

**PLANNING BOARD MEETING  
TOWN OF LITCHFIELD**

**Held on April 16, 2013**

Minutes approved 5/7/2013

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, April 16, 2013 at 7:00 p.m.

**MEMBERS PRESENT:** Russ Blanchette (Chair), Thomas Young (Vice Chair), Mike Caprioglio, Michael Croteau, Bob Curtis and Kevin Bourque, Selectmen's Rep.

**MEMBERS ABSENT:** Joel Kapelson, Frank Byron, Steve Perry

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

**CALL TO ORDER**

Mr. Blanchette called the meeting to order at 7:05 p.m. and joined the Board in the Pledge of Allegiance.

Mr. Blanchette asked the Board and Public for a moment of silence for the victims and their families of the bomb attacks that happened in Boston.

**1. Road Acceptance Procedures**

Jen went over the changes with the Board members and the changes were only to Appendix A. The only change was to pull out the 100% completion or 100% of occupancy permits for the maintenance bond and have it say until the end of 2 years and 80% occupancy. There was a line that clarified that it was for fixing any deficiencies or defects in the road itself. Jen mentioned that these were sent to Jack Pinciario, Jason Hoch, Kevin Lynch and Lou Caron. Jason will forward to Town Counsel.

**2. Update on CPG Application**

Jen put together a road map that was given to everyone at the last meeting. This is the road map from getting us from the beginning to the end of the Grant project. Russ stated that the Selectmen signed the contract for New Hampshire Housing and Jen mentioned that Jason mentioned that he was sending it over to New Hampshire Housing to get their signatures. Jen stated that they need to cover the outreach process tonight. Jen also brought some preliminary map materials that they can use to get things moving forward for the first task which is the Future Land Use Mapping component. The other piece as part of the grant requirements, they ask that the Board kick off a process for a Community Listening session. Jen stated that part of that is getting the word out that there is an event and the Board went over a date they

could have the listening session on. The Board also went over different things they could do at this session to have the community more hands on.

Jen went over some possible outreach strategies. Jen stated that Task 5 is a sample of what the Board said they would do for the outreach. Jen handed out a draft version of the survey map. Jen mentioned that one of the suggestions that the people at New Hampshire Housing had was when they go out and try talking to folks in the agricultural community, not to just talk to the folks that own and run the farms, but to talk to the people who are working on the farms because you will get two different perspectives of community needs. Jen stated that they want to get something in the regulations that creates more opportunities for growth, but does not jeopardize the agricultural operations in the town. Jen stated the Future Land Use maps are going to be key to where you are placing things and where you want things in these places.

Jen stated the first thing they need to figure out was the Listening session and when would be a good time to do that. Jen mentioned that they need to think about future land use and stated there are a couple of things they are going to want to think about and use; one is environment, what are the environmental features in Town and thinking about areas that should be protected versus areas that are more suitable for development. What do we have for infrastructure and where are our existing community facilities, and also your water service areas. The final one is the existing uses.

Jen and the Board discussed possible ways for ideas for a listening session; date, location, materials for marketing, how to get people in and the word out and what they can do as an outreach function. Jen mentioned to the Board to get her a contact list from possible business or anyone else who would be willing to help out and maybe help with advertisement on reader boards.

The Board will discuss this further on their May work session and Jen asked the Board to have their contact list to her by the meeting on the 21<sup>st</sup> of May.

For agricultural input Jen suggested personally going to the Farms and talking to the owners as well as people who work the farms. Jen also mentioned talking to the local businesses in Town for their input as far as the commercial aspect.

Mr. Blanchette stated to the public that all the Planning Board meeting are public and would like their input on how they would like the Town to look , what they like or don't like.

### **3. Impact Fee Update**

Russ contacted Mr. Bruce Mayberry and Bruce said things are going well he is focusing on schools and roads first; Joan has been excellent to work with and he appreciates her attention to detail. Mr. Mayberry stated that he is also having good cooperation from the school district.

### **Approve Minutes of March 26, 2013 and April 2, 2013**

Mr. Blanchette read a letter from Mr. Fred McQuesten relative to the April 2<sup>nd</sup> meeting and the minutes and stated that he wishes to correct the minutes of the April 2, 2013 meeting of the Litchfield Planning Board at which a statement was read that misconstrued his words. I

am not opposed to Ms. Benjamin being allowed to operate a Doggy Day Care center at 325 (323) Charles Bancroft Hwy, however he does want the Board to note that the boundary line between his property and that at which Ms Benjamin leases from Marion Colby at 325 (323) CBH remains in dispute. Furthermore, Ms. Benjamin has agreed to move the existing fence 3 feet farther to the south from its present location and to install stockade fencing as an additional barrier.

***Motion: by Mr. Young to approve the minutes of March 26<sup>th</sup> as amended.***

**Second: by Mr. Croteau**

**Motion: 5-0-1**

***Motion: by Mr. Caprioglio to approve the minutes of April 2<sup>nd</sup> as amended***

**Second: by Mr. Curtis**

**Motion: 4-0-2**

**Other Business**

Russ mentioned that the board went on a site walk at Nesenkeag and Nakomo Drives on the Konis-Sousa 8 lot subdivision tonight at 5:30 pm. Everything was expected as stated by the developer.

***Motion: by Mr. Young to adjourn***

**Second: Mr. Curtis**

**Vote: 6-0-0**

There being no further business before the Board, the meeting adjourned at 9:00 p.m.

**The next Planning Board meeting will be held May 7, 2013.**

**Minutes taken by: Donna Baril**