

**Present:** Patty Chaffee - Chair; Gabe Bailey - Vice Chair; Jeremy Wood - Ex-Officio; Alissa Bascom; Dick Lincourt; Alan Putnam

**Alternates:** Rosie Smith-Hull; Keith Weed; Sharon Francis; Robert Meier

**Absent:** Doug Neill

**Public:** Tom Cobb; Joe Cobb; Jordan St. Sauveur; Sam Miller

**Staff:** Liz Emerson

Patty Chaffee called the meeting to order at 7.00 pm

**Minutes of the meeting of July 6<sup>th</sup>:** Changes: Dick Lincourt: Page 1, para. 4, line 2 change from “site” to “sight”. Patty Chaffee: Page 2, para. 2, line 1 add an “f” to her last name to read Chaffee.

**Motion by Dick Lincourt** to accept the minutes, seconded by Alan Putnam. All in favor, motion passed.

**Agenda Review:** Patty Chaffee went through the agenda; the meeting will continue as planned.

**Applications:** Patty Chaffee opened the floor to Jordan St. Sauveur to present her sign application. Jordan St. Sauveur stated her plan is to take over the space where S & K Property Services currently is and open a nail salon. The proposed sign will take the place of the current S & K sign.

Alan Putnam removed himself from the board for this application because Jordan’s husband works for him.

Patty Chaffee asked for clarification on the sign dimensions. Jordan St. Sauveur stated her proposed sign is smaller than the sign that is currently up. It will match the size of Beauchain’s sign which is Twenty-four (24) inches by thirty (30) inches. Jeremy Wood stated it is 16 square inches smaller than S & K’s sign.

Patty Chaffee apologized, but questioned if the applicant would have to apply for a site plan – change of use. The building used to be a hair salon, but has not occupied the entire building for more than a year. Liz Emerson stated she misunderstood what space the nail salon would be occupying and will put a site plan application together for Jordan St. Sauveur. Patty Chaffee asked, in order to not slow the process down; if Jordan St. Sauveur were to get the site plan application in by tomorrow (August 4<sup>th</sup>) could she come to the August 17<sup>th</sup> meeting. Liz Emerson stated this would be possible and it would still meet the requirement for noticing.

Jeremy Wood stated the Board could still approve the sign permit application presented tonight. Patty Chaffee agreed and the board would vote on the sign tonight. Patty Chaffee asked if anyone has questions or concerns about the sign permit. Hearing none.

**Motion by Jeremy Wood** to approve the sign permit application, seconded by Gabe Bailey. All members with the exception of Alan Putnam (recused himself for this application); in favor, motion passed. The sign permit application was approved. Alan Putnam rejoined the Board.

Patty Chaffee moved the meeting to the next sign permit application for Brenda Klema, Charlestown Family Chiropractic. Tom Cobb was representing Charlestown Family Chiropractic. Tom Cobb explained his client is ready for a new sign. The current sign for the chiropractor is set too far back and hard to see from Main Street. Tom Cobb asked the Selectboard if the sign could be located in the Town’s Right of Way and the Selectboard approved the location.

Rosie Smith-Hull asked if the Selectboard had given written permission. Liz Emerson stated that the Selectboard had signed an agreement, but didn't make copies for the entire Planning Board. Liz Emerson showed the Planning Board the sign permission letter. Patty Chaffee asked if the Selectboard put any stipulations on the location for the sign. Jeremy Wood stated there were no stipulations set for the sign location.

Dick Lincourt asked for clarification on what the sign colors would be. Liz Emerson stated that on the back of the original sign permit application, it says what the sign colors would be. Also, there is a scaled drawing included with the application showing the letters will be black with a dark green outline.

Dick Lincourt stated in the Administrative Review it states the proposed sign is six (6) square feet. Liz Emerson stated this will be changed. The size of the proposed sign is 5 square feet.

**Motion by Dick Lincourt** to approve the sign permit application, seconded by Alan Putnam. All in favor, motion passed. The sign permit application was approved.

Dick Lincourt asked if we could add which zone the sign would be located, to the permit application. Liz Emerson will add this.

Patty Chaffee asked if there were any administration updates. Liz Emerson stated the survey has been updated with comments the Planning Board members recommended. She feels it is ready to be sent out. Patty Chaffee read through all the questions and had a few minor additional changes. These changes will be made before the survey is sent out. Sharon Francis asked how the surveys would be distributed. Patty Chaffee and Liz Emerson explained they would be available at the Town Offices, Library, Senior Center, Transfer Station, Town Website, and Facebook page. Jeremy Wood stated we could leave a stack at Esme's Florist. Citizens will have 3 weeks to complete the survey and the results will be calculated. The chapters will be adjusted if there is an overwhelming amount in favor for or against a question.

Patty Chaffee stated Jeff Lessels has completed a draft of the Regional Concerns Chapter, we will review this chapter at the August 17<sup>th</sup> meeting.

**Master Plan Subcommittee:** The subcommittee has finalized Community Facilities, Historical & Cultural Resources, Natural Resources and Transportation. The next chapter in review is the Economic Development Chapter. Their next meeting will be Thursday August 5<sup>th</sup> at 5:00pm at the Town Office. The group plans to meet every Thursday to speed up the process.

Dick Lincourt asked for an update on Rev's. Liz Emerson has not reached out within the past two weeks.

Gabe Bailey asked for an update on the Route 12 Auto Sales. Liz Emerson stated she touched base with the site manager and they were not aware of how intense the tenants were scrapping metal. Alissa Bascom asked if all the mobile homes have been accounted for. Liz Emerson stated they have been accounted for.

Motion to adjourn by Dick Lincourt seconded by Jeremy Wood, meeting adjourned at 7.52 pm.

Respectfully Submitted,  
Liz Emerson - Staff