

**TOWN OF LITCHFIELD**

**Planning Board**

**January 19, 2010**

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**PLANNING BOARD  
January 19, 2010**

Minutes approved March 16, 2010

**Members Present:**

- Alison Douglas, Chairman
- Edward Almeida, Vice Chairman
- Marc Ducharme, Clerk
- Leon Barry
- Jayson Brennen
- Steve Perry, Selectmen’s Representative

**Members Absent:**

- Carlos Fuertes
- John Miller, Alternate

**Also present:**

- Joan McKibben, Administrative Assistant
- Steve Wagner, Nashua Regional Planning Commission, Circuit Rider
- Lou Caron, L.C. Engineering Co.

**AGENDA:**

- 1. Public hearing to consider the acceptance of and possible approval of an application by K&M developers, owners/developers, for a plan amendment to a previously approved site plan for Annandale on the River (formerly Annandale Fields) Housing for Older Persons. The site is located at 22 Charles Bancroft Hwy. Tax Map 1 Lot 7.**
- 2. Decision on date to meet with Bruce Mayberry, BCM Planning, re: ongoing impact fee study.**
- 3. Proposal to increase the cut off time for all applications to the Planning Board from 15 days to 30 days.**

**Any Other Business:**

- Approve 1/5/10 minutes ; sign approved 12/15/09 minutes**
- Correspondence**

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1 Chairman Douglas called the meeting to order at 7:15 p.m.

- 2  
3 1. Public Hearing for Annandale on the River plan amendments.  
4

5 **Chairman Douglas reads the following:**

6 The purpose of the amendments to the site plan are:

- 7 a.) The vertical alignment of Jamesway Dr. from roadway station 16+00 through  
8 the end of the cul-de-sac has been adjusted to eliminate 0.5% slopes to better  
9 facilitate drainage of the roadway;  
10 b.) The finish floor elevations of units 15-20 and 45-50 have been adjusted to  
11 provide better separation from ground water;  
12 c.) Stormwater treatment measures have been enhanced in order to best comply  
13 with the newly adopted Alteration of Terrain regulations;  
14 d.) The previously approved duplex for units 38 & 39 has been replaced with  
15 single units;  
16 e.) Unit footprints have been updated to match the developer’s architectural  
17 plans.  
18

19 To present the changes are Tony Basso, PE from Keach-Nordstrom Associates, Bedford,  
20 NH representing K&M Developers. Also present from Keach-Nordstrom is Jeff Merritt,  
21 PE. Manny Sousa, Sr. and Manny Sousa, Jr. present representing K&M Developers.  
22

23 Chairman Douglas verifies that abutters were notified and fees paid. Ms. McKibben  
24 responds in the affirmative.  
25

26 Tony Basso explains the original site plan was approved in the 2003-04 time frame and it  
27 has been back for a few amendments. The past developer was Northbridge, around last  
28 May ('09) K&M Developers picked up the project. 12 of the units were built some  
29 partially built. Since then K&M has built most of the units in the first couple of phases.  
30

31 Tony Basso: When Mr. Sousa took over we had to update some of the permits one of the  
32 first we had to update was the AOT (Alteration of Terrain) for the state of NH. That  
33 required some stormwater management improvements. The NH Dept. of Environmental  
34 Services passed new rules, for alternation of terrain, in January of '09 that have  
35 enhanced requirements for stormwater treatment. We had to bring the site into  
36 compliance with the new rules because the permit had lapsed. The project was originally  
37 proposed to be slab on grade construction, no basements, the water table through here is  
38 only a couple of feet down. We raised all these units up to get separation of the water  
39 table and foundations. The roadway only had ½ % grade so we put a little more pitch in  
40 here to make it more readily gradable. Units 38 & 39 were a duplex, there was room  
41 enough to split it so Mr. Sousa wanted to split to make it not a duplex and make two  
42 individual units, we are not increasing the number of units.  
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We feel the modifications will make the project better, nothing affects the overall look of the project as far as the way the project was originally permitted, the road is in the same location. Other than raising the units up a little to separate the water table, which created the opportunity for some walk-outs, there is very little difference.

Mr. Basso points to the plan showing where the stormwater enhancements are that were required by the state DES ( Dept. of Environmental Services).

Tony Basso: I did review the comments from Lou Caron they are pretty basic and we don't have a problem with any of them.

Chairman Douglas asked for any questions or comments from the public on the application acceptance. There were no comments.

