

Charlemont Planning Board
August 18th, 2022 6:00 pm Meeting Minutes
Via conference call and in person, Town Hall

Members Participating: Bob Nelson, Lori Shulda-Merrigan, Gisela Walker

Others Participating: Secretary Star Atkeson, Andy Mueller, Matt Mead

By Phone: Carlene Hayden, Sarah Reynolds

Called to Order by B.Nelson at 6:04 p.m.

CITIZEN'S COMMENTS: 6:00-6:15

M.Mead and his family from New Hampshire have bought a house on Main Street in Charlemont and are enjoying living in Charlemont. He came to the meeting out of interest.

APPOINTMENTS:

1. 6:15 Sarah Reynolds to explain the E. Oxbow Rd Bridge maps.
 - S.Reynolds called in to explain what the E.Oxbow Rd Bridge maps were for.
 - It was voted on Town Meeting floor to officially survey or plot out E.Oxbow Rd.
 - S.Reynolds pointed out that the Town has a Subdivision Control Law
 - S.Reynolds, needs The Planning Board to sign off that the map is indeed E. Oxbow as approved, and does not fall under the Subdivision Control Law.
 - Boards members G.Walker, C.Hayden and B.Nelson signed the plans

ACTION ITEMS:

1. Review/approve August 4th meeting Minutes; (G.Walker and C.Hayden to sign July 21st meeting Minutes)
 - With Colleen Champ absent the Board will wait for next meeting to review and approve the August 4th meeting Minutes.
 - G.Walker signed July 21st meeting Minutes
2. Sign plans for E.Oxbow Rd Bridge, return to Sarah Reynolds
 - 3 copies of the plans were signed by L. Shulda-Merrigan, B.Nelson and G.Walker.
3. Go over timeline for Zoning Bylaw revisions
 - G.Walker suggested taking care of the revisions timeline with S.Atkeson and C.Hayden out of meeting because it will be simpler. The current timeline does not work.
 - Board members agree
 - a. Public meeting date and how to promote it
 - G.Walker thinks it's very important to promote the public info meeting well.
 - The Board will ask C.Champ to make flyer and will plan to hang and distribute flyer.
 - b. Special Town Meeting date
 - .C.Hayden mentions that the TM dates must be Oct.11 or 18th because K.Reynolds has an election schedule.

4. C.Hayden to submit resignation
 - **Gisela Walker moved to accept Carlene Hayden's resignation (as of September 1st 2022) with great regret, seconded by Bob Nelson. All in favor.**
5. Finalize Rules and Regulations, schedule public hearing date.
 - The Board postponed finalizing rules and regulations until C.Champ is in attendance.
6. Reschedule Fool Hardy Hill visit
 - Monday September 26th could work; The Banks can pick the time.
 - S.Atkeson will coordinate with The Banks

OTHER ACTION ITEMS:

1. Recommend Andy Mueller be appointed as Planning Board member to The Select Board as of September 1st.
 - **Carlene Hayden made a motion to recommend Andy Mueller's membership to the Planning Board to take my place. Seconded by Bob Nelson. all in favor.**
 - Andy Mueller accepted the recommendation

DISCUSSION TOPICS:

1. Update on 8A traffic signs from L. Shulda-Merrigan
 - L.Shulda-Merrigan told that she walked up to the fairgrounds on 8A and realized that there are speed signs; one for 20 MPH on the way up to the fairgrounds and 25 MPH on the way down. She had thought that there weren't any; however they were old and faded.
 - L.Shulda-Merrigan talked to John from DOT. 8A is a State Road cared for by the town.
 - She talked to Sarah Reynolds who got a grant for blinking radar solar-powered speed signs to see whether one will go on 8A. S.Reynolds will ask if one can be put in before Wells Provisions on the way to Main Street on 8A.
 - L.Shulda-Merrigan would like to replace the worn 20 MPH sign with a child-at-play sign
 - The Board discussed the parking on 8A complaint briefly, C.Hayden pointed out that it is the street crossing which may be the bigger issue.
2. Discuss the Economic Development report
 - a. RKG letter written by B.Nelson
 - B.Nelson read the supportive letter he drafted and sent to RKG Economic Development Consultants
 - b. Update Board Members with the meeting with the Select Board on recreation grant spending
 - S.Reynolds laid out expectations from the State for the grant money (it cannot be used to pay a salary)
 - On August 23rd is the public event to get input from Townspeople.
 - The Select Board wants the top three choices and they are:
 - 1) To purchase the Willis property next to Hawlemont to eventually use as a town beach, have parking lot with solar panels and parking meters.

