

## **Charlemont Planning Board**

**May 15, 2025, 6:00 PM**

### **Meeting Minutes Via conference call and in person, Town Hall**

**Members Participating:** Bob Nelson, Jennifer Mooney, Liz Bouyea, Lori-Shulda Merrigan

**Others Participating:** Travis DeCere

Bob Nelson opened the meeting at 6:00 PM

#### **Citizen Comments 6:00-6:15**

- None, please see Discussion Items

#### **Appointments:**

**6:15 Travis DeCere, Oxbow, look at current Oxbow permit, discuss Special Permit requirements with DeCere ahead of hearing**

1. Bob expressed concern about abutters coming to protest the plan
  - DeCere indicated he is not concerned about protest and stated that he actually had a lot of support from many residents. DeCere reviewed the tenants currently living on site and how his goals match those of the Master Plan in progress – bringing children to the schools, more residents to town, etc...
2. Structures will be permitted as R1; transient and R2; non-transient
  - Back 2 buildings under R2, and front building under R1.
  - No crossover, the R1 could never be used as R2, and R2 could never be used as R1. If there is a change needed, there would need to be a new special permit
3. Liz Bouyea suggested Planning Board meets or writes to Board of Health to ensure permit covers all the bases. Lori states that we don't get involved with other boards.
4. Potential idea for the special permit to be void at sale and new owner would need new special permit.
5. DeCere planning to purchase the Otters restaurant as well.
6. Software for remote check-in and door key.
7. 24/7 support for maintenance issues.
8. Travis will provide information on any changes that will occur to sign. Sign will likely be painted and vinyl logo added.
9. Travis to provide copy of monthly lease agreement so Planning Board can include guidelines in Special Permit.
10. Site visit date: 5/28/25 5 PM
11. Hearing date: 6/19/25

#### **Discussion Items:**

1. Writing in Lori and Molly for the Planning Board to ensure there are enough Board Members

- a. Marguerite Willis also reached out to Jenn letting her know she would be happy to join as needed.
2. Jenn is moving to a new town so will need to resign at some point in the future.
3. Topstitch
  - a. Reviewed email from Star with feedback from Carlene to send letter to Topstitch Owner.
  - b. Lori reported that Sarah Reynolds (Town Admin) recommended to table this topic until later date due to board bandwidth and other discussions with lawyer.
4. 4/17/25 PB Meeting Minutes approved
5. Master Plan
  - a. Desire for board to meet with Dodson & Flinker on 6/5/25 and push Oxbow to the following meeting
6. Feedback about FRCOG/Building Inspector
  - a. There have been more issues in the past with hearing back from the Building Inspector, with improvement more recently as Lori has been working with him more and has a better relationship with him.
  - b. There have been some issues with the Interim Building Inspector and us having to repeatedly reach out and assert our needs.
  - c. In general, the board is not comfortable with dropping FRCOG.

**Action Items:**

1. Oxbow Site visit: 5/28/25 5 PM
2. Oxbow Hearing: 6/19/25 6 PM

Bob makes motion at to close meeting at 7:45, second Jen, all in favor.

**Documents reviewed in the meeting:**

1. Email from Carlene Hayden re: Topstitch Special Permit
2. 4/17/25 PB Minutes approved unanimously
3. Preliminary Special Permit submitted by Travis DeCere, Oxbow
4. Current Oxbow Permit
5. Email from Dodson & Flinker