbury moved the meeting to the Master Plan and thanked those present for responding to the email sent out on Friday July 17th. He then clarified the reasoning behind using the Task Force format based on previous experiences of reviewing and updating Master Plans. The current Master Plan is 13 years old and has largely not been referred to and therefore has not served an active role. The goal is for the new Master Plan to be written as a vision for the town of Charlestown for the next 10 to 20 years. He then went on to detail the different chapters which will be contained in the Master Plan, a total of 12 with the aim being for the Master Plan to be approved at the first Planning Board meeting in December 2020. The goal for the Task Forces is to dig deeply into each subject using the current Master Plan as a starting point and bring their prioritized recommendations to the 2nd Planning Board meeting in September. The recommendations will then be worked through by the Planning Board members who are ultimately responsible for the Master Plan. The Vision and Implementation chapters which are the beginning and the end of the Master Plan will be compiled by the Planning Board Members.

Patty Chaffee suggested that questions for Liz Emerson, Planning Board Administrator should be addressed through the Chairman of each committee, this was agreed. Terry Spilsbury asked for the Chairman of each committee to attend the Planning Board meetings which are held the first and third Tuesday of each month to provide a progress report and request any assistance. He further went on to state that the Select Board has been unanimous in their support of the Master Plan project with Select Board members regularly attending Planning Board meetings.

Terry Spilsbury moved the meeting to the survey: there have been 130 responses to date which Liz Emerson has summarized for each of the committees, these will be sent out by email on 22nd July.

Terry Spilsbury asked those present for any questions. Scott Wade asked who the surveys were sent to. It was confirmed that the surveys were sent out to all tax payers, Scott Wade asked how many responses were expected. Liz Emerson confirmed that based on experience in Newport she was expecting about 200 responses; responses are still being received. Terry Spilsbury explained that this survey was sent out to utilize the mailing of the tax bills and to announce the Master Plan project, there will be an online survey which will be put out on Facebook in the Community Forum as well as a printed survey: both will be sent out in September. Surveys are available at the Town Office for anyone who would like to complete one. Jeff Lessels commented that an 8% to 12% response rate would be very satisfying. Terry Spilsbury read out the survey summary section from the minutes of the meeting of July 7th.

Sharon Francis suggested that each document that is distributed to the committees should be updated with the details of who they were sent to and when with details of responses and dates to maintain up to date document files.

Phil Turner asked about internet development for the town and how that fits into the Task Forces. Terry Spilsbury confirmed that this will be covered by Patty Chaffee's Task Force, Energy, Utilities and Public Services.

### **Task Forces**

Dick Lincourt will chair Land Use and Housing with Gabe Bailey and Sharon Francis, Bill Rescanski, Jeremy Wood, Victor Spigarolo and Jim McClammer also being members of this committee. 7 members possibly including a realtor.

Scott Wade will chair Community Facilities with Charlie Baraly, Jeremy Wood and Jim Bushway; Vic St Pierre has expressed interest in this committee. Terry Spilsbury confirmed that this is not a substitute for the Building Needs Committee.

Patty Chaffee will chair Energy, Utilities and Public Service, Dave Duquette, Phil Turner, Jim McClammer. 5 members.

State Rep. Steve Smith will chair Transportation to include public roads with Rosie Smith Hull, Aare Ilves. Steve Smith suggested someone who cannot drive would be a good inclusion for this committee.

Phil Turner will chair Economic Development, Doug Neill, Dick Lincourt, Joe Cobb and Jeremy Wood will serve on this committee. A member of the CEDA committee should be approached to join, possibly Joel Stoddard. 7 members would be ideal for this committee.

Jim Fowler will Chair Natural Resources, Gabe Bailey, Jim McClammer and Dick Holmes. Jay Fisher has expressed interest in this committee. Room for possibly 2 more members.

Gabe Bailey will Chair Recreation. Art Grenier and Darlene Stearns Petke should be approached for this committee with a total of 5 members.

