

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

Alternates: Jeremy Wood; Rosie Smith-Hull

Zoom: Doug Neill - Vice Chair; Gabe Bailey; Gabe St. Pierre; Patty Chaffee

Public: Charlie Baraly; Alissa Bascom; Jeremy St. Pierre; Charlie St. Pierre; Matt Blanc; Mervin Martin; Darlene Martin; Peter Plunkett

Employees present: Liz Emerson; Sarah Davis – Secretary

Terry Spilsbury called the meeting to order at 7pm and called a roll call attendance.

Minutes of the meeting of 12/1/20: changes: Terry Spilsbury: p.1, para. 1, line 1 change “read through” to “reviewed”; p.2, line 1 add “Francis” after “Sharon”, p.2, para. 3, line 2 change “Thompson’s” to “Thompsons”, p.2, para. 5, line 2 insert “marked” between “not” and “on”. P.2, para. 5, line 3 change “that the board has” to “before the Board”, p.4, para. 1, line 2 change “look into he regulations” to “evaluate the signage”; Dick Lincourt: p.1, para. 5, line 1 change “Aland” to “Alan”, p.3, para. 8, line 6, change “is” to “as”; Alan Putnam: p.3, para. 2, line 3 change “Chair” to “Chairperson”.

Motion by Sharon Francis to accept the minutes with corrections, seconded by Dick Lincourt: roll call vote, all in favor, motion approved.

Terry Spilsbury spoke about the agenda and introduced the interested parties attending to present. He confirmed that the Transportation presentation has been postponed as Steve Smith is unable to attend this meeting.

Terry Spilsbury asked the Martins to present to the Board:

2020-SPFP-004: Mervin Martin (Owner) requests final review of a minor site plan - selling vehicles on the existing gravel area. The property is identified as Map 293 Lot 002001 and is located at 3,845 Claremont Road in the (E) Mixed-use Zoning District.

Mervin Martin confirmed that the site will stay the same with the gravel lot where the race track used to be. The proposal is to use this space as a small car lot: anything from 2 to 20 vehicles. The lot is a pretty good size. McGee Toyota had temporarily stored 59 to 79 vehicles on site last year. This proposal is more low key. The driveway is a shared entrance with the church and the lot will stay the same with no adjustment other than regrading and freshening up.

Terry Spilsbury opened discussion to determine if the application is complete. If so there will be a further hearing and the Board will vote to approve or deny the application.

Dick Lincourt asked about the proposed hours being 8 to 5 Monday through Friday. Mr. Martin confirmed that this is because of the facility hours that are currently in place. This could change in the future. Mr. Martin is not opposed to having the facility open on Saturday. Terry Spilsbury invited Mr. Martin to make a verbal amendment to his hours to Monday through Saturday. Since there were no objections from the board this was confirmed and accepted.

Sharon Francis asked if there will be a sign adjacent to the lot. Mr. Martin confirmed that there will be no more than is already there.

Terry Spilsbury asked for any more questions relating to completeness. Liz Emerson confirmed that the application meets all the requirements on the checklist and that there is nothing that requires a waiver. Motion by Dick Lincourt to accept the application as complete, seconded by Sharon Francis. Roll call vote: all in favor motion approved.

Terry Spilsbury opened the hearing on the merits of the application.

Terry Spilsbury commented that a subdivision approval was previously given for the 2 lots. This application relates to lot 2.1 with the gravel area entirely within that space. He asked Mr. Martin if the board's approval with a limit on the number of cars would be acceptable. Mr. Martin confirmed that this would not be an issue.

Signage: the permanent sign which was approved by the planning board has an additional sign below it offering product rather than publicizing the business. Mr. Martin confirmed that this is a banner which is changed out as promotions change through the year. There is no additional signage planned for the new business.

Terry Spilsbury asked for any further questions from the Board or the Public; seeing none he asked for a motion.

Motion by Alan Putnam to approve the minor site plan by the Martins, seconded by Dick Lincourt. Terry Spilsbury asked the mover and the seconder if there would be any objection to adding a limit on the number of cars. Jeremy Wood suggested a number of 15 cars, this was agreed to by the Applicant and the mover and seconder.

Terry Spilsbury called for any further discussion: seeing none he called for a roll call vote:

All in favor, roll call vote: motion approved.

