

1 **TOWN OF LITCHFIELD PLANNING BOARD**

2  
3 **MEETING Held on May 10, 2011**

4  
5 Minutes approved – 6/21/11

6  
7 The Litchfield Planning Board held a meeting in the Town Hall conference room, 2  
8 Liberty Way, Litchfield, NH 03052 on Tuesday May 10, 2011 at 7:00 p.m.

9  
10 **MEMBERS PRESENT:** Bob Curtis (Vice Chairman), F. Byron (Selectmen’s  
11 Representative), Barry Bean, Michael Croteau, Joel Kapelson (Alternate)

12  
13 **MEMBERS ABSENT:** Leon Barry (Chairman), Jayson Brennen (Clerk), John Miller  
14 (Alternate)

15  
16 **ALSO PRESENT:** Steve Wagner (NRPC Senior Planner), Joan McKibben (Planning  
17 Board Admin. Assistant)

18  
19 **CALL TO ORDER**

20 Mr. Curtis called the meeting to order at 7:04 p.m. and joined the Board in the Pledge of  
21 Allegiance.

22  
23 Mr. Curtis appointed Michael Croteau as a voting member for the meeting.

24  
25 **1. R&D Londonderry Development LLC, Conceptual Review**

26 Rich Lannan, Principal of R&D Development introduced himself. He provided some  
27 background information relative to the Board’s approval in March 2005 of 11 lots in  
28 Litchfield (Heron Landing). He went on to report that the developer had decided he  
29 wanted to divide one of he lots which is currently 10 acres into two 5 acre lots.

30  
31 Mr. Lannan reported that after research the lot appears to meet the criteria from a  
32 zoning perspective, and he had come before the Board at this time with a sketch of  
33 the proposal wishing to receive input and questions from the Board before developing  
34 a formal plan. Mr. Lannan showed the vernal pool area on the plan. He reported the  
35 following:

- 36 ○ It is intended to provide a common driveway between the two lots
- 37 ○ An easement will be drafted for use of the driveway
- 38 ○ A construction easement already exists
- 39 ○ There will be frontage to the cul-de-sac on Heron for both lots.

40  
41 Mr. Curtis pointed out that no comments made by the Board will be binding.

42  
43 ***Discussion:***

44 Responding to a query from Mr. Wagner, Mr. Lannan stated the width of the right-of-  
45 way was 26.11 feet on the original plan and he indicated the original frontage on the  
46 plan, stressing that nothing else on the original plan will change.

1 Mr. Byron stated the Board would want to ensure that the common (private) driveway  
2 is wide enough for emergency vehicles. There followed a discussion relative to  
3 guidelines in accordance to the driveway regulations. Mr. Wagner reported the Town  
4 does not have a common driveway ordinance but the matter could be solved by  
5 making the driveway 15 – 16 feet wide. The following were also discussed:

- 6 • The turnaround
- 7 • How fire protection coverage would be provided and the need for considering  
8 this when doing the formal plan
- 9 • Giving consideration to house/lot numbering
- 10 • Giving consideration to underground electricity
- 11 • Septic system, which may require a waiver
- 12 • Location of the houses on each of the lots

13  
14 Mr. Lannan pointed out they would need to review the septic approval, and confirmed  
15 the radius of the vernal pool will not be impacted; therefore no wetland permits would  
16 be necessary. He also reported there would be an agreement on maintenance and a  
17 cross easement with respect to the common driveway. Responding to a query from  
18 Mr. Croteau Mr. Lannan stated the land is relatively level. He reported they are  
19 investigating access through easement for lot 3 on the tax map to ascertain whether  
20 they can provide this.

21  
22 Mr. Byron left the meeting at 7:29 p.m., returning at 7:32 p.m.

23  
24 There was a brief discussion between Messrs. Curtis and Wagner relative to the  
25 irregular shape of the lot.

26  
27 Mr. Wagner stated Mr. Lannan would need to negotiate with the Fire department with  
28 respect to access to water in case of an emergency. He also pointed out that there will  
29 have to be test pits for the septic system as the lots are now less than five acres each.

30  
31 Mr. Lannan reported there is still a bond on the road and everything has been done  
32 except the top course. He also confirmed that any work to be done will only affect  
33 the lot to be split. Mr. Wagner stated the plan was potentially viable.

34  
35 **1. Home Occupation Renewals**

36 Ms. McKibben reported there is a registration process which has to be done each year  
37 with the Town and any changes which have taken place in the last 12 months must be  
38 noted. She handed out the list to Mr. Curtis who read the information into the record.

39  
40 **MOTION:** by Mr. Byron

41 ***Move that the Planning Board does hereby approve the Home Occupation renewal***  
42 ***for Earl Manning, 128 Page Road, Litchfield***

43 **SECOND:** Mr. Croteau

44 **VOTE:** 4-0-0

45 **The motion carried unanimously.**

46

1       **MOTION:** by Mr. Byron  
2       *Move that the Planning Board does hereby approve the Home Occupation renewal*  
3       *for Debra Hogencamp*  
4       **SECOND:** Mr. Croteau  
5       **VOTE:** 4-0-0  
6       **The motion carried unanimously.**

7  
8       **MOTION:** by Mr. Byron  
9       *Move that the Planning Board does hereby approve the Home Occupation renewal*  
10       *for Jeff Gregg*  
11       **SECOND:** Mr. Croteau  
12       **VOTE:** 4-0-0  
13       **The motion carried unanimously.**

14  
15       Joel Kapelson joined the meeting at 7:42 p.m.

