

PLANNING BOARD PUBLIC MEETING

TOWN OF LITCHFIELD

Held on January 6, 2015

Minutes approved 1/20/2015

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, January 6, at 7:00 p.m.

MEMBERS PRESENT: Michael Caprioglio (Chair), Tom Young (Vice Chair), Russ Blanchette, and Bob Curtis

MEMBERS ABSENT: Kevin Bourque, Jason Guerrette, Michael Croteau

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

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 wished to speak.

1) Impact Fees

Jen mentioned that they have the same draft that they had looked at. Since they met with Joe about a month ago and looked at this, she has chatted with Bruce Mayberry and Jason. Jen mentioned that from Jason's perspective, something needs to happen before the CIP is adopted because the impact fee schedules that are currently in effect are the ones that were last updated just over a year ago and they did not do the cost escalator adjustment to the old set of tables. Jen stated that in terms of the studies themselves, the Schools, Roads, Police, Fire, Town Office and Library are pretty much all set, it is recreation that is still the wild card. The most appropriate course of action

would be to go with the one option of the recreation options that had the lowest fee amount because there is currently no definitive long range planning for specific recreation improvements beyond what is there in that fee schedule.

Jen stated that what she did to pull it all together and just try and help see it all together was to take and compile what the schools, roads, Town facilities were based on the different reports. Just to show what the smallness of what is remaining to be done. The one blank that had to be filled in was the number for recreation. Jen mentioned that another thing she did was to show how the fees compare to what is out there in other communities.

Motion: by Bob Curtis to move Option 1 for Recreation Impact Fees

Second: by Tom Young

Vote Passes: 4-0-0

Motion: by Mr. Blanchette to send the proposed impact fee schedules for Schools, Roads, Police, Fire Town Office, Library and Recreation to hearing (first meeting in February) along with the two associated methodology reports

Second: by Mr. Young

Vote Passes: 4-0-0

2) Outreach for Town Meeting Warrant Articles, Deliberative Session - January 31

Jen stated that there are three documents posted. One is just a generic sample of outreach text, one is a sample press release and the other is a sample one pager that could be used for the HLN news.

The Board discussed further discussed what they would like to do for outreach.

Jen mentioned that she also had to do Warrant Articles.

3) Master Plan Update (last revision 2002) RSA 674:1

Mr. Caprioglio asked about how long this would take. Jen mentioned that bottom line what it comes down to is, whatever the Town has the means, resources, capacity to do, the Master Plan update can get tailored to that. Jen went over what some of the other communities do. Jen stated that the two mandatory chapters of a Master Plan is the Vision component and the Land Use component. The Board discussed what they would like to look at first.

4) Possible Amendments to Site Plan/Subdivision Regulations

Jen gave to the board a behind the scenes laundry list that her and Joan have been keeping when going over different applications. Jen stated that most changes are not

substantial. Jen and the Board discussed some of the possible changes. Jen stated that she can put a draft together for the next meeting.

Jen shared some of the different conditional use permits, waiver requests, etc that other communities use as an example of what the Board might want to consider to help the applicants better provide information.

5) Theroux escrow account balance returned

Joan stated that they received the last bills on the site plan that was approved in September or October. Joan stated that the balance was about \$1,800.

Motion: By Mr. Curtis to move to refund escrow fund balance to R. Theroux

Second: by Mr. Blanchette

Vote Passes: 4-0-0

Approve Minutes of December 16, 2014

Motion: by Mr. Blanchette to approve the minutes of December 16, 2014 as written

Second: by Mr. Young

Vote Passes: 3-0-1

Any Other Business

Lower Merrimack River Local Advisory Committee - correspondence

Joan mentioned that the letter is on the site for the Board to review.

Joan stated that they do not have a plan until the applications comes in. Jen stated that they are asking that the members of the Board become aware of initial planning for such projects, that you ask the relevant owners, the developer to informally get in touch with LMRLAC. Jen stated that if an application falls within the corridor it must be sent to LMRLAC for comment. Tom mentioned that they want to have as much notice that they can get so that they can plan. The Board discussed possible adding this to the Regulations.

Mr. Caprioglio wanted to remind the public that they are looking for Members to join the Planning Board. Please come to the meetings on the 1st and 3rd Tuesdays of the month at 7:00 pm here at Town Hall.

The Annual report is due January 23, 2015

Motion: by Mr. Blanchette to Adjourn

Second: by Mr. Young

Vote Passes: 4-0-0

The Next Planning Board meeting will be held on Tuesday, January 20, 2015 at 7:00 pm.

The meeting adjourned at 8:00

Minutes taken by: Donna Baril