Terry Spilsbury thanked the Applicants for attending and moved the meeting to the next application which related to the CEDA land and asked Matt Blanc to present.

2020-SPFP-005: Charlestown Economic Development (Owner) requests a preliminary conceptual review to level out a maximum of 100,000 square feet. The property is defined as Map 116 Lot 37 & 38 and is located on Fling Road in the (E) Mixed-use Zoning District.

Matt Blanc spoke about the Grist Mill property which CEDA is marketing for commercial development. There have been a number of potential opportunities which have halted due to Covid. CEDA is talking with St. Pierre Inc. about the upper portion of the property. The lower portion has been cleared of trees and a large mound of rock is making the property unusable in its current state. St. Pierre Inc. has had a longstanding mutually beneficial agreement with CEDA. Tonight Matt Blanc confirmed that he is present to talk about removing some of the ledge and taking the 15 acres and terracing acreage to give around 5 to 7 level acres in the middle. There will be a berm between the property line and Route 12 to act as a buffer for the development and for the blasting. This will remain in place afterwards as a landscaping tool. CEDA is proposing to remove a large section of the ledge and terrace behind the berm then terrace up again to phase 2 with about 50 feet of elevation from Route 12 to the second level which is currently being blasted. There is no potential buyer in place for the property so this is not yet at a site plan point but it was felt appropriate to keep the Planning Board informed on progress. The intent is to market the

front area as soon as it is complete. This will take up to 2 seasons to complete. This will be completed more quickly should a buyer come forward.

Sharon Francis noted that the plan on the existing area where St. Pierre Inc. is working includes a requirement to notify abutters before blasting activity. She asked what the experience has been. Have the abutters been satisfied, have there been any issues? Matt Blanc confirmed that notifying the abutter process has not been a challenge. What has come up is that it is difficult to notify all abutters when blasting is taking place as blasting moves in different directions causing different reactions which has caused some concern. Beyond this Matt Blanc is not aware of any other concerns. There has probably been 2 calls a year concerning blasting. CEDA uses the best company in the business, Maine Drilling and Blasting, which keeps up with the latest developments in all areas of blasting. Anyone who wishes to be added to the notification list can call and will be added. Liz Emerson confirmed that in her tenure there has only been 1 call to the town office with questions about blasting.

Terry Spilsbury asked if the nature of the proposed blasting is the same as is currently used just in an area closer to route 12. Matt Blanc confirmed that it was originally thought that this area would not be usable but the investigations by FedEx revealed that this area can in fact be used, yes, the blasting will be comparable.

Terry Spilsbury asked Matt Blanc to describe the berm and what will it look like. From the intersection with the Springfield Road you see a large pile of rock - Jeremy St. Pierre explained that the berm will be made of the river sand overburden from the site and will be 10 to 15 feet higher than the berm at the hammer head and approximately 6 to 8 feet above the flat area. This area will be 25 feet higher than Route 12 with a 200 foot set back from Route 12. There will be 2:1 slope that will be seeded off with brush trees depending on how it is agreed to landscape the area. It will be high enough that you might see the tops of some machinery but most will be hidden from view.

Terry Spilsbury asked Charlie Baraly for any reservations or comments. He replied that protocols have been followed for all blasting that has been done; everything looks good. Charlie Baraly asked if any CO monitoring had been done on the blasting. Jeremy St Pierre confirmed that he is not aware of any. Charlie Baraly would be interested in seeing data on CO emissions in the area; Jeremy St Pierre confirmed that CEDA will talk with the blasting company about monitoring this.

Jeremy Wood asked about the snow mobile trail. Matt Blanc confirmed that this will have to be relocated, the club will be contacted.

Terry Spilsbury spoke about the beneficial nature of CEDAs development and business relationships. He asked for any questions from the Zoom audience and the public present. Seeing none he thanked Matt Blanc and CEDA for their presentation.

Terry Spilsbury invited Matt Blanc as Chairman of CEDA to arrange to attend a future Planning Board meeting for an open conversation.

It was agreed to postpone the discussion on the Transportation Task Force until Steve Smith is present.

Sharon Francis commented on the format of the Transportation chapter. Terry Spilsbury confirmed that the chapters will be uniformly presented in the final document. Sharon Francis further commented on scenic roads and that these should be listed.

