

Charlemont Planning Board January 19, 2017 Meeting Minutes

Members Present:

Robert Malone, Chair, Gisela Walker, Carlene Hayden.

Members Absent:

Bill Harker

Call to Order

Planning Board Chair Robert Malone called the meeting to order at 7:07 PM.

Item # 1: Approval of Minutes

The Board reviewed the minutes from 1/5/17 and on a motion by Walker and seconded by Malone, the Board voted unanimously to approve the minutes as written.

Item # 2: Letter to a New Business Operator

The Board reviewed a letter Hayden had drafted to the new operators of the café at 90 Main Street. The letter invited the new operators to a Planning Board meeting to review and discuss the existing Special Permit for the business. The Board approved the letter to be sent.

Item # 3: Mail & Correspondence

1. The Board reviewed a letter from the Select Board regarding new lights to be installed on Main Street. The Board had some questions, one of them being with the cost of the lights. Malone agreed to send their questions to the Select Board.
2. The Board reviewed a memo from the Select Board regarding Annual Town Reports. Malone had completed and submitted the 2016 Planning Board Annual Report for the Board's review. After review and discussion, on a motion by Walker and seconded by Hayden, the Board voted unanimously to approve the Report, as amended.

Item # 4: Discussion Items

The Board discussed the following items:

1. The need for an All Board Meeting, preferably before Annual Town Meeting
2. Update on the Main Street Revitalization project
3. The Capital Improvement Committee's progress
4. Update on the bridges needing repair
5. Question on the next plan of action/options for broadband in town
6. Carlene will work on incorporating their new bylaw changes into the existing bylaw; because Kathy's hours have been cut, she will not be able to undertake this task.
7. The Board agreed with the request to discontinue the separate P.O. Box for Planning Board in an effort to save money.
8. The Board would like to have someone scan and save their files to a thumb drive so they could be accessed quickly, instead of having to go upstairs into the dark cluttered attic anytime they needed a file. Hayden had heard of someone who may be providing some community service hours to the Town and offered to see if the Planning Board could utilize the person for this service.
9. Hayden noted that in compiling the notebook of previously granted Special Permits, some had not been filed in the Registry of Deeds. The Board was concerned with this, as the SP is not legal until filed. Walker offered to come and make a list which permits had not yet been filed.

Item # 5: Follow-up Items

1. Malone will compose a letter to Class II and III license holders who have Special Permits, with an enclosed informational sheet spelling out the requirements.
2. The Board revisited the complaints of several vehicles on properties. Hayden noted that she had gone by the Zoar Road property and could not see any indication of a business being conducted. There was too much snow to determine the registration status of the vehicles, but that would be a Select Board issue, not Planning Board.
3. The Dean gravel permit cannot be located and the Building Inspection department doesn't have a copy either. Walker will ask Doug Dean for a copy.
4. Malone has not yet composed the letter to Green Garage regarding junk cars stored out in the back of the business.
5. Hayden was able to obtain a copy of the last Special Permit for the Main Street Country Store from the Building Inspector. It was discussed that the Board may want to provide the new owner, Todd Gerry with a copy so he is aware of what is currently permitted at the property.

Adjournment

Business having been completed, Planning Board Chair Malone adjourned the meeting at 8:41 P.M.

The next meeting of the Planning Board is Thursday, February 2, 2017 at 7:00 PM.

Respectfully submitted,
Carlene Hayden

Documents viewed in the Planning Board meeting of 1/19/17

1. Minutes from meeting of 1/5/17
2. Letter to new operators of the 90 Main Street cafe
3. Letter from Select Board regarding new Main Street lights
4. Memo from Select Board regarding Annual Town Reports
5. Annual Town Report, submitted by Robert Malone
6. December building construction report
7. Special Permit for Country Store (159 Main Street)