

**PLANNING BOARD MEETING
TOWN OF LITCHFIELD**

Held on January 8, 2013

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, January 8, 2013 at 7:00 p.m.

MEMBERS PRESENT Russ Blanchette (Chair), Bob Curtis (Vice), Thomas Young, Frank Byron, Michael Croteau, Joel Kapelson, Leon Barry, Steve Perry (Alternate) and Mike Caprioglio (Alternate)

ALSO PRESENT: Joan McKibben (Admin. Assistant), Jen Czysz (NRPC Senior Planner),

CALL TO ORDER

Mr. Blanchette called the meeting to order at 7:00 p.m. and joined the Board in the Pledge of Allegiance.

1. Mayberry Impact Fee Review Contract

Mr. Byron mentioned that he had a meeting with Jason. Jason had received from Mr. Mayberry a document that contains information on Phase 1/Phase 2 as to what the project will entail. The document is available to Russ and Joan. The second thing is there was a Purchase Order that has already been cut for \$10,000 to cover the cost of Phase 1 and Mayberry is able to draw off that. Phase 2 cost of \$13,000 has already been encumbered by the Selectmen and can have a Purchase Order cut against it if the Planning Board wishes. Mr. Byron suggested to the Planning Board Chairman that we not do that until such time as it is needed. The Board has until the end of the year to cut a Purchase Order for the second phase. The Phase 1/Phase 2 document is in our possession. Back in October, Mayberry also had issued a packet of information that he is requesting be collected so that he can start the work on the Phase 1 program. Mr. Byron stated that he does not believe that information has gone out to the people we need to provide information, which is the Schools and the Highway Department, and that document has to go out and we have to collect the information before Mayberry can even start. Mr. Byron stated that Jason is supposed to issue Mayberry an email message that says who on the Planning Board is the point of contact, so that the Planning Board then becomes the driver of this whole program. Mr. Blanchette will be the Point of Contact and Joan will assist him.

Mr. Byron suggested that someone from the Planning Board needs to distribute the information that Mayberry provided for what he is looking for, for information to the powers that be and be able to sit with them and explain where we are at.

Jen mentioned to Russ that at some point within the scope there is also the coordination with the updating of the ordinance piece between Mayberry and the Board.

2. Community Planning Grant – second round – application due February 12
Scope of Work

Mr. Blanchette stated that they are receiving letters of support. Jen passed around a draft of the application which has all the pieces they need for the main body of the application. Jen went over the application with the Board and stated that the tasks are ordered chronologically. The maximum that the Planning Board can apply for is \$30,000 but with the revised numbers, they are at \$27,500 that they would request for the grant. Jen went over the Budget and stated that they pulled out the visioning task item that was on the first application. The Future Use Piece that was on the last application was reduced in scope, to focus on doing a mapping exercise, this is what is going to guide the zoning map revisions and help with the conversation for the commercial zoning districts and any agricultural zonings. The commercial and agricultural zoning remained as they were in the last application. Updating of the zoning map remained the same. Outreach was reduced in scope because we didn't have the visioning piece and didn't have the full blown future land use chapter. Town meeting stayed as it was in terms of the budget request for the grant. Jen explained that to determine the cash match she simply took the number of meetings we would hold, assuming each meeting is 2 ½ hours long times the hourly circuit rider rate. This puts the Board over their minimum required cash match. Jen stated that the in-kind match is simply based upon the number of meeting (with 5 being present) times the number of hours times the volunteer in-kind rate of \$21.79 plus a little extra for Joan's time to be at the meeting. Just doing meeting time, the Board is now over their minimum match required. Russ mentioned bringing in the time expended by the cable committee to record the meetings as well. Jen stated the more in-kind match that can be shown and demonstrated the better. Russ stated that it doesn't come out of the planning board budget, it comes out of the cable committee budget, but it shows community involvement. Jen stated that we should have a letter of support from the cable committee to show that they are making that contribution of time. Jen mentioned that what is not showed here in in-kind match is the amount of time you might spend at outreach events or other efforts you might make to get public input, a little could be added there as well. Jen stated that you don't want to overestimate your match contribution. Mr. Barry asked what the time frame is that all of the money gets to be used by. Jen stated the anticipated award would be March of this year and projects have to be complete by June 30, 2014. Mr. Barry asked if they do not use all the money in task 1 if it could be applied to outreach. Jen said she didn't think it would be a problem; they would probably just need to do paperwork. Jen went over the different tasks and how some of them have changed.

