

**PLANNING BOARD MEETING  
TOWN OF LITCHFIELD**

**Held on May 21, 2013**

**Minutes Approved 6/4/2013**

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, May 21, 2013 at 7:00 p.m.

**MEMBERS PRESENT:** Tom Young (Acting Chair), Bob Curtis, Frank Byron, Selectmen's Rep., Michael Croteau

**MEMBERS ABSENT:** Steve Perry, Russ Blanchette (Chair), Joel Kapelson, and Michael Caprioglio

**ALSO PRESENT:** Joan McKibben (Admin. Assistant), Jen Czysz (NRPC Senior Planner), Kevin Bourque, Selectmen's Alternate

**CALL TO ORDER**

Mr. Young called the meeting to order at 7:30 p.m. and joined the Board in the Pledge of Allegiance.

**1. Update on CPG**

Jen stated that she had several materials for the Board. Jen mentioned that they are confirmed for the Strawberry Festival and she has also updated the summary sheets about the Outreach events that the Board has coming up. Jen went over what the Board could do and what fits in their schedule for the Strawberry festival which is a 4 hour event and suggested that they can have 2 shifts for the Board members to participate and man the tent and suggested there be two Board members per shift.

Jen mentioned that for the Listening Session, Joan has been working to see about using one of the schools to do the listening session and that is not going to be an option so the plan is to have it at Town Hall. Joan mentioned that they would have to pay a janitor and at GMS they use that area to stage repairs of other areas and are replacing floor tiles.

Jen went over the updated version for the Listening Session with the Board. The big piece is getting the word out. Jen and Joan will be working to get things on the reader boards. Jen went over other options on how they can get the word out about the listening session and how to get the invites out and what the Board would like to see on the invites as far as wording and pictures. The Board also discussed putting this information up on the cable network as a slide.

Jen shared a draft survey results for the flyer to be handed out. The goal is to have it be visually oriented.

Jen went over the results of the community survey with the Board and also the goals and objectives of what the people want in the town as far as agricultural, commercial zoning and future land use. The Board went over how they wanted to present the results from the survey onto the flyer for the visioning session.

Jen will provide a new draft for the next meeting.

**2. Road Acceptance Procedures**

Jen shared with the Board the comments she received from Town Counsel regarding the Road Acceptance Procedures, Appendix A and Appendix C. Jen will make changes and send back to Counsel for review after reviewing with the Chair.

**3. Rules of Procedure (By-Laws)**

The Board will study and bring back at a later date.

**4. Moose Hollow Drive**

Joan mentioned that she sent the Board the 2003 minutes plus an email from a resident of Moose Hollow and stated that Kevin suggested that the Board write a letter to the developer to have the circle taken out. Joan stated there is only one house left on the extension part, and there is a \$146,000 bond on that and there is only \$15,000 on the first part where the circle ends. The cul-de-sac was supposed to be taken out last year but was not. Joan mentioned that something needs to be done to finish this. Joan stated that the plan was recorded, but the circle is not recorded on the plan because it was the intention to have the circle taken out.

Jen stated if it is recorded as a straight road without the bulge then it is an enforcement action to require it to be built as submitted. Jen stated that they need a copy of the recorded deeds and the words that go with it and then go from there.

Joan will pull the plans.

**Approve Minutes of May 7, 2013**

***Motion: by Mr. Curtis to accept the minutes of May 7, 2013 as written.***

**Second: by Mr. Byron**

**Motion: 2-0-2**

**Other Business**

Joan stated to the Board that she had the last home occupation for the Board to sign.

Mr. Byron asked if there were any updates on the impact fees. Joan stated that she has not heard anything but she received a bill for 10%.

Jen passed around a flyer for the most recent in their upcoming workshops NRPC is having.

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

**Second:** Mr. Croteau

**Vote:** 4-0-0

There being no further business before the Board, the meeting adjourned at 9:25 p.m.

**The next Planning Board meeting will be held June 4, 2013.**

**Minutes taken by:** *Donna Baril*