

**PLANNING BOARD MEETING
TOWN OF LITCHFIELD**

Held on June 19, 2012

Minutes approved 8/7/12

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, June 19, 2012 at 7:00 p.m.

MEMBERS PRESENT: Leon Barry (Chairman), Russell Blanchette, Thomas Young, Michael Croteau, Joel Kapelson

MEMBERS ABSENT: Frank Byron, Selectmen's Rep.; Bob Curtis

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

CALL TO ORDER

Mr. Barry called the meeting to order at 7:07 p.m. and joined the Board in the Pledge of Allegiance.

1. **Kelly Douglas, 49 Burgess Dr. Tax Map 19 Lot 278 – Home Permit Occupation Application**

Mrs. Kelly Douglas of 49 Burgess Dr. request an application for expansion to existing family child care home occupation from 9 to 12 children. Mrs. Douglas stated that she has been licensed for the past two years as a family child care home and approved for 9 children. She stated that she has built a waiting list and is looking to expand to 12 children which is the maximum allowable by the State including the amount of space the Town will allow. She would hire an assistant which is also what the state would require.

- Mr. Barry asked about the traffic count which she stated was about 70 per week. Kelly explained that this would include the increase and was allowing for the maximum possible traffic. Most of the children that come to her home walk from the bus after school or are neighborhood children, which the parents often just walk across the street. Mr. Barry asked about the hours. Kelly stated that it is Monday through Friday, she opens at 7:00 and the drop off ends around 7:50 and the school bus comes at 8:00 so all the traffic is usually gone by 8:00 and pick up is usually between 4:00 and 5:00.
- Mr. Blanchette asked if all of the State requirements are being met. Kelly stated absolutely, that she actually had a visit from the state about 2 months ago and they considered her center and exemplary center, and she runs everything by the book.
- Mr. Blanchette asked if she had to make the State aware that she would be expanding. Mrs. Douglas stated that yes she has two, it a 3 or 4 step process. The first step is to receive approval from the Planning Board, the second step is to contact Mr. Kevin Lynch and the third step is to contact The Fire Department; she has to reach all of those approvals and send everything as a packet to the State and the State

comes and visits her home again and make sure she is meeting all the requirements.

MOTION: *by Mr. Blanchette to accept the application of Kelly Douglas for a home occupation at 49 Burgess Drive, Tax Map 19, Lot 278 to expand an existing child care facility*

SECOND: by Mr. Croteau

VOTE: 4-0-0

Mrs. Czysz mentioned to the Board that the motion to “accept” needs to be changed to “approve” the application.

MOTION: *by Mr. Blanchette to amend the main motion to approve the application of Kelly Douglas for a home occupation at 29 Burgess Drive, Tax Map 19, Lot 278 to expand an existing child care facility.*

SECOND: by Mr. Young

VOTE: 4-0-0

Return Escrow for R. Charbonneau – Colby Road

Joan stated that she was looking to return Escrow for R. Charbonneau – been recorded at the Registry of Deeds.

MOTION: *by Mr. Croteau to return Escrow for Richard Charbonneau – Colby*

SECOND: by Mr. Young

VOTE: 4-0-0

2. **ANY OTHER BUSINESS**

- Jen met with Jason Hoch last week to touch base and coordinate, he request 1 to 2 volunteers from the Planning Board to help serve on a Committee to review responses that will be received for the Impact Fee Methodology RFP that is out. The responses are due June 22nd. Mr. Hoch would like to have the review done and proposal for the Board at the next meeting on the 17th of July. Mr. Croteau and Mr. Blanchette both agreed to volunteer. The selection for the consultant will on the agenda for the July 17th meeting.
- Jen and Jason also discussed establishing a coordinated plan review process from the behind the scenes staff review side of it so that the Board is getting more information up front and earlier. Jen passed out a first past review of what the template would look like. This will hopefully create an easier forum. Jen explained to the Board the plan review process and explained what each section meant and who would be reviewing each section and what they would be looking for and asked the Board for their input.

Approval of Minutes of 4/17/2012

MOTION: by Mr. Young

Move that the Board accepts the minutes of 4/17/12 as amended

SECOND: Mr. Kapelson
VOTE: 3-0-2 (2 members abstained)
Approval of Minutes of 6/5/2012

MOTION: by Mr. Blanchette
Move that the Board accepts the minutes of 6/5/12 as amended
SECOND: Mr. Young
VOTE: 4-0-1 (Mr. Croteau abstained)

There will be no meeting of the Planning Board on the 3rd of July. The Next meeting will take place on the 17th of July.

MOTION: by Mr. Young
Move to adjourn
SECOND: Mr. Croteau
VOTE: 5-0-0
The motion carried unanimously.

There being no further business before the Board, the meeting adjourned at 8:30 p.m.

Leon Barry, Chairman

Bob Curtis, Vice Chairman

Frank Byron, Selectman

Michael Croteau

Thomas R. Young

Russell Blanchette

Minutes taken by: Donna Baril