PLANNING BOARD PUBLIC HEARING

TOWN OF LITCHFIELD

Held on February 4, 2014

approved 3/4/2014

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, February 4 at 7:00 p.m.

MEMBERS PRESENT: Russell Blanchette (Chair), Tom Young (Vice Chair), Frank Byron (Selectmen's Rep), Michael Caprioglio, Bob Curtis and Jason Guerrette (alternate)

MEMBERS ABSENT: Kevin Bourque (Selectmen's Rep), Joel Kapelson (excused) ,Michael Croteau and Steve Perry (alternate)

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

CALL TO ORDER

Mr. Blanchette called the meeting to order at 7:00p.m. and led the Board in the Pledge of Allegiance.

Public Input:

No members of the public present

1) Follow up from 2/1 Deliberative Session. Publicity for warrant articles.

The Board felt that it went fairly decent, there were a few questions. Mr. Blanchette stated that he believes overall they were well received and well prepared for most of the questions that were asked. There were a few questions on the Multi-Family and Zoning.

Joan mentioned that the Town Administrator said that they are going to do an insert for the warrant articles and does not know if he will be able to fit everything on one sheet 11x17, if he goes to two sheets, then he would have room for the Planning Board items.

Jen and the Board discussed different ways to get the articles out to the public. There are 25 warrants and the voters will have a lot to read. Jen asked the Board, in terms of

publicity if they were thinking of doing anything other than the insert, and asked if there were anything the Board needs her to prep for other ways of getting the word out. Tom mentioned that he would get the word out to the seniors. The Board discussed possibly sending out the link as soon as they get the corrected warrants from the amendments. The Board stated that if anyone had any questions, they could email the planning Board at Planning@litchfieldnh.gov. Jen mentioned that from the Towns home page, there is a whole page that has everything for Town Meeting, but the Planning Board items are linked off the Planning Board page. The Board also discussed putting an article in the HLN and possibly the Nashua Telegraph.

2) Moose Hollow Road Update

Joan mentioned that she heard back from Mr. White and in the letter he stated that he will remove the cul-de-sac on Moose Hollow Road and place finished coat on the balance of the road on or before September 26, 2014. Joan stated that their bond goes to September 26, 2014. Joan mentioned that around August 15th she will be calling to see if it is in the works. Joan mentioned that she also sent a copy of the letter to Lou Caron and copied Andrew Cutter as well.

3) Impact Fees

Russ mentioned that he did not have anything prepared for tonight and apologized. Mr. Byron asked if the Board could schedule a work session to just concentrate on getting these impact fees as a group reviewed. Jen stated that Mr. Mayberry had agreed to come and meet with the Board to walk through his draft report that he had prepared. Jen mentioned that as a big picture of what is out there right now waiting for review and the Board to work on: the Board has from Mr. Mayberry the draft methodologies for the schools and the road impact fees, he does a good job of laying out what some of the alternatives and different methods that the Town might consider for impact fees and the schedules associated with those. This document is the one he got feedback on from the Board, so that he can continue moving forward on the next phases which were other capital facilities. Jen mentioned that the other thing the Board has is the last version of the ordinance changes that the Board worked on back in 2012 and also have his comments on those, these are all posted to the google site. Jen mentioned that he also at the same time suggested looking at the city of Lebanon's impact fee ordinance and methodologies because a few years back Lebanon was in the same spot as Litchfield is in that they had two separate ordinances for their schools and capital facilities. They had also adopted their ordinance at and about the same point and time that Litchfield had and were based off the same model done by the same consultant and done at the same point in the legal framework that has now changed, and so he recommended looking at Lebanon's because they had done through this process of consolidating and updating their ordinance and their fee schedules recently, so that is why he suggested looking at Lebanon's materials. There are links to Lebanon's materials on the google site as well. Jen stated that it is up to them what they want to do with it, If the Board wants Mr. Mayberry to come in, you would need to get a hold of him and schedule and have alternatives for him to see if he was available to meet with you. Picking

a work session date is a really good idea, then we can see if he is available. Mr. Byron stated that he thinks it is a good idea to pick a date and all we do at that meeting is work on impact fees, documents from Mr. Mayberry and then sometime after that have Mr. Mayberry in and present what the Board's thinking is on the whole thing. The Board discussed when they would like to have Mr. Mayberry come in.

4) Meeting of February 18?

The meeting of February 18th is cancelled and the next meeting will be on March 4, 2014. The Board discussed further and decided to have a work session for Impact fees on the meeting of March 4th and then see if Mr. Mayberry is available for March 18th. Joan stated that there may be an application coming in for that meeting. Joan stated that she will know next week on the 11th which is the cut off.

Mr. Guerrette was asked to be a voting member of the Board tonight.

Approve minutes of January 21, 2013

Motion: by Mr. Caprioglio to approve the minutes of January 21 as amended.

Second: Mr. Young Vote Passes: 5-0-1

Other Business

Mr. Young asked Mr. Byron about the CIP and when it was supposed to be started. Mr. Byron stated that it won't if it does not get passed.

Mr. Byron asked about the members who are not here and have not been here for a while, what is up with them. Mr. Blanchette stated that up until know they have completely given them a pass. Mr. Young stated that we need to address this. Mr. Blanchette stated that he did send Mr. Perry and email and has not heard back from him yet. Joan stated that Mr. Kapelson has had medical problems in his family and Mr. Blanchette stated that his absences are excused. Mr. Byron stated that if you have an excused absence it should be reflected in the minutes so there is no questions about it. The board discussed possibly doing a roll call. Jen mentioned that she was looking at Hudson and they start off with a Pledge of Allegiance and they do their roll call and appointment of alternates.

Jen stated that if anyone is available on the 12th of February, to join the meeting in Hudson, it is intended to be Litchfield, Hudson and Pelham Planning Boards. Hudson Planning Board is their regular Planning Board night and they are hosting, and invited Planning Board's from the two neighboring Town's to join them. The Legislative update meeting is this Thursday night, February 6.

Motion: by Young to Adjourn Second: by Mr. Caprioglio

Vote: 5-1-0

The Next Planning Board meeting will be held on March 4, 2014 at 7:00 pm.

The meeting adjourned at 8:45 pm

Minutes taken by: Donna Baril