

**PLANNING BOARD PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on January 16, 2018**

minutes approved on 2/6/2018

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, January 16, 2018 at 7:00 p.m.

**MEMBERS PRESENT:** Mike Croteau - Chairman, Kimberly Queenan - Vice-Chairman  
Joe Blanchette - Clerk, Dennis Page - Alternate, Brent Lemire (Selectmen's Rep.)

**MEMBERS ABSENT:** Dave Samuel, Tyler Perrin

**ALSO PRESENT:** Joan McKibben (P.B. Admin. Assistant), Jen Czysz (Assistant Director Nashua Regional Planning Commission - NRPC)

**Master Plan Sub-Committee Present:** Steven Calawa, Heidi Hale Miller, Gail Barringer, Marion Colby, Kate Stevens

**CALL TO ORDER**

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

**Public Input:** No Public input on non-agenda items.

Community Design - Master Plan

Jen had distributed, through the planning board site, a draft of the community design chapter. Edits were made page by page.

This is an advisory document.

Some of the changes include: keeping the historic quality of Route 3A, blend architectural features on 3A with historic properties. The housing that is off Route 3A would be more flexible and contemporary.

Throughout the document the word "should" will be changed to "encourage the use of" It was noted the NH Preservation Alliance and other resources would be listed, in the document, as resources for structures that have significant historical value.

Solar Panels were discussed especially ground mounted units that may affect abutting property.

Under the topic of “historic structures should be preserved and repurposed as community needs change”. Heidi Miller mentioned the 1930’s section of Griffin School could be renovated and used to serve as a museum and cultural arts center. The Historic Society did have a structural study done on that section and it is a sound structure.

Recreation in community design: Mr. Lemire stated that he has mentioned for quite a few years that the town should have a recreation coordinator/director. It was stated that there are many grants for recreation that aren’t being applied for possibly because volunteers don’t have the time to apply for them.

Town Centers were discussed, you could plan for two active centers, one in the historic part of town that might encompass a park on the riverside and a town center gathering space near the existing town hall. It was mentioned that the Town of Merrimack is planning on creating a riverside park on the Merrimack side of the river across from our historic Town center area.

Jen suggested for the next meeting a visual exercise for working on a town center to include Darrah Pond, the riverfront area, and new town center at existing town hall.

Edits will be incorporated the next work session will be Feb. 20.

#### Capital Improvements Program

Jen will coordinate with Troy to start the updates.

#### Deliberative Session Feb. 3, 10:00 a.m. at CHS

Kim will speak to the demolition ordinance at the deliberative session. How to get information out to the voters was discussed. There will be an informational flyer at deliberative session. The town will put a flyer in the HLN prior to the election in March. Jen will also create a powerpoint slide for deliberative session and try and get it on the cable access channel. The planning board will also speak to the Heritage Commission warrant article at the deliberative session.

#### NHDES Grant letter

The Planning Board will send a letter of support to NH Department of Environmental Services (DES) Sourcewater Protection program for a grant application being submitted by NRPC. The grant program entitled Hazardous Material Risk to Drinking

Water:Prevention through Sound Local Planning. A model ordinance for the above could help with MS4 Stormwater compliance.

Kim Q. makes a MOTION to send the letter of support to NHDES Joe B. seconds the motion. Motion carries 5-0-0.

Approval of Minutes

Brent L. makes a MOTION to approve the Dec. 19, 2017 minutes as written, Kim Q. seconds the motion. Motion carries 5-0-0.

Other Business

As a result of the bond hearing, Brent L. reported there was a three hour meeting Monday with the Selectmen (BOS), architects, and construction engineers regarding the proposed fire station. The goal was to bring the price down without compromising the structure. Brent thought the meeting had been productive. The Selectmen will be bringing an amended figure for the fire station to the deliberative session Feb. 3. The BOS will meeting Monday night to discuss the warrant article.

A MOTION to adjourn was made by Brent L. seconded by Joe B. All in favor.

Meeting adjourned at 8:50 p.m.

Respectfully submitted  
J. McKibben