

**PLANNING BOARD PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on DECEMBER 4, 2018**

minutes approved on 12/18/2018

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, December 4, 2018 at 7:00 p.m.

**MEMBERS PRESENT:** Mike Croteau - Chairman, Kimberly Queenan - Vice-Chairman, Dennis Page, Kate Stevens - Alternate, Tony Turecki - Alternate,

**MEMBERS ABSENT:** Tyler Perrin, Steven Webber - Selectmen's Rep.

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

**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.

Kate Stevens is appointed as a voting member for this meeting.

Chairman Croteau requested a moment of silence due to the passing of Recreation Chairman John Bryant.

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

**AGENDA ITEMS:**

**Master Plan Update - Community Design Chapter  
Nonpublic Session RSA 91-A:3II(c)**

Master Plan Update

Cassie Mullen (NRPC) had incorporated the last planning board comments into the document.

Chairman Croteau commented he thought NRPC had done a very good job on this chapter.

Kim Q. The commercial development section is good, emphasis on rural design of buildings.

The final PDF file for public hearing will have corrected formatting.

Kim Q. makes a MOTION to send the Community Design Chapter of the Master Plan to a public hearing. Seconded by Dennis P. Motion carries 4-0-0.

The final PDF will be sent to the members of the sub-committee, Heidi Miller, Steven Calawa, and Gail Barringer.

A MOTION was made by Kim Q. and seconded by Dennis P. to hold the public hearing for the Community Design chapter on Jan. 8, 2019, at the regularly scheduled Planning Bd. meeting.

Motion carries 4-0-0.

Jay M. feels the transportation chapter of the Master Plan would be timely to update since there are several reports that are currently being updated at NRPC including the State 10 year plan, and a road surface management plan for Litchfield being done by NRPC. The board agrees with this idea.

#### Committee Reports

12/11/18 The first Heritage Commission meeting. 4 members currently. 7:00 pm Town Hall.

12/6/18 Conservation Commission 7:00 pm Town Hall

At 7:30 pm a MOTION was made by Kim Q. seconded by Dennis P. to enter into non-public session per NHRSA 91-A 3II(c).

Roll call vote: Mike C. yes; Dennis P. yes; Kate S. yes; Kim Q. yes. Motion carries

Out of non-public at 8:55 pm Motion by Kim Q. seconded by Dennis P. to come out on non-public session Mike C.; Dennis P.; Kate S; Kim Q. all vote in the affirmative.

Motion carries.

No votes were taken in non-public session.

Dennis P. MOTIONS to adjourn seconded by Kim Q. All in favor  
Meeting adjourned at 8:56 pm

Minutes respectfully submitted by  
J. McKibben