

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

Ex Officios: Jeremy Wood;

Absent: Doug Neill; Gabe Bailey

Public: Charlie Baraly; Alissa Bascom

Zoom: Patty Chaffee;

Staff Present: Liz Emerson; Sarah Davis - Secretary

Terry Spilsbury called the meeting to order at 7pm and called a roll call attendance. Jeremy Wood and Patty Chaffee were seated for Doug Neill and Gabe Bailey.

Minutes of the meeting of 1/5/21: Changes: Terry Spilsbury: p.1, para. 4 line 1 change "stated that" to "opened", add "amendment" after "ordinance," change "has been noticed" to "noted that it had been noticed", p.1, para. 4, line 2 change "change requested" to "Proposed change", p.1, para. 5, line add "small" before "commercial" and add "solar" after "commercial", delete "of that size at least", p.2, para. 2, line 3 change "relevant department" to "Building Inspector", p.2, para. 3, line 4 change "7500KW to "7.5KW", p.3, 7, line 3 change "Utilities" to "Energy, Utilities and Public Services", p.5, para. 2, line 2 remove "It was agreed that a Site Plan Review offer would be declined.", p.5, para. 5, line 9 insert "by shifting the focus back onto scheduling", p.5, para. 6, line 2 insert "for example relaying information or logistics, but not for substantive discussions." after "email"; Sharon Francis: p.1, para. 5, line 2 remove "site" after "Sullivan Street", p.1, para. 6, line 3 delete "the provision provided in" Dick Lincourt: p.1, para. 6, line 1 add "use" after "conditional", p.1, para. 6, line 4 insert "Approval as a" before "Conditional Use", p.4, para. 5, lone 1 change "form" to "from", p.4, para. 6, line 4 remove "suggested having the focus session suggested by Jeremy Wood on signage in the coming months" and replace with "a session focused on signage as suggested by Jeremy Wood."

Motion by Dick Lincourt to accept the minutes of the Planning Board meeting of 1/5 as amended, seconded by Sharon Francis.

Roll call vote: all in favor with the exception of Patty Chaffee and Jeff Lessels who abstained. Motion approved.

Sharon Francis asked about the solar panels at the residence on Sullivan Street and if these are for the residence or if this is solar power that is being sold. Liz Emerson responded that the electricity can be sold back to the energy company to make a profit, Liz Emerson stated that she has heard that there may be profit sharing but this is not defined by the Planning Board, only a "size" is defined. Sharon Francis responded that this then qualifies for a Site Plan Review as there is an money/credits changing hands. Liz Emerson replied that there is no money changing hands. Terry Spilsbury interjected that the site is definitely commercial: the question is not whether the site is commercial or not but whether the solar power generated is below 100 KW and if the site is on less than 1 acre. The answer to both questions is yes and therefore the site fits into "Small Commercial Solar" project. Should the proposed amendment to the solar ordinance be adopted at the town meeting in March then the site would qualify for a site plan review but at this time under the current regulations it does not and a building permit is what is required. This is why the proposed amendment to the Solar Ordinance will be on the ballot for Town Meeting in March. Terry Spilsbury continued to explain the Solar Ordinance in its current form.

Terry Spilsbury invited Dick Lincourt to make the presentation of the Housing Task Force chapter.

Dick Lincourt opened the meeting to questions on the Housing Task Force presentation:

Terry Spilsbury spoke about the moratorium on mobile home parks and asked if other local communities have issued such a moratorium. Dick Lincourt presented a breakdown of "Zoning in Our Area", a section of the chapter which demonstrates the restrictions legally in place in local area towns to restrict mobile homes.

Terry Spilsbury spoke about the usual process for introducing a moratorium and it being with a specific timeline. He asked if this is now the time for the Planning Board to vote on a moratorium and specify that this would be for the stated purpose of looking into specifics of what the town is and is not allowed to do by law. Sharon Francis spoke about Land Use and this being "Zoning" and changes requiring significant amounts of thought and planning before any changes are introduced, possibly a year or maybe more of work.

Terry Spilsbury spoke further about moratoriums being used whilst decisions, possibly controversial ones, are processed in order not to broadcast to developers and property owners that there will be restrictions down the line and consequently have a number of applications submitted immediately prior to the deadline. Liz Emerson will research this topic with the town's legal team with a view to moving forward with a specific moratorium on mobile home parks, mobile homes and possibly other types of housing and or land use in the immediate future (potentially based entirely on the data provided in the Housing chapter of the Master Plan). Jeff Lessels pointed out that mobile homes are not all in this day and age as "affordable" as they used to be. Terry Spilsbury suggested a 2 year moratorium to provide sufficient time for the work to be completed thoroughly. Dick Lincourt suggested including a moratorium in Zone E on lots smaller than 2 acres.