Steve Perry MOTIONED to accept the application for an amendment by K & M Developers at Annandale on the River. Ed Almeida seconded the motion.  
Motion is approved 6-0-0

There was discussion from Lou Caron related to the guard rails not being needed. It appears they were to block access to the detention pond. At this time my recommendation is don't put the guard rail in. If there is a need to block access to the detention pond boulders may be more aesthetic than guardrail, it can be a field decision. It (the basin) is probably 50' off the edge of the road and an overgrown area with vegetation.

Conversation ensued regarding test pits and the road grade and building foundations in relation to seasonal high water table (SHWT). They are going to do perimeter drains on the units. The requirement now is basement floor 6" above SHWT.

Steve Perry question the duplex unit that you are pulling apart, did you also slide unit 37 down some?

Tony Basso: We had to do some tweaking of units because the detention pond grew and changed because of the new rules (alternation of terrain AOT).

S Perry: Is that why you are proposing the retaining wall now?

T. Basso: yes, this whole area had to change a bit because of the requirements, NHDES added an infiltration requirement that wasn't there before and we also had to add a

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1 treatment mechanism in the basin. There is a filter media in the bottom. We had to make  
2 a number of changes like that, to this whole area, so to do that we moved some units.

3  
4  
5 So then I had room to split the duplex. He (the owner) preferred not to build a duplex.

6  
7 Steve Perry: What exactly is the retaining wall behind units 39, 8, 7 supposed to be?

8  
9 T. Basso: it is meant to be a landscaped type retaining wall one of those pre-engineered  
10 block systems. The highest is 6' and tapers down.

11  
12 Lou Caron discussed his recommendations with the Board see L.C. Engineering  
13 recommendations see letter of 1/19/10.

14  
15 Discussions centered on the community center build. The developer felt the center would  
16 be built this summer but note #24 will be revised to say the community center will be  
17 built by July 2011.

18  
19 Steve Perry questions the timing of the landscaping. Will phase 1 & 2 landscaping be  
20 completed?

21  
22 Manny Sousa, Jr. Phase I and II will be completed and then we will move on. We are  
23 into phase 3 right now. Units 51-55 became phase II. We just paved phase III (fall of  
24 2009)

25  
26 Alison Douglas MOTIONED to approve the plan with the following conditions:

- 27 1. Dimensions of the common drives, that have yet to be constructed labeled  
28 with paved width.
- 29 2. Radii dimensions labeled on plan for common drives
- 30 3. Curbing on common drive for units 15 -18
- 31 4. Add note re: boulders if needed at station 9+00 – 10+00, determined by L.C.  
32 Engineering or Litchfield Code Enforcement/Building Inspector
- 33 5. Amend Note 24 to reflect time frame when community center will be build –  
34 add July 2011
- 35 6. More test pits with table documenting seasonal high water table for units 21-  
36 44
- 37 7. Correct the typographical error on abutter at map 1 lot 4 should be Liberty  
38 Way
- 39 8. All seals and signatures on the recordable mylar and 6 paper copies
- 40 9. All outstanding fees paid
- 41 10. Electronic submission per regulations (as-builts as required)

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43 Leon Barry seconded the motion. The motion passes 6-0-0.

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**Decision on date to meet with Bruce Mayberry, BCM Planning, re: ongoing impact fee study.**

The board had read the draft study from Bruce Mayberry covering the impact fees for emergency services. It was decided to meet with Mr. Mayberry at the Feb. 16 Planning Bd. meeting and invite the Police Chief and Fire Chief.

**Proposal to increase the cut off time for all applications to the Planning Board from 15 days to 30 days.**

The Board discussed timing of application submittals to the planning bd. to be placed on the agenda. It was mentioned that some other towns require the application 30 days before the meeting. This gives the planner more time to go through the application for completeness before the abutter notices and newspaper notice go out to the public. It was decided to leave the 15 day time-frame before the meeting for acceptance of the application.

Marc Ducharme MOTIONED to leave the cut off time for submittals to the board at 15 days. Alison Douglas seconds the motion. The motion passed 4-2-0.

Steve Perry MOTIONED to adjourn the meeting at 9:07 p.m. Leon Barry seconded the motion. The motion passes 6-0-0. Chairman Douglas adjourned the meeting at 9:07 p.m.

Minutes transcribed from tape by  
J. McKibben

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Alison Douglas, Chairman

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Edward Almeida, Vice Chairman

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Marc Ducharme, Clerk

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Leon Barry

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Steve Perry, Selectman

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Jayson Brennen