

**PLANNING BOARD PUBLIC MEETING**

**TOWN OF LITCHFIELD**

**Held on August 5, 2014**

Minutes approved 9/2/2014

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, August 5, at 7:00 p.m.

**MEMBERS PRESENT:** Michael Caprioglio (Chair), Tom Young (Vice Chair), Bob Curtis, Kevin Bourque (Selectmen's Rep) and Michael Croteau (7:40)

**MEMBERS ABSENT:** Joel Kapelson, Russ Blanchette, Jason Guerrette and Joan McKibben (Admin Assistant)

**ALSO PRESENT:** Jen Czysz (NRPC Senior Planner)

**CALL TO ORDER**

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

**Public Input:**

No members of the public present

***Motion: by Mr. Young to take up the deliberation on the application from K&M Developers***

**Second:** by Mr. Curtis

**Vote Passes:** 4-0-0

**1) The Board will continue deliberation on an application by K&M Developers, LLC to subdivide one lot into thirteen residential lots Map K, Lot 9-2. One conventional lot is fronting on Brickyard Drive. The remaining twelve open space development lots are located at the extension of Hamel Circle. There is a request from the applicant to continue to the next meeting.**

An email was sent on Monday, August 4, 2014 from Patrick Colburn, Project Manager for

Keach Nordstrom Associates: *“Please accept this request on behalf of our clients K&M Developers to defer the subject case to the next available meeting agenda. Pursuant to your recent phone conversation with Tony Basso of this office, we are seeking a formal legal opinion relative to the existing Hamel Circle right-of-way and our ability to remove a portion of the dedicated way as requested by the Zoning Administrator and Road Agent. Let us know the specific date of the next meeting, and whether or not you need anything further from us.”*

**Motion: by Mr. Young to continue this application to the meeting of September 2, 2014.**

**Second:** by Mr. Bourque

**Vote Passes:** 4-0-0

## **2) Impact Fees**

Jen gave a quick overview: At the last meeting the Board went through the ordinance after speaking with Mr. Mayberry, there were only a few changes that remained to be made after that conversation. Jen and the Board went over the following:

**Section 1302.03 Payment of Fees**

**Section 1302.06 Appeals**

**Section 1301.05 New Development (a)**

Jen stated that this should go back to counsel for one final review based on the changes.

The Board went over Mr. Mayberry's questions and comments on the School Impact Fees.

Jen and the Board discussed **Section 2. Summary of School Fee Options and Recommendations**. Mr. Mayberry recommends excluding the elementary school from Impact fees and keeping the Middle and High School. The Board agreed to his recommendation. Jen also mentioned that Mr. Mayberry states that because it is likely that enrollment per dwelling unit will decline in the future, a discount fee should be considered, as shown in Table I-1: Summary of School Impact Fee Options. The Board discussed which options they believe would be best for Litchfield and preferred the discounted fee schedule. Additionally, the Board reviewed the 4 proposed methodologies and preferred to continue using a fee per square foot method, adding a cap at 2,500 square foot for single family homes.

Jen and the Board also reviewed and discussed **Road Impact Fee** options and which option would best suit Litchfield. *Impact Fee Model A: Lane-Mile Model; Impact Fee Model B: Road Impact Fee Cost Allocation per new Trip; Road Fee Model B-1: Cost*

Allocation based on estimated trips generated; *Road Fee Model B-2*: Estimated Trips Generated in Litchfield and Road Improvement Cost Allocation. After reviewing the comparison of the three methods included in Summary Table II-16, the Board decided that they would prefer the Lane-Mile Model.

**Phase II** - Jen will ask Mr. Mayberry if he can come in on the 2nd meeting of September (September 22) or the 1st meeting in October.

Jen mentioned that the Board needs to send an update to the Board of Selectmen. Since the Planning Board is not ready to hold a hearing yet, the Board still needs to let the Selectmen know where they are at in the process. Jen will summarize the Schools and Roads part and let them know that the others are underway and get an update from Mr. Mayberry for a projected time length.

### **3) Moose Hollow Update**

Kevin Lynch stated that the Binder Coat is down, the driveways are extended and all should be completed by the end of the month. All citizens issues are being addressed.

**4) Return Funds to:**            **Leary Subdivision, Map 9 Lot 1, 172 CBH**  
                                         **Continental Building, Map 12 Lot 18**  
                                         **Tim's Turf, Map 20 Lot 30**

Mr. Lynch stated that the funds on these were for the engineering at the time of the subdivision. Once the subdivision is approved it falls into the Building Inspectors hands on compliance. The remainder of whatever those numbers are are supposed to be returned to the applicant. Mr. Lynch stated that Tim's Turf is an inspection fee escrow that has been out there for the site plan for our engineer to go out and look at. Kevin stated that he has been doing all the inspections out there. As the Building Official it is his job to insure that it is in compliance. Mr. Lynch stated that to have that engineering escrow is not necessary because he is the one that goes out there and does all the inspections. Kevin stated that he is also doing the site inspections on the Continental Building as well as the Leary Subdivision which is all part of the building permit process. Kevin stated that all three have been approved and the escrow money can be returned.

***Motion: by Mr. Croteau to return the funds to Leary Subdivision, Map 9 Lot 1, 172 CBH; Continental Building, Map 12 Lot 18 and Tims Turf, Map 20 Lot 30.***

**Second:** by Mr. Young

**Vote Passes:** 5-0-0

**Approve Minutes of July 15, 2014**

***Motion: by Mr. Young to approve the minutes of July 15, 2014***

**Second:** by Mr. Curtis

**Vote Passes:** 3-0-2

**Any Other Items**

Mr. Caprioglio stated that he was asked by the Chairman of the Selectmen to find a volunteer from the Planning Board (a full time member) to be on the CIP Committee. The meetings are held once a month, the next meeting is in late August. Mr. Young stated that he would be available for this.

***Motion: by Mr. Croteau to make the Planning Board Vice Chair, Mr. Tom Young to be a member of the Capital Improvement Plan.***

**Second:** by Mr. Bourque

**Vote Passes:** 5-0-0

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

**Second:** by Mr. Bourque

**Vote Passes:** 5-0-0

**The Next Planning Board meeting will be held on September 2, 2014 at 7:00 pm.**

The meeting adjourned at 8:15 pm

**Minutes taken by: Donna Baril**