

Present: Patty Chaffee - Chair; Jeremy Wood - Ex Officio; Alissa Bascom; Doug Neill; Alan Putnam; Dick Lincourt;

Absent: Gabe Bailey

Public Present: Keith Weed; Sharon Francis; Michael Zazzaro; Robert Meier Jr.

Zoom: Sheila Putnam

Staff Present: Liz Emerson; Sarah Davis - Secretary

Patty Chaffee called the meeting to order at 7pm and called a roll call attendance.

Minutes of Planning Board meeting 3/16/21:

Motion by Doug Neill to approve the minutes as presented, seconded by Alan Putnam, all in favor, motion approved.

Appointment of alternates: Rosie Smith-Hull, Sharon Francis, Robert Meier Jr., Mike Zazzaro, Keith Weed and Sam Putnam have all expressed interest in being an alternate member of the Planning Board. All were present with the exception of Sam Putnam. Each of the candidates present were asked to present themselves and state their interest in the available positions.

Motion by Alan Putnam to propose Robert Meier Jr for the 2 year Alternate seat, seconded by Alissa Bascom, all in favor, motion approved.

Motion by Doug Neil to propose Keith Weed for the 3 year Alternate seat, seconded by Alissa Bascom, all in favor, motion approved.

Motion by Jeremy Wood to propose Rosie Smith Hull for the 2 year Alternate seat, seconded by Dick Lincourt, all in favor, motion approved.

Motion by Alan Putnam to propose Sharon Francis and Mike Zazzaro for the 1 year Alternate seats, seconded by Dick Lincourt all in favor, motion approved.

Patty Chaffee moved the meeting to Applications and asked Liz Emerson to give the Board an update:

Liz Emerson confirmed that 2 applications have been received: the first is a Site Plan review for the cell tower off Break Neck Hill Road on Birch Drive to change to a 132 foot tower, there is also a separate application for a lot line adjustment. These will both be heard at the May 4th meeting.

Patty Chaffee moved the meeting to New Business:

Utilities and Energy chapter of the Master Plan - Patty Chaffee handed out the first draft of the chapter and presented the contents.

Questions:

Alissa Bascom asked about costs at the Transfer station - it was confirmed that the revenue does not cover the costs.

Alissa Bascom asked about compost waste - it was confirmed that the town only composts yard waste. Keith Weed confirmed that there would be a weight reduction in the trash if composting were to be encouraged. Patty Chaffee will look into this.

Alan Putnam asked about the goal to reduce solid waste and achieve a 75% recycling rate. Patty Chaffee responded that this is from the previous Master Plan chapter and can be achieved through education although costs will need to be monitored as recycling can cost more than trash disposal.

Dick Lincourt asked about bio mass - Patty Chaffee explained that this refers to larger, town wide projects.

Dick Lincourt asked about changing lights in Charlestown over to LEDs: Patty Chaffee confirmed that the street lights have been converted and buildings are in the process of being changed over.

Dick Lincourt asked about Water/Wastewater and the asset management plan - these have not been inventoried officially.

Sharon Francis spoke about an energy analysis company in Keene and asked if the town of Charlestown could be interested in this or a similar company - the analysis report is free. Patty Chaffee suggested consulting with the Select Board office.

Implementation chapter of the Master Plan - Liz Emerson handed out copies of this chapter and presented the contents.

Historical and Cultural Resources chapter - Liz Emerson is working on this.

Recreation chapter - Alissa Bascom is working on this, there will be a meeting on 4/8 at 6.30 pm at Blanc and Bailey's offices.

Alan Putnam asked about the Master Plan schedule and the possibility of forming a subcommittee to formulate the final document. Patty Chaffee spoke about the plan that was agreed in 2020 with the individual Task Forces presenting their chapters to the public, Patty Chaffee asked for the thoughts of the Board on this subject.

Alan Putnam spoke about his learning experience during the Master Plan project and the Board needing a document that both the Planning Board and the Town can be proud of. He suggested a group of interested Board Members review the individual chapters to form a cohesive document to be completed within strict deadlines.

Motion by Alan Putnam to create a sub committee to review and finalize the Master Plan, seconded by Dick Lincourt.

A discussion ensued on the merits of this proposal.

Patty Chaffee called for a vote on the motion: all in favor, motion approved.

Patty Chaffee stated that all the chapters should be finalized before documents are handed over to the committee for review.

Patty Chaffee moved the meeting to Administration and asked Liz Emerson to update the Board:

Liz Emerson provided responses to questions from the previous meeting:

Sewage/Sludge: Liz Emerson has researched this topic and has contacted the DES for a formal response as regulations are difficult to locate – she is waiting for a reply in order to formulate a response on this matter.

Cobb Brothers: the banner sign will be removed and a temporary sign permit application has been provided for signs in accordance with the Ordinance, a maximum of 7 days per request, 10 times a year.

Rev's - the new Auto Repair shop in the former Dean Hill RV location: a temporary sign permit application has been provided. Permanent signs are being prepared and a permit application will be submitted once the details have been finalized.

Car Repair business on South Hemlock Road: Liz Emerson drove the road and did not see any signs for a car repair business. She will monitor this situation.

Alan Putnam asked about the situation with properties on the Ox Brook Road - this is under the remit of the Select Board, action is being considered.

Next meeting: Historical and Cultural chapter and Regional Concerns chapters of the Master Plan will be presented.

The Recreation chapter of the Master Plan will be presented at the meeting on May 4th, the Land Use chapter is still waiting for input from other Task Forces. The target date for the presentation of this chapter is the second meeting in May.

Dick Lincourt spoke about the discussion on a moratorium on the mobile home parks and following research by Liz Emerson it is not possible to have a moratorium on Economic grounds. This will need to be looked into should the Board wish to go ahead with a recommendation to the Select Board for a moratorium. Patty Chaffee spoke about new mobile homes, their taxable value and the basis for a moratorium. A discussion ensued on Site Plan regulations and whether a new mobile home park application could be declined and on what grounds.

Motion to adjourn by Doug Neill, seconded by Jeremy Wood, all in favor, meeting adjourned at 8.07.

Sarah Davis
Secretary