Dick Lincourt commented on section 1.1.2 and that this is not a point focused on abandonment.

Terry Spilsbury moved the meeting to administrative matters.

Terry Spilsbury asked about a notice concerning the Solar Ordinance. There will be a hearing at the next meeting on January 5th. Appropriate notices will be issued by Liz Emerson.

Dick Lincourt spoke about requirements for membership of the Conservation Commission as per New Hampshire RSAs. There can be no more than 1 Planning Board member on any other land use board. Dick Lincourt resigned from the Conservation Commission since Gabe Bailey is also a member. A limit of 2 also applies to all other Boards and Commissions: this should be considered. Terry Spilsbury read out the specific RSA wording. There are three Planning Board members currently serving on the Finance Committee which is in violation of the statute and this should be resolved in the March vote. Patty Chaffee asked about the Finance Committee as this is only an advisory board. She will look into this matter further for best interpretation. Terry Spilsbury confirmed the relevant RSA as 673:7 paragraph I. The Charlestown Finance committee is not the New Hampshire statutory Budget Committee. It was agreed that this will be investigated further by Patty Chaffee, Terry Spilsbury and Liz Emerson.

Terry Spilsbury spoke about posting Minutes and Agendas on the town of Charlestown Website. Minutes are up to date but agendas are not. Liz Emerson confirmed that this is her responsibility and she will ensure that this is done correctly and timely moving forward.

Terry Spilsbury spoke about signage proliferation. In previous years Dave Edkins would collect them, contact the party that had put them out and give them the opportunity retrieve them, he asked if this practice could be reinstated. Liz Emerson confirmed that she will verify if she is legally able to do this as Route 12 is a State Highway.

Sharon Francis spoke about an amendment to the sign ordinance regarding banner signs as are used on the Cobb brothers' property. Temporary sign approval should be sought. Terry Spilsbury responded that this is something for the Land Use Task Force to look into with regards to whether this is something that the town wants moving forward. Dick Lincourt responded that the sign ordinance is perfectly in order and simply needs to be complied with. Jeremy Wood agreed with this statement and further commented that the Planning Board should have a session on this issue.

Sharon Francis spoke about the Cobb Brothers and asked Liz Emerson as the Planning and Zoning Administrator to contact the Cobb Brothers regarding their signage. Liz Emerson confirmed that she will check the ordinances and contact the Cobb Brothers should there be an issue. Terry Spilsbury asked Liz Emerson to verify her exact jurisdiction regarding Planning Board rules and report back to the Planning Board at the meeting on January 5th.

Terry Spilsbury spoke about the Finance Committee and the increase in the budget for legal expenses for the Planning Board. This has now been cancelled however the Planning Board has the backing of the Select Board to support any required enforcement action.

Liz Emerson handed out a presentation on the enforcement process to describe clearly what happens when a complaint or concern is received by the Planning and Zoning Administrator. Sharon Francis commented that there should be a timeframe included in the document to focus attention. Jeff Lessels countered that simple is better as the timeline can differ significantly on a case by case basis. This

document is purely informative for people to see exactly what happens and in what sequence to show that there is a process that will be followed. Terry Spilsbury spoke in support of Jeff Lessels response and further commented that the timelines will be included in the specific letters sent to those parties who are in violation. Liz Emerson confirmed that attorney fees are key to the process. Without having agreement in place to go ahead with an attorney's letter then the enforcement letter has no "teeth". It was suggested to post the document onto the town website. Liz Emerson has a letter drafted that will be approved by the Select Board at an appropriate time.

A discussion ensued on different cases in the region, timelines, enforcement actions and fines.

Terry Spilsbury asked if Liz Emerson has any new developments on current open cases.

Liz Emerson confirmed that she is currently working on the situation at 186 Breakneck Hill Road - a notice has been sent out. Another certified letter has been sent to Dollar General regarding the outdoor storage and their driveway annual report which is required to be submitted in writing. There is another case that is ongoing for which she has no details to hand.

Terry Spilsbury asked for any further comments from the Planning Board, public present and Zoom: seeing none he called for a motion to adjourn.

Motion to adjourn by Jeff Lessels, seconded by Dick Lincourt. Meeting adjourned at 8.25

Sarah Davis,
Secretary