Historical and Cultural Resources, Duane Wetherby, Peter Plunkett, Joyce Higgins and Judy Baraly have expressed interest in this committee

Alan Putnam will Chair Education, Bill Rescanski, Alissa Bascom have expressed an interest in this Task Force, Terry Spilsbury suggested inviting Shelly Andrus and Scott Bushway to participate. Alan Putnam suggested including a teacher in this committee.

Jeff Lessels will Chair Regional concerns, Jim Fowler and Jim Bushway agreed to be members. Rep. Steve Smith was suggested as a member for this committee.

Terry Spilsbury asked for a consensus for the Planning Board on the chosen Selected Chairmen.

A discussion ensued on the Master Plan from 1983 and the Historic District information contained in it which appears to have been dropped. Sharon Francis explained that her understanding is that this related to the Historic District Commission. Liz Emerson will search for a copy of the 1983 Master Plan. Duane Wetherby expressed his concerns over difficulties he has experienced in drafting an ordinance regarding the Historic District.

Jeff Lessels commented that the Task Forces will need to take into account RSAs in their work, these are all available online, he warned against overloading the Planning Board Administrator.

Sharon Francis asked about the fit for the Connecticut River in the Master Plan. Terry Spilsbury confirmed that this should be a part of multiple sections of the Master Plan.

Scott Wade asked about Capital Improvements. Liz Emerson confirmed that this will be part of the implementation section of the Master Plan.

Scott Wade asked about meeting places, a number of different places were suggested for different sized groups, Bakery Building, possibly the Fire Department. Sharon Francis asked for a roster for each of the Task Forces, Liz Emerson has this in hand.

Jim McClammer asked about a Master Plan in Microsoft Word format, this will be distributed.

Terry Spilsbury thanked everyone who attended the meeting for the Master Plan discussion and moved the meeting to the Beautification Coalition's proposal that is ultimately the responsibility of the Select Board to approve, the State DOT has not yet provided feedback and he turned the meeting over to Sharon Francis.

Sharon Francis summarized the Beautification Coalition's position following a meeting between the chair of the Select Board and the Cobb Brothers. A plan of the proposal was distributed to the Planning Board Members. The green space will be at the same relationship with the travel way, there will be 4 town parking spaces for businesses in the area. The entrance off Main Street will be narrowed with the same

narrowing at the entrance into Depot Street. Sharon Francis asked for questions on the plan. Patty Chaffee asked if this would be town maintained property which will need to be plowed, Sharon Francis confirmed that this is the case but there is no plan for how this will be accomplished. Joe Cobb clarified that the agreement that was reached is for the Cobb Brothers to give up 10 feet of their driveway cut width in exchange for a sign pole agreement from the town.

Doug Neill asked about what plants will be used in the green space as there is plenty of greenery on Main Street which encroaches on both pedestrians and vehicular line of sight. Sharon Francis confirmed that grass is currently proposed. Joe Cobb commented that the advantage of the grass is that people exiting Depot Street have a better line of vision than at present.

Terry Spilsbury asked about the 4 feet between the green space and the roadway. Sharon Francis confirmed that this is common on this side of Main Street, there is no actual rule. This is 4 feet of town land.

Terry Spilsbury asked about the sidewalk and protection for pedestrians. Sharon Francis referred to the approved Site Plan for the Cobb Brothers property which includes barriers, there will be no curbing. Joe Cobb clarified that people will essentially be driving along the sidewalk as at present, his proposal would be for the town to yellow stripe the side walk. Terry Spilsbury asked about the Cobb Brothers Site Plan and barriers, Joe Cobb confirmed that this was the case for vehicular exit and not the sidewalk, in his opinion these barriers now become an obstacle. Liz Emerson will look back at the records to confirm the situation. A discussion ensued on State parking regulations. Joe Cobb added that the Cobb Brothers and their neighbors would prefer the barriers not to be there with the proposed changes, the parking lot would be safer without the barriers. Sharon Francis read from the approved Site Plan for the Cobb Brothers and confirmed that Guard Rails are required for parking spaces on their site. Liz Emerson agreed that since the Town is making changes, the applicant should not have to go through the normal Site Plan application, but this municipal change doesn't cancel out the conditions the Planning Board set with the Cobb original Site Plan Approval. Joe Cobb confirmed that the Cobb Brothers have introduced warning stickers for parking along their deck.