16  
17       Mr. Curtis read the names of the other applicants for the record as follows:

- 18       Eric Gibbons
- 19       Donald Daigle
- 20       Jolt Electric
- 21       Alfred C. Raccio
- 22       Kelly Douglas
- 23       Jorge Gomez
- 24       Holly Sutherland
- 25       Linda A. Jacobson
- 26       Maurice Thiboutot
- 27       Lori Sommer
- 28       Nancy Pinciario
- 29       John Beaulieu
- 30       Rhonda J. Cavers
- 31       Sally Bouchard

32       It was noted that all the applicants had paid the fee and there were no changes in the  
33       last 12 months to any of them.

34  
35       **MOTION:** by Mr. Byron  
36       *Move that the Planning Board does hereby approve the aforementioned Home*  
37       *Occupation renewal applications*  
38       **SECOND:** Mr. Bean  
39       **VOTE:** 4-0-0  
40       **The motion carried unanimously.**

41  
42       Mr. Curtis stated he would sign the renewals at the end of the meeting.

43  
44  
45  
46

1 **2. Release of Cahill Escrow Plan (approved 8/3/10)**

2 Ms. McKibben reported the plan had been approved on August 3, 2010 to split one  
3 lot into two lots. She confirmed that no inspections had been required and she  
4 proposed returning the remainder of the applicant's escrow.

5 **MOTION:** Mr. Bean

6 *Move that the Planning Board does hereby release the remainder of the Cahill*  
7 *escrow*

8 **SECOND:** Mr. Croteau

9 **VOTE:** 4-0-0

10 **The motion carried unanimously.**

11  
12 **3. Any Other Business**

13 Responding to a query from Mr. Curtis, Mr. Croteau provided feedback on the  
14 training session he recently attended, stating items covered included a review of  
15 procedures involved in the Planning Board process and how the appeals process  
16 works in terms of judicial review.

17  
18 Responding to a query from Mr. Curtis, Mr. Wagner reported that someone in his  
19 office will add Board members to the mailing list. It was noted that next week would  
20 be Green Commute Week.

21  
22 There followed a discussion with respect to full time Board members. Mr. Byron  
23 proposed that the Planning Board provide the Board of Selectmen with a list of  
24 members and their attendance at meetings in the last year. Ms. McKibben agreed to  
25 put together an attendance record for the members. There followed a discussion on  
26 the vacant positions on the Board.

27 **Action:** *J McKibben*

28  
29 **MOTION:** by Mr. Bean

30 *Move that the Planning Board does hereby recommend to the Board of Selectmen*  
31 *the appointment of Michael Croteau as a full time member of the Planning Board*

32 **SECOND:** Mr. Curtis

33 **VOTE:** 4-0-0

34 **The motion carried unanimously.**

35  
36 Mr. Wagner reported he was waiting for a response from Dave LeFevre with respect  
37 to accessory dwelling units. He then handed out the following:

- 38
- 39 • A list of important dates
  - 40 • Important dates calendar from the LGC
  - 41 • 2011 important dates calendar
  - 42 • The Litchfield Planning Board meeting schedule.

43 Mr. Wagner reviewed some of the important dates for the benefit of the Board, and  
44 talked about the CIP and the procedure for this.

45

1 Mr. Byron suggested the Board set up an agenda as to when they will do zoning  
2 changes. Mr. Wagner suggested the Board address ground/storm water and  
3 workforce housing. He went on to define workforce house for the benefit of the  
4 Board members. Mr. Wagner raised the matter of HB368 and there followed a  
5 discussion about the statute for clarification. Following a discussion about  
6 implementing workforce housing for the Town, Mr. Wagner agreed to obtain the  
7 language of the statute which explains the requirements. He suggested the Board at  
8 least address multi family districts, starting with a discussion and then making the  
9 determination on how the Town wishes to proceed.

10  
11 Mr. Wagner reported the Town's storm water regulations need to be updated, due to  
12 additional requirements imposed by the fact that Litchfield is an MS4 town part of an  
13 urbanized area of Nashua and Manchester. He also suggested reviewing and updating  
14 the impact fee ordinance.  
15 He talked about accessory dwellings and the rules surrounding these.

16  
17 Mr. Wagner suggested a list of objectives be drawn up for the Board and there  
18 followed a discussion relative to other things the Board needs to address.

19  
20 Mr. Wagner also talked about farm friendly zoning and provided some ideas for the  
21 Board with respect to this. He agreed to come up with other ideas for the Board's  
22 next meeting and stated he thought it would be good to talk with engineers and  
23 developers about improving or streamlining the Town's ordinances and regulations  
24 with a view to finding efficiencies and cutting the cost of housing.

25 **Action: S Wagner**

26  
27 Mr. Croteau reported he was in the process of joining the Lower Merrimack Advisory  
28 Committee.

29  
30 **a) Approval of Minutes**

31 **MOTION:** Mr. Bean

32 ***Move to approve the minutes of the April 5, 2011 Planning Board meeting as***  
33 ***written***

34 **SECOND:** Mr. Croteau

35 **VOTE:** 3-0-1 (Mr. Byron abstained)

36 **The motion carried unanimously.**

37  
38 **MOTION:** by Mr. Bean

39 ***Move to adjourn the meeting***

40 **SECOND:** Mr. Croteau

41 **VOTE:** 4-0-0

42 **The motion carried unanimously.**

43  
44 It was confirmed the next meeting is scheduled for June 7, 2011.

45  
46 There being no further business before the Board, the meeting adjourned at 8:50 p.m.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22

---

Frank Byron, Selectman

---

Bob Curtis, Vice Chairman

---

Michael Croteau

---

Barry Bean

---

Joel Kapelson

**Minutes taken by: *Sandra Maxwell, Recording Secretary***