Jen stated that the last time around they identified a series of partners that were an idealistic set of partners that we would like to include in the process, but we didn't get formal agreements or verbal agreements from these folks saying they would participate and support these task; so one of the things we should talk about is realistically who do we want involved in each of these conversations and do we want to list them as a formal partner or do we simply pull them down into the narrative and say, we will consult with these different boards in town. Partners are really to identify who is driving the task forward. Ideally for each partner listed, we should have a letter of support from that partner, saying yes we are looking forward to partner with the planning board to move this project forward. Jen stated that tonight they should figure out who will talk to which board and commissions to get their letter of support and interest of participation.

Jen passed out a sample cover letter and sample letter of support the Board could use to send out to partners they feel would be interested. Joan stated she will prepare the letters and Russ will sign them. Some of the partners the board is looking at are the Board of Selectmen, Conservation Commission, Zoning Board, Code Enforcement Officer, and businesses and organizations the Board had submitted letters of support to the last time.

Jen Stated the application has to be sent to the Board of Selectmen for their blessing and a letter of support.

Jen stated that the next steps are; working on the letters of support. Jen stated that they had several local businesses for the last application and Joan will prep those cover letters with a sample and get Russ to sign them and send them out as soon as possible. Jen suggested that the letters of support be back by February 5th, a week before the application is due. Jen mentioned that based on who we get letters back from, we are going to have to revise who the partners are, we really need to focus on the partners and find out verbally from them whether they are going to send us a letter or not. Jen told the Board if they have any revisions to the scope, to get that back to her. Jen stated that we need the Board of Selectmen approval which will be on the agenda for the 28th. Jen went over the time frames of all of the tasks with the Board.

Other Business

2012 Annual Report due January 11, 2013

Russ stated that he would put together a report and send to Joan.

Warrant Articles

Mr. Byron stated that they should elect someone who will speak to the warrants at the meeting of February 2nd and put together some slides. Russ said we would present the first article for rezoning and Mr. Croteau will present the second article for Multi-Family Housing. Jen will help with the preparation of the slides.

Tanager Way - Acceptance

Mr. Byron wanted to discuss the issue of Tanager Way. Mr. Byron stated that the Town Administrator wanted the selectmen to accept the road, Frank argued against it because he didn't have an affirmative vote of the Planning Board that they were recommending to accept the road. The Planning Board at that point was only working on the going to a maintenance bond. Frank stated that he didn't have a problem with that; he just wanted to have the Planning Board give an affirmative action to the acceptance of the Road. Mr. Byron stated that there were two issues, not just the acceptance of Tanager Way but how do we manage roads and what does the board want to do in how they accept roads. Frank stated that there were discussions the Board had on this, but they never came to a conclusion as to how they were going to do it. Another thing is that Tanager Way; it is the opinion of the Planning Board to do something different in terms of accepting or not accepting the road, then he would ask that the Planning Board send some type of communication to the Board of Selectmen, stating what their position in and the reason why. Frank stated that this is a matter of Planning Board Regulations and the only thing the Planning Board has to do is modify its regulations and say that they can comply with what the people think is the right thing to do to protect the Town. The Board of Selectmen is the only group that can accept the road. The Board discussed the current road acceptance regulations and bonds and

what they wanted to do. Jen went through some of her notes from one of the last discussions. Jen stated that this should be brought back to the agenda and finish what they started. The Board discussed possibly having Lou Caron come in and give the Board some feedback and recommendations as well as those of the Road Agent. The Board will review the Regulations for bonds and road acceptance and have the Road Agent and the Engineer come to the meeting of the 22nd.

Russ will work on a letter to send to the Board of Selectmen to inform them of their decision on what they are intend to do in regards to road acceptance and bond reduction after the next meeting on the 22nd.

Approve Minutes of December 18, 2012

Motion: *by Mr. Barry to accept the minutes of 12/18/2012 as amended.*

Second: by Mr. Young

Vote: 5-0-2

Agenda for next Meeting:

- Roads
- Revised Draft for Grant application
- How survey results relate to master plan vision
- Update on Impact Fee status

The next Planning Board meeting will be on January 22, 2013 at 7:00 at Town Hall.

Motion: *by Mr. Young to adjourn.*

Second: by Mr. Byron

Vote: 7-0-0

There being no further business before the Board, the meeting adjourned at 9:30 p.m.

Russell Blanchette, Chairman

Bob Curtis, Vice Chairman

Frank Byron, Selectman

Michael Croteau

Thomas R. Young

Leon Barry

Joel Kapelson

Minutes taken by: *Donna Baril*