

**PLANNING BOARD PUBLIC MEETING****TOWN OF LITCHFIELD****Held on May 20, 2014**

Approved June 3, 2014

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, May 20 at 7:00 p.m.

**MEMBERS PRESENT:** Michael Caprioglio (Chair), Tom Young (Vice Chair), Bob Curtis, and Mike Croteau

**MEMBERS ABSENT:** Joel Kapelson, Russ Blanchette, Jason Guerrette (Alternate) and Kevin Bourque (Selectmen's Rep)

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

**CALL TO ORDER**

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

**Public Input:**

No members of the public present

**1) Excavation Regulations and update on Current Sites**

Mr. Caprioglio asked Joan if we had an update or list being looked at. Joan stated that we have a \$72,000 bond on Litchfield Sand and Gravel, Kevin and herself are going to get up there and check it out. Joan also mentioned that every year, from Litchfield Sand and Gravel a Hydrological and Wetlands Monitoring Annual report, which also goes to Dr. Ballestero at the UNH Department of Civil Engineering. Joan also mentioned that we have a \$5,000 bond on property owned by Carconneau, which is right across the street from Mel's where they do some overflow parking. Mr. Caprioglio asked if these were all current. Joan mentioned that they need to get out and visit Litchfield Sand and Gravel. Joan mentioned that she looked at the one across from Mel's the other day and nothing has been done with it. Joan stated that those were the only two she had. Joan also mentioned

there was an old site across from the Gilcrest Farms, which had a restoration plan and had Lou looked at it a number of years ago and it is fine.

Mr. Caprioglio asked Joan to send an email to Mr. Byron with the two sites and see if there were any that stood out in his mind that the Planning Board is missing.

Jen mentioned that the Planning Board should go back in and see what is in the Excavation Regulations and review them. Jen went through the Excavation Regulations Summary with the Board. Jen mentioned that some of the key highlights that are in the Excavation Regulations build off of existing state statute RSA 155-E which addresses local excavations and their regulations. Jen explained that through your regulations the Planning Board is authorized to act as the “regulator” as defined in statute, which means that all applications for excavation have to go to the Planning Board. Jen mentioned that the Excavation Regulations are pretty straight forward in that they go through and cover the application process, the permitting process and some of those conditions associated with it. Jen stated that it covers what needs to be included for information in the applications, particularly the sight plan. A permit is good for one year after which the applicant needs to renew their excavation permit. If there are any changes, what they have to submit is just the changes. If everything is continuing as in their original application and they just re file their application form and say continuing as already permitted. Jen also mentioned that they can do amendments of their application. Jen mentioned that some of the basics for why you have this and some of those requirements is to make sure you are ensuring safety for your trucks coming in and out of the site, your not having any environmental damage, not damaging your aquifer, and making sure that you are retaining your topsoil on site so that when the operation ceases there is that topsoil already available for restoration. Jen mentioned that as part of their application, they have to put together a restoration plan. The restoration plan is due within 6 months and has to be completed within 1 year. Jen mentioned that there are fees associated with the application and there is a fee that the board can assess each time they go out for a site inspection. Jen stated that one thing she noticed is that the Excavation Regulation has not been updated since 1984.

## **2) Impact Fee re-worked Ordinance Work Session with input from Stakeholders**

Jen compiled all comments in the revised draft and posted on site an email from Mr. Mayberry on his progress on the methodology documents. Jen read aloud the email from Mr. Mayberry.

Jen and the Board went over and discussed the following Zoning Ordinance comments and feedback:

### **Section 1301.00 - Definitions - Net floor area (1301.04)**

**Public Capital Facilities (1301-06)****1302.02 a) and b) - Computation of the Impact Fee****1302.03 - Payment of Fees****1302.05 - Waivers****1302.06 - Appeals****Impact Fee Assessment Methodology - 1304****1304.01 - Establishment of Impact Fee Assessment methodology a), b) (1,2), c), d), e) and f)****1304.02 - Establishment Review and Change of Assessment Schedules a), b), c) and d)****1305.00 Administration of Funds Collected****1305.03 - Refund of Fees Paid.****Approve minutes of May 6, 2014*****Motion: by Mr. Croteau to approve the minutes of May 6, 2014*****Second:** Mr. Young**Vote Passes:** 4-0-0**Other Business**

Joan mentioned that she had sent a letter to folks on Moose Hollow last week and has not heard anything yet. Mr. Caprioglio mentioned an email he saw from Mr. Lynch about getting the road started and completed before the bond is up. Joan mentioned the Bond is until September 26th and the contractor stated they would have it done before that date. Joan stated they wrote a letter stating that they need a more definitive time line. Mr. Caprioglio mentioned that the bond does end on the 26th and what happens if he does not get it done by this time. Joan stated that if nothing is moving by August 1st, they need to do something. Mr. Caprioglio stated that they need to hear from Mr. Amos in a couple of weeks. Kevin will give Mr. Amos a call before the June 3rd meeting.

***Motion: by Mr. Young to Adjourn*****Second:** by Mr. Curtis**Vote: 4-0-0****The Next Planning Board meeting will be held on June 3, 2014 at 7:00 pm.**

The meeting adjourned at 8:25 pm

**Minutes taken by: Donna Baril**