

PLANNING BOARD PUBLIC MEETING

TOWN OF LITCHFIELD

Held on March 17, 2015

Minutes approved 4/7/2015

The Litchfield Planning Board held a meeting in the Town Hall conference room 2 Liberty Way, Litchfield, NH 03052 on Tuesday, March 17, at 7:00 p.m.

MEMBERS PRESENT: Michael Caprioglio (Chair), Tom Young (Vice Chair), Russ Blanchette. Jason Guerrette, Matthew Shoemaker and Kevin Bourque (Selectmen's Rep)

MEMBERS ABSENT: 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 Public input.

1) Recommendation to Selectmen for Planning Board re-appointments

Recommend Tom Young for another 3 year term.

Motion: Kevin Bourque to re-elect Tom Young for another 3 year term

Second: by Russell Blanchette

Vote Passed: 5-0-1

2) Town Meeting Election Results

Mr. Caprioglio wanted to thank the Town of Litchfield for supporting the 3 Warrant Articles the Planning Board had this year; specifically and most importantly for Multi-Family. Mr. Caprioglio mentioned that he was glad the word got out and believes

it is good for the Town and to protect the town to have this in play.

3) By-laws Review and Planning Board Basics

Jen explained to the board that part of their annual meeting is to go through the Bylaws which are posted on the google site. Jen stated that because the bylaws do a really nice job of going over the big picture roles and responsibilities of the Planning Board; we have a new member, we have elections coming later this evening so it would be good to take a step back and review what the process is, what are the roles and responsibilities as a Planning Board, Jen posted this on the google site and has a powerpoint slide presentation to go through the Bylaws. The first slide Jen went over was the **authority to create a Planning Board, RSA 673**: which covers the Organization, meetings, minutes, written decisions, it covers members and alternates which is all in chapter 673 of the State Statute. What the Board can do is only what is allowed in statute. The second slide Jen went over was **Planning Board Roles**. Jen stated that the Planning Board is responsible for developing a Master Plan and that Master Plan is a prerequisite to the other things that a Board might do, including adopting a Capital Improvement Plan, which there is a committee working on that right now. If you have a CIP you can have a growth management ordinance, impact fees. The Board is also responsible for proposing zoning ordinance language; you do not adopt it, your town meeting adopts the zoning ordinance language, but the Planning Board makes the proposal as to what should be in zoning, subdivision regulations, site plan regulations and extraction permits.

The next slide was **Other Planning Board Duties**: Advise other Boards and Commissions on Planning issues, hold joint meetings as needed, appoint special committees, participate in the Community's Transportation Improvement Plan (TIP) - (J. Hoch attends NRPC's TTAC meetings), and represents to Town on issues local and regional interests. The next slide was **Litchfield Bylaws Membership** - 7 member board appointed by the Board of Selectmen includes 1 ex-officio member, cannot have more than 2 PB members on other Boards, new (re-)appointments must be sworn in, Town Clerk confirms swearing in, appointment expiration date, must reside in Litchfield, expected to attend meetings, participate in the decision making process and vote, continue to service until reappointed or replaced. The next slide was **Litchfield Bylaws Alternates**: Can serve in place of an absent or disqualified regular member (except ex-officio), Terms and appointment are same as regular members, Continue to service until reappointed or replaced, should attend all meetings, be ready to serve at any time, can sit at table with board, participate in all discussion for agenda items and can not vote or deliberate unless sitting in place of a regular member. **Litchfield Bylaws Disqualification** - notify the chair ASAP (before hearing begins) if you need to disqualify so an alternate can be seated, disqualified members can not sit at the table,

