

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

Alternates: Rosie Smith-Hull

Select Board: Bill Rescsanski; Scott Wade

Public: Jim Fowler; Bill Fowle; Roger Thibodeau; Steve Smith

Employees Present: Liz Emerson;

Terry Spilsbury called the meeting to order at 7pm.

Minutes of the meeting of August 8th: amendments: Terry Spilsbury: p. 2, para. 8, line 4 change “,” to “.”; p. 3, para. 6, line 3, add a period after “forces” and add “This task force” before “will”; p. 4, para. 3, line 1, add a period after “forces” and change “the” to “The”, line 2 change the comma after “missing” to a semicolon; line 6 remove “analytical”; Dick Lincourt: p. 5, para. 6, line 1 replace “sort” with “sought”; Sharon Francis: p. 2, para. 10, line 3 change “he” to “which”; p. 5, para. 3, line 1, replace “It was” with “Discussion”; p. 6, para. 1, line 1 change “It was” to “The applicant”; p. 6, para. 1, line 4 change “8%” to “eight percent”.

Motion by Dick Lincourt: to accept the minutes as amended, seconded by Sharon Francis, all in favor, motion approved.

Terry Spilsbury took note of who was in the room: Jim Fowler; Bill Fowle; Roger Thibodeau; Bill Rescsanski; Scott Wade and State Rep. Steve Smith, most of the Task Force chairmen were at the meeting.

Terry Spilsbury moved the meeting to the application from the Old No. 4 Rod and Gun Club before moving to the Master Plan and then Liz Emerson, Planning and Zoning Administrator.

2020-ANFP002: Old Rod #4 Rod Gun & Snowmobile Club (Owner) William Fowle (Agent) request final review of a .53 acre annexation from the property identified as Map 106 Lot 55 & Map 106 Lot 079 and is located at 114 Anne Ave. & 765 Old Claremont Road in the Watershed Protection Area (D) Zoning District.

Bill Fowle explained that the purpose of the boundary adjustment is to get the snow mobile trail off Old Claremont Road. Right now the trail runs out onto the Old Claremont Road and in front of the neighbor’s property the trail will be run entirely on the Rod and Gun Club property and takes the snow mobiles off the road. It will reduce or eliminate accidents such as tipping over when trying to get over the snow bank and will make it easier on equipment. There is 50 to 75 feet between the new boundary line and the edge of the swampy area so that the trail will not have to be run in the swamp and almost everything that will be cut will be new growth since the sewer line was redone on Old Claremont Road. The area that the club will be going through is where gravel and such were piled. Bill Fowle asked for any questions.

Terry Spilsbury asked for confirmation that his is a land swap of .53 acres going in either direction with each lot remaining the same size as it is currently. Bill Fowle confirmed that this is correct. This does not affect the land that is in current use.

Terry Spilsbury asked for questions from the board.

Sharon Francis asked what the town's right of way is, the width of the right of way. Liz Emerson confirmed that this depends on what road. Different roads have different rights of way; on this one she is not 100% sure, the majority of side roads are 50 feet but some go down to 15 feet and can be as big as 130 feet. Liz Emerson will need to get clarification from the Highway Department.

Dick Lincourt asked Bill Fowle to show where the snow mobile trail currently runs and where it will run. It currently runs along the area marked on the plan as "driveway to range" and then crosses. Terry Spilsbury clarified that the Rod and Gun Club parcel lays both to the rear and to the east of the Greenwood's property and to the south, the barn etc are on the parcel that lays to the south, the Rod and Gun Club is looking for a path behind the Greenwood's that is forward enough that it is outside the swampy area. Bill Fowle confirmed that this is correct and added that the Rod and Gun Club maintains State approved parking by the barn: on some weekends there can be 10 to 12 trailer loads of sleds in that parking area. The proposal will eliminate any need for the snow mobiles to travel on Old Claremont Road.

Terry Spilsbury asked if the very narrow expanding wedge that runs along the existing driveway is part of the transfer because the path of the driveway does not exactly conform with the lot lines. Bill Fowle confirmed that the gravel driveway is deeded property of the Rod and Gun Club, the wedge is to make easier to get the edge of the road off of the property identified as lot 63. Terry Spilsbury further asked if the section that is being deeded to the Greenwoods which is indicated with a black dashed line on the plan already has a neighbor's structure on it. Bill Fowle confirmed that this is correct and that the proposal resolves that issue.