Sharon Francis spoke about communicating with the mobile home park owners about the statistics on housing in the local area with a view to establishing if there is a mutual self-interest for example in lowering the tax burden.

Patty Chaffee spoke about applications being received in the Planning Department for any new mobile home parks or new housing and there being an opportunity for review at this point. She further went on to speak about there being regulations in place which limit the restrictions which can be placed on the "type" of residents being welcomed. Liz Emerson will research this area.

Terry Spilsbury spoke about having a candid and open discussion on mobile home parks.

Sharon Francis asked about the taxes that are assignable to the homes within the mobile home park and whether restricting park owners to seniors would have any implications. Patty Chaffee explained that everyone is taxed the same: the "type" of residents would not change the tax rate. Terry Spilsbury further explained that for each mobile home there are 2 taxes being paid, one by the mobile home owner and one by the park owner.

Patty Chaffee recommended clearly defining "new" in any regulation regarding mobile homes.

Terry Spilsbury asked about the Land Use element of the Housing Task Force - it was confirmed that Land Use will require input from the other Task Forces, specifically their recommendations to tie this chapter in with the Master Plan in full.

Jeremy Wood spoke about the Warrant Articles for the Water Bond and Broadband Bond being essential to the development of the town of Charlestown.

Terry Spilsbury talked about Zoning, specifically Zones D and E and the need to delineate these zones in the same way as there is a need to regulate the mobile home situation.

Jeremy Wood mentioned the vote at the Finance Committee meeting of 1/18 and Terry Spilsbury's "no" vote on the Water Bond. Terry Spilsbury explained that he is a firm advocate of the water tie in project with the caveat that the target for the borrowing and the anticipated amount expected to be received in grants are clearly stated together with the expected amount to be included contingencies. Jeff Lessels asked to have a personal discussion with Terry Spilsbury on this subject.

Sharon Francis spoke about the Water Bond on the Warrant Article and the \$4.6 million less any grants receivable being payable by the water users only - it would be preferable for the water users to know what the potential increase for the water users will be. Jeremy Wood explained that there have already been multiple hearings on this subject and that the projected cost of the project is already covered by increases that are in place. This is based on half of the value of the project being covered by grants. Terry Spilsbury continued the discussion by agreeing with Jeremy Wood's statement and further explaining that if the grants are not received and a greater portion of the projected \$4.6 million must be borrowed then the calculations are blown out of the water.

Jeff Lessels explained the changes that have been made by the State of NH with regards to the arsenic levels in residential water and the options should the Water Bond fail.

Liz Emerson stated that the State of New Hampshire Housing appeals board is now up and running, the first case will be seen next week.

Terry Spilsbury moved the meeting to Administration:

Terry Spilsbury thanked Liz Emerson and Patty Chaffee for prompt posting of agendas and minutes on the town website.

Town report – the Planning and Zoning section has been distributed by Liz Emerson, she requested that any feedback be provided as soon as possible

The Planning Board Meeting 2/2/21 conflicts with the Deliberative Session at the FMRSD: it was agreed not to meet as the Planning Board on that night and that Terry Spilsbury will follow up with Steve Smith to see if he is available another night during that week. This will then be communicated to the Planning Board members to confirm a rescheduled date.

Alan Putnam will present the Education chapter on March 2nd.

Liz Emerson handed out copies of the current sign ordinance, there will be a discussion at an upcoming meeting with a view to having an article on the warrant at the town Deliberative Session in March 2022.

Terry Spilsbury spoke about invitations to appear at the Planning Board to be scheduled: CEDA, Biking Club and Mobile Home Parks.

Sharon Francis requested scheduling a Site Plan Review for the Cobb Brothers and the Club House on Sullivan Street. Terry Spilsbury responded that the Planning Board will continue with the proposed plan of action with regards to the Sullivan Street property. With regards to the Cobb Brothers this will be looked at once the signage ordinance has been thought through and discussed to ensure that there is a consensus on the understanding of the ordinance and whether any changes are required.

Liz Emerson confirmed that the 2 letters for the Sullivan Street property as requested at the meeting of 1/5/21 have been drafted and will be emailed to the Planning Board members on 1/20/21.

Liz Emerson spoke about signage and specifically the sandwich board for the “Real Deal Deli” which falls under section 8.6.5J “permit not required” – it was confirmed that a permit is required as the sign is larger than the 2’ x 2’ size specified in the ordinance. She will look into the banner situation further.

Terry Spilsbury called for a motion to adjourn: motion to adjourn by Dick Lincourt, seconded by Jeremy Wood.

Roll call vote: all in favor, meeting adjourned at 9.05.

Sarah Davis
Secretary