disqualify if you have a personal or financial interest. **Litchfield Bylaw Officers** - Elected by majority vote at annual meeting, Paper ballot allowed by request of majority present, 1 year terms, no term limits, Chair - reside at meetings, appoint committees and sign documents, Vice Chair - serve as chair in their absence, Clerk - maintain minutes, agenda, record attendance. The next slide discussed was **Litchfield Bylaws Meetings** - Held monthly 1st and 3rd tuesday if needed, may be rescheduled to the 2nd and 4th Tuesday for inclement weather or lack of quorum, open to the public, quorum (4 members) required, Alternates may be appointed to fill a seat, notice provided in 2 public places 24 hours in advance and minutes shall be taken. **Litchfield Bylaws Other Meetings** - Special meetings are called by the chair, require 48 hour notice, a quorum is required, the notice specifies purpose. Annual meeting - Organizational meeting, 1st meeting after Town meeting, Elect officers, review bylaws, 5 members must be present to elect officers. **Litchfield Bylaws Order of Business** - 1) call to order, 2) Public Hearings, 3) Unfinished Business, 4) Minutes, 5) Other Business and 6) Adjournment. **Meeting Conduct** - All persons speaking should only address the board, No cross-witness arguments or cross examinations, questions may be raised, but directed to the chair, the Chair should repeat the question in an impartial manner and seek relevant answers. **Joint Meetings** - PB, applicants or other boards may request, Planning Board Chair shall chair, each board shall be responsible for their notice, minutes and decisions. **Other Tasks** - Staff and Finances: May employ staff and consultants as needed, appointments by majority vote, Chair may sign contracts and for Public relations the Chair represents the Board. **Amendments to the Bylaws** - Proposal must be read and discussed, 2/3rds vote of entire membership required if discussed at a previous meeting, unanimous vote of membership if considered the same meeting, be filed with the Town Clerk for public inspection, be attached to minutes of the annual meeting and effective immediately upon passage. **What Applicants Expect** - To know what information is required, to know the rules to follow, consistency, timely decisions, fair treatment and predictability. **Litchfield Bylaws Applications** - Applications shall be on forms provided by the Planning Board, must be received 15 (20) days prior to meeting date, secretary/clerk will only receive applications in proper form, completed applications accepted by a majority vote and scheduled for consideration within 30 days, Board shall reject applications not properly completed. Jen and the Board will go over the rest of the slides at another meeting. Jen mentioned that she is working on updating the application review checklist to clean it up.

4) Land Use Regulations (Subdivision, Site Plan, Appendix A)

Jen and the Board went over **Subdivision Regulations section 200.00 Definitions. Active and Substantial Development and Building and Substantial Completion.** Both need to be defined and definition used for both Subdivision and Site Plan

Regulations. Jen gave samples from other towns to go through and the board discussed what wording they would like to use from the other Towns.

Jen and the Board also went over **Section 320 Completed Applications. Section 320.01 Application Filing, Section 320.03 Preliminary Review and Section 320.05 Submission and Acceptance.**

Jen will also amend the bylaws as well to reflect the same language.

Jen and the Board also went over **Section 400 General Requirements for the Subdivision of Land, 402.00 Compliance with Federal, State and Local Land Use Regulations. 850.00 Post Approval Procedures: 850.8 Expiration of Approved plans (vesting).**

The Board also discussed what language from surrounding towns they would like to use for substantial completion for **Site Plan Regulations.**

Site Plan Regulations 115 Definitions - 115.2 Specific Definitions - 115.2.5 Active and Substantial Development. Section 140 Submission Procedure, 140.3. Section 150 : Submission requirements, 150.7. Section 175.1.1 Recording and 175.8 - Expiration of approved plans (vesting). The Board also went over Appendix A and the 4 drawing exhibits.

Jen will make all the changes and suggested the Board schedule one more meeting to go over these changes and if everything looks good then the Board can schedule a hearing.

5) Election of Planning Board Officers

Motion: by Russell Blanchette to nominate Tom young as Planning Board Chairman.

Second: by Kevin Bourque

Vote passed: 5-0-1

Motion: by Kevin Bourque to nominate Mike Caprioglio as Planning Board Vice Chairman.

Second: by Tom Young

Vote passed: 5-0-1

Motion: by Jason Guerrette to nominate Matthew Shoemaker as Planning Board Clerk.

Second: by Kevin Bourque

Vote passed: 5-0-1

Approve Minutes of February 17, 2015

Motion: by Russell Blanchette to approve the minutes of February 17, 2015

Second: by Tom Young

Vote Passes: 3-0-3

Any Other Business

Mike Caprioglio wanted to mention that the Planning Board is still looking for alternates.

Tom Young wanted to mention that on Monday, March 23rd, 2015 Kinder Morgan will be holding a meeting at the Campbell High School from 6:00pm until 7:30pm.

Motion: by Jason Guerrette to Adjourn

Second: by Kevin Bourque

Vote Passed: 6-0-0

The Next Planning Board meeting will be held on Tuesday, April 7, 2015 at 7:00 pm. All welcome to attend.

The meeting adjourned at 8:15 pm.

Minutes taken by: Donna Baril