Terry Spilsbury moved the discussion to the waivers that have been requested. The checklist shows items 11, 16, 18 and 23 are not checked as these are the subject of requests for waivers which have all been addressed in the Administrative Memo from Liz Emerson which indicates that none of the requests presents any issue. Terry Spilsbury asked for questions on the waiver requests. Item number 5 on the checklist is not checked as this has not yet occurred: this will be done upon final approval. Number 27, State and Federal permits: Liz Emerson confirmed that there are none needed for this application. There are no additional reports required by the Planning Board.

Terry Spilsbury called for a motion on completeness.

Sharon Francis thanked the applicant for a very complete and thorough application.

Motion by Gabe Bailey: to accept the application as presented, seconded by Doug Neill, all in favor motion approved.

Terry Spilsbury moved the meeting to the Master Plan and thanked the Task Force Chairmen for copying himself and Liz Emerson on communications: this helps with monitoring progress.

Housing and Land Use: Dick Lincourt confirmed that the Task Force did not meet last week. The Task Force has started drafting the section on housing and has gathered some ideas on land use. The needs for housing have been identified as senior and affordable housing and also there should be a drive to see more high value properties constructed although there is not a lot that can be done to influence this; one idea is to implement RSA 79E: the downtown revitalization, which will be presented at the next meeting. It is hoped that this can be fast tracked as this does need to go to the town meeting. Dick Lincourt asked Liz Emerson if there has been any further communication from Fieldstone Land Consultants, Liz Emerson confirmed that she has not had any further communication with them.

Economic Development: Task Force chairman Phil Turner was not present at the meeting and Doug Neill confirmed that he had been absent for the last two meetings and so was unable to give an update. Terry Spilsbury confirmed that Phil Turner has copied himself and Liz Emerson on communications. This group is taking a very structured approach and it appears that this may be one of the groups that is able to present on September 15th.

Community Facilities: Scott Wade confirmed that this Task Force has been meeting every other week and is working off the draft provided by Liz Emerson, the group is waiting for an updated list of all equipment, vehicles etc in each town department, only one response has been received to date. Scott Wade confirmed that he expects the Task Force to be finished by October 1st. Scott Wade spoke about town properties in need of maintenance and the lack of a comprehensive list of what exactly is required for each building. There is funding available that was encumbered from the Building Needs Committee in 2019, one idea which has been approved by the Select Board is to obtain estimates for a property valuation on each of the town properties. Liz Emerson confirmed that this was done in Newport and is what started the CIP with the equipment following after the buildings.

Natural Resources: Jim Fowler confirmed that the draft document has been completed and has been submitted. Terry Spilsbury and Jim Fowler discussed an email from Jim McLammer with suggestions separate from the submitted draft, it was agreed that the Task Force will meet again to discuss the suggestions.

Sharon Francis spoke about Zone E which is the majority of Charlestown and something which the Housing and Land Use Task Force has looked at. They also need input from the Natural Resources Task Force: Jim Fowler confirmed that this has all been addressed.

Historical and Cultural Resources: Duane Wetherby has stepped down as chairman of this Task Force. Terry Spilsbury offered to take on this Task Force with Liz Emerson and asked for the Board's approval, this was agreed. Terry Spilsbury presented his proposal for how this area should be approached. This work should be completed by October 1st.

Recreational Resources: Gabe Bailey confirmed that a survey has been distributed. The topics were primarily taken from the Master Plan with some additions.

Education: Alan Putnam confirmed that this Task Force has met twice and will meet again on Thursday, September 3rd. Based on the Task Force's discussions, the understanding from the School District Withdrawal vote is that there were 2 major messages being sent, firstly that Charlestown and maybe other towns want local control and certainly more control over the Fall Mountain budget process. One proposal that the Task Force is looking to have on the ballot next spring is the reestablishment of the district budget committee. The Task Force anticipates reaching out to people in the other member towns to have the required 25 signatures from across the School District. The idea is to stagger the 2 ideas with the budget committee vote in 2021 and then a proposal for local control in 2022 so that people are not overwhelmed with too much at one time. On the Charlestown level the Task Force is trying to think broadly on making the education in the town more efficient. The Task Force is looking to meet with the school principals to discuss the way the kids are situated with all kids K-3 at the primary school and 4 and 5 at the North Charlestown school.