- 2) To do work on the Charlemont Fairgrounds (insulate the exhibit hall)
- 3) To install composting toilets at Shunpike

2. Discuss whether Planning Board should have a role in telling businesses to record their Permits at The Registry of Deeds.

- Special Permits become effective when registered at The Registry of Deeds.
- Some boards do check to see whether businesses have registered and some don't.
- B.Nelson said that the consensus last meeting was that they shouldn't expend the effort to check that they've registered.
- C.Hayden suggested that it is something the Building Inspector could do. People go to get Building Permits, get referred to Planning Board for Site Plan Review or Special Permit, could then have Building Inspector make sure the Special Permit was registered.
- Another Board member pointed out that in many cases there is no Building Permit that is needed which go along with the Special Permit, some fall between the cracks.
- L.Shulda-Merrigan suggests making it very clear at the end of the permit hearing that it is an essential step to record it at the Registry of Deeds.
- C.Hayden said that it is already stated at the bottom of every permit.

3. Discuss if there should be certain criteria to inform people/businesses if they are on the Planning Board Agenda.

- C.Hayden believes that businesses should be made aware that they are on the Agenda if there is a new complaint having to do with their business. After the initial complaint it is up to the business owner to check the posted Agendas if they want to engage with the Planning Board regarding the complaint .
- G.Walker agreed

4. Bylaw Exemptions for Agriculture

- This Agenda Item was to do with the unpermitted structure at The Hicks Family Farm Corn Maze, to see if there was an Agricultural Exemption that could be used.
- The Board of Health is dealing with it instead.

5. Update on any past/lagging/postponed issues

- The roosters at 176 Main Street are still being loud.
- Neighbors report to L.Shulda-Merrigan that there may be three roosters there as they all have distinct crowing styles.
- L.Shulda-Merrigan will send Building Inspector Jim Hawkins a video where the crowing is clearly heard.

OTHER DISCUSSION TOPICS:

1. Backlot Development in the new Zoning Bylaw Revisions

- There was a good amount of discussion about the backlot acreage requirement.
- G.Walker felt that it should be increased to ½ an acre or even an acre in order for it to make sense, as there is worry that people would not want neighbors and houses in such close proximity and thinking that it would be a tight fit to comply with setback requirements and spacing for wells and sewer.

- In the end they will not change the wording and will leave it up to the residents to figure out whether they have enough space to comply with all the requirements.
- A.Mueller took a document home which listed all the properties with frontage along Route 2 with their frontage length and their lot size to see how many properties would qualify to develop their backlots.

RECOGNITION:

1. S.Atkeson did not successfully get bylaw revisions to K.Reynolds for Aug. 8th Select Board meeting because there is an administrative procedure that wasn't ready; will Give Kathy Reynolds the final Zoning Bylaw revisions (for the Select Board meeting on August 22nd.)

B.Nelson made a motion to close the meeting at 8:13, seconded by L.Shulda-Merrigan. All in favor.

The next meeting will be held on September 1st, 2022

Respectfully submitted by Star Atkeson 8/29/2022

Documents reviewed in meeting:

- August 18th, 2022 Planning Board Agenda
- B.Nelson's emailed letter to RKG was read
- The East Oxbow Road Plan, dated April 14, 2022
- 2022 Revisions Timeline
- *Town of Charlemont Proposed Village Center District Zoning Conformance Status of Affected Properties.* (Properties with frontage along Route 2)