

**PLANNING BOARD PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on April 2, 2019**

minutes approved on

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, April 2, 2019 at 7:00 p.m.

**MEMBERS PRESENT:** Michael Croteau - Chairman, Kimberly Queenan - Vice-Chairman, Kate Stevens, Steven Webber - Selectmen's Rep.(for Kevin Lynch, Selectman)

**MEMBERS ABSENT:** Tony Turecki - Alternate,

**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.

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

**AGENDA ITEMS:**

Interview applicant to Planning Board - James Boffetti

A site plan application for Edwards Auto Repair, LLC, for service and repair, owners Robert and Jessica Edwards at 518 Charles Bancroft Hwy., tax map 22 lot 9. Owners of the property are Joanne Smith Giles and Suzanne Smith Patenaude.

1. Mr. James Boffetti had seen the sign outside Town Hall for Planning Board members. He works as an attorney for the NH Attorney General's office. The P.B. Chair explained what the Planning Board does and when the board meets. Kim Q. made a **MOTION** to recommend Mr. Boffetti to the Selectmen for appointment to the Planning Board. Kate S. seconds the motion. Motion passes 4-0-0

## 2. Edwards Auto Repair, LLC 518 Charles Bancroft Hwy. Site Plan

Robert and Jessica Edwards present with their surveyor Jeff Green.

Chairman explains the process. Chairman confirms abutters notified and fees paid.

A **MOTION** to accept the plan for completeness was made by Kim Q., seconded by Kate S. Motion passes 4-0-0

Mr. and Mrs. Edwards explain they are leasing an existing building for auto repair. They plan to be open Monday - Friday 8 am - 5 pm. They will have a four yard dumpster in the rear along with 55 gallon drums for waste oil and antifreeze that will be emptied on a regular basis. They are planning a sign 18 feet off the road not unlit.

They have no other employees now. Unlikely to be more than 10 cars in the yard.

They are not planning on putting down any new pavement.

Joan M. (Conservation Commission) requested no cars parked between the building and the small brook to the north. Mr. Edwards stated they would park there that would be a fire lane to the back of the property.

Jeff Green, surveyor, explained two waiver requests. 150.7 Q Storm Water Management. There will be no change to the parcel it is already developed and used for the intended purpose.

Waiver two 150.7 J & K Boundary of entire parcel wil bearings and distances. The parcel is developed they are showing the part of the parcel that is to be used for the intended use. The boundary has a good deed description and the monuments are in place therefore they ask that the requirement to show the entire parcel be waived.

### Stormwater and Boundary Waivers

Kate S. made a **MOTION** to grant the waivers for 150.7 Q and 150.7 J and K (listed above). Steve W. seconds the motion. Motion carries 4-0-0.

There were no comments from the public and no further questions from the Board.

A **MOTION** to conditionally approve the site plan was made by Kim Q. and seconded by Kate S.. The condition is to put the hours of operation on the plan.

The motion to approve carries 4-0-0. The corrected plan and mylar for recording will be submitted for Planning Bd. signature.

There is no master plan update at this meeting.

Jay reports traffic counts at Albuquerque and Charles Bancroft will be conducted and turning traffic counts at Page Rd. and Rt. 102 will take place as soon as the outdoor season for counts gets under way.

Jay reported that a meeting was held with himself, Joan, Troy Brown ( acting Zoning Admin.), Richard Riley (ZBA Chair). There probably needs to be some clarification in the Zoning Ordinance regarding special exceptions or change from special exceptions to conditional use. The Board will take a look at this in an upcoming work session.

Committee Reports

April 4 Litchfield Conservation - Town Hall

April 9 Heritage Commission to meet - Town Hall

April 11 Lower Merrimack Local Advisory - Nashua Public Library

NRPC held their quarterly meeting Liberty

Approval of Minutes

A **MOTION** to adjourn was made by Kim Q. seconded by Kate S.. All in favor.

Meeting adjourned at 8:17 p.m.

Respectfully Submitted  
Joan McKibben