Regional Concerns: Jeff Lessels confirmed that this Task Force is looking to wait until all other Task Forces have submitted their drafts and then formulate this section from there as Regional Concerns related to each individual section should be addressed in the relevant section. This Task Force will deal with topics not covered in other sections. Jeff Lessels spoke about Charlestown being left out of a lot of regional things simply because of the geography of the location.

Sharon Francis spoke about energy and wanting the town to be proactive on this topic.

Energy, Utilities and Public Services: none of the Task Force members were present at the meeting. Liz Emerson confirmed that she had spoken with Charlie Baraly who has done a lot of work on Geo Thermal research on using the earth to help with energy costs. Dave Duquette is looking at Hydro Electric power given the regional protections which are currently in place. Solar panels are also being looked at however these are an expensive option due to the costs of the panels. A discussion was had on changes on the solar panel regulations, Terry Spilsbury asked Liz Emerson to update Patty Chaffee on the items discussed at the meeting.

Jeff Lessels spoke about a town project to change the street lighting with a payback period of 1 year.

Transportation: Steve Smith confirmed that the Task Force looked over the current section and put together a framework for the new chapter with specific, itemized sections and reference the previous chapter with notes on whether items had been achieved or not. There will be a table of the types of roads in Charlestown. There will also be a section on dangerous sections in the town as well as goals. The Task Force is currently waiting for information back from different organizations, the draft will be submitted in a couple of weeks regardless of whether information from the outside organizations has been received or not.

Sharon Francis spoke about needing training for town staff to ensure that they are kept up to date on their specific area.

Terry Spilsbury confirmed that Natural Resources Task Force draft submission and the population chapter will be reviewed at the next meeting on September 15th.

October 6th the Recreation section will be reviewed.

Terry Spilsbury asked Liz Emerson to give her administrative report.

Liz Emerson confirmed that there are 11 violations that she is currently working on ranging from trash to unregistered vehicles to campers on properties, people living in garages as opposed to houses which are full of junk.

The town is working with Environmental on phase 2 of the Poisson lot in South Charlestown. Soil sampling is required in this area.

Health Officer: Liz confirmed that she has completed 3 mold inspections so far in the last 2 weeks, 2 foster family home inspections and school inspections will be starting within the next couple of weeks. Public schools have to be checked every 5 years and Liz is waiting for confirmation as to when their last health inspection was done. Private schools are required to be inspected every 3 years and this is now due.

Liz is working with the Division of Emergency Services and Communications an update is required on the mapping program: changes in roads, houses have to be added to the map.

Food access meetings: Liz is keeping up to date on local requirements at Food Shelves.

10 Year Transportation Plan Grading Committee: Liz has just been appointed to this committee for the Upper Valley Regional Planning Commission. There are 14 plans which have been submitted to the Planning Commission for their blessing, once that happens then these will be forwarded to the State. This is applications for grant money for transportation.

Liz is looking at private roads where the private entities are no longer and the roads are not being maintained. Research is needed on the original subdivision paperwork.

Online mapping program: Liz is being trained on this program to be able to maintain this data on an ongoing basis.

Terry Spilsbury spoke about a seminar with one of the town's attorneys concerning the Right to Know Law. The Task Forces are public bodies and come under the 91A Right to Know Law. The Task Forces have to work on the same basis as the Planning Board with regards to email, do not reply to all as this can lead to discussions which are effectively meetings. Terry Spilsbury read out the meeting requirements which must be complied with including minutes.

Terry Spilsbury confirmed that Jeremy Wood is looking to join the Planning Board as an alternate should an open position become available.

Doug Neill asked about the solar panels on Sullivan Street. Liz Emerson confirmed that she has sent a letter and is waiting for a response giving permission for her to visit the property. It was confirmed that the owner does have a building permit. Jeff Lessels confirmed that the property owner is commercially marketing solar panels offering buy ins. Terry Spilsbury proposed having a discussion about this topic at the next meeting.

Terry Spilsbury called for a motion to adjourn.

Motion to adjourn proposed by by Doug Neill, seconded by Gabe Bailey, meeting adjourned.

Sarah Davis
Secretary.