Sharon Francis spoke about the space from Dollar General down to and including the music store. There is no final plan as the Beautification Coalition is waiting for a meeting with the DOT. Liz Emerson confirmed that the state stipulation is that if anything is to be changed then the parking will need to be brought up to current code which is more strict than is currently in place. Liz Emerson confirmed that the DOT is not aware of the changes in front of the Cobb property, this might be impacted by the State. Jeff Lessels spoke about the proposals and the potential impact on parking in town. Sharon Francis responded that the Beautification Coalition does not want to see asphalt in abundance although this is not their decision to make, Sharon Francis went on to speak about developments in area towns such as Claremont and Peterborough, which the Beautification Coalition has been following. Liz Emerson confirmed that the DOT contact has recently worked with Claremont on their Pleasant Street Plan. Doug

Neill asked about the quantity of parking that could be lost; Liz Emerson confirmed that more than half the parking would be lost. Jeff Lessels responded that in this case the proposal is at an end. Liz Emerson commented that the DOT contact is essential in this discussion as this person will have all the pertinent current details on beautification options and ramifications. Terry Spilsbury spoke about the stark differences between the 2 sides of Main Street with regards to their appearance, he further went on to speak about the 2007 Master Plan and the multiple references to beautification and the current traffic situation on Main Street. Jeff Lessels spoke about the money having been set aside for the Beautification Coalition and the 3 years that this project has been ongoing, he does not disagree with anything that has been said and specifically asked where the detailed comprehensive plan is. A discussion ensued on previously proposed plans which have been vetoed and that there needs to be a comprehensive plan.

Charlie Baraly asked if the proposal for the Cobb property has been brought to the attention of the Highway Department for plowing considerations. He expressed his feelings of being insulted at the lack of consideration given to the businesses along Main Street with reference to the impact on them. Sharon Francis conceded the point and apologized. With reference to the comments Charlie continued on the stark difference on the 2 sides of Main Street. Businesses the length of Main Street have all made efforts at their respective businesses with regards to appearance. Terry Spilsbury conceded this point and referred to the Master Plan and stated that development proposals should be referenced as feasible or otherwise. Further discussion followed on the development of town and the difficulties involved.

Terry Spilsbury asked for any final comments.

Terry Spilsbury introduced Rosie Smith-Hull who has put herself forward as an alternate to the Planning Board, he clarified the rule that there can be up to 5 alternates, there are currently 2, Rosie Smith Hull would make 3. The terms for the alternates should be staggered, Patty Chaffee confirmed that the Planning Board's decision was to appoint alternates on 1 year terms. Terry Spilsbury proposed approving alternates on 1, 2 and 3 year terms. Terry Spilsbury asked the current alternates if either of them would prefer a specific term.

**Motion by Doug Neill:** to appoint Patty Chaffee to the 3 year alternate term, seconded by Sharon Francis, all in favor motion approved.

**Motion by Doug Neill:** to appoint Duane Wetherby to the 2 year alternate term, seconded by Jeff Lessels, all in favor, motion approved.

**Motion by Doug Neill:** to appoint Rosie Smith-Hull to the 1 year alternate term, seconded by Gabe Bailey, all in favor, motion approved.

Terry Spilsbury spoke about a build out analysis for the Master Plan, this is an expensive item, it does already appear in the current Master Plan and he asked the Planning Board Members to look at the current version and provide their opinions in order to make a decision.

Break even analysis: Liz Emerson and Patty Chaffee are looking into this.

Terry Spilsbury will add an item to the next agenda with regards to allowable contacts.

Doug Neill asked about upcoming business, Liz Emerson confirmed that there is currently no upcoming business on the docket.

Motion to adjourn by Doug Neill, seconded by Gabe Bailey, all in favor, meeting adjourned at 9.15.

Sarah Davis, Secretary