

**PLANNING BOARD PUBLIC MEETING**

**TOWN OF LITCHFIELD**

**Held on February 3, 2015**

Minutes approved 2/17/2015

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, February 3, at 7:00 p.m.

**MEMBERS PRESENT:** Michael Caprioglio (Chair), Russ Blanchette, Bob Curtis, Jason Guerrette

**MEMBERS ABSENT:** Tom Young (Vice Chair), Michael Croteau and Kevin Bourque (Selectmen's Rep)

**ALSO PRESENT:** Jen Czysz (Senior NRPC 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 Public present.

**1) Public Hearing - Impact Fee Review**

Mr. Caprioglio asked the Public to take notice that in accordance with NH RSA 675:7 as required by Litchfield Zoning, unders Sections 1309.00 and 1410.00, Litchfield Planning Board will hold a Public Hearing Tuesday, February 3rd 2015 in the Town Hall Conference Room, 2 Liberty Way at 7pm for the annual review of the Public Capital Facilities and Public School Facilities Impact Fee Schedule. A full copy of the proposed fee schedule is available at the Selectmen's Office during business hours.

Mr. Caprioglio mentioned that the town hired BCM Planning to update all fees and methodologies, many of which have not been updated in over 10 years and are based on an outdated population, cost and other base data. Fee schedules updated to reflect

projects that the Town needs, School fees for Middle and High School only, no Elementary school. We continue to collect fees for Town Office, Library, Recreation, Fire and Police. The Road fees were also overhauled and reduced in many instances based on a significantly shorter and more generalized list of use. In conjunction with this, the methodology has been updated for schools and roads and also the methodology for the Town Hall, Police Fire, Library and Recreation. Mr. Caprioglio opened for any questions or discussions the Board might have regarding the Impact Fees. The Board had no concerns.

***Motion: by Jason Guerrette to recommend the updated methodology and Fees schedules for the Selectmen's consideration for adoption.***

**Second:** by Russ Blanchette

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

## **2) Land Use Regulations**

The Board reviewed the Land Use Regulations with Jen. Jen stated that there are some revisions to Appendix I (The Conditional Use Permit Application). Jen also mentioned there is a new Appendix K, which is a waiver request form. Jen went over other small changes that were made and how to go forward with the Land Use Regulations.

## **3) Interview Candidate for Planning Board Position**

Matthew Shoemaker of 20 Greenwich Road, Litchfield, NH came in front of the Planning Board in interest of becoming a member of the Planning Board. Mr. Caprioglio asked Mr. Shoemaker if he had a chance to go through any information or if he had any questions. Mr. Shoemaker stated that he went through the web site before the last meeting but still cannot access the Google site. Mike went through with Mr. Shoemaker what has been done in the past and what needs to be done (Master Plan). Mr. Shoemaker is a real estate attorney. Mr. Caprioglio asked Mr. Shoemaker if he had any cases that would involve anything that would give common interest to Town land developers, etc. Mr. Shoemaker replied by saying no. Mr. Shoemaker stated that he tries to plan his schedule around his obligations, sometimes the end of the month in the summers can be tough but generally he is not closing at 7:00 at night, so it should not be a problem. Mr. Shoemaker stated that he is interested in learning more about the Planning. Mr. Caprioglio told Mr. Shoemaker that they meet the first and third Tuesday of every month at 7:00 pm. Mr. Caprioglio stated that in the summer, they sometime only have one meeting a month, depending what is on the calendar.

***Motion: by Mike Caprioglio to recommend to the Selectmen, Mr. Matthew Shoemaker as member of the Planning Board.***

**Second:** by Jason Guerrette

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

Mr. Caprioglio mentioned that they will have a full member opening after the March election.

**Approve Minutes of January 20, 2015**

***Motion: by Jason Guerrette to approve the minutes of January 20, 2015 as written.***

**Second:** by Russ Blanchette

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

**Any Other Business**

Mr. Caprioglio stated that elections are coming up and due to personal reasons, he will not be running for chairman next year, so he encourages all board members to decide who may want to be Chair for the next year. Elections will be held on the 17th.

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

**Second:** by Mr. Blanchette

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

**The Next Planning Board meeting will be held on Tuesday, February 17, 2015 at 7:00 pm.**

The meeting adjourned at 7:45

**Minutes taken by: Donna Baril**