

**PLANNING BOARD PUBLIC MEETING
TOWN OF LITCHFIELD**

Held on JUNE 18, 2019

minutes approved on 7/16/19

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, June 18, 2019 at 7:00 p.m.

MEMBERS PRESENT: Michael Croteau - Chairman, Kimberly Queenan - Vice-Chairman, Kate Stevens, James Boffetti, Tony Turecki, Robert Leary, Selectmen's Rep.

MEMBERS ABSENT: Kevin Lynch - Selectmen's Rep., (due to conflict); Joshua Smith

ALSO PRESENT: 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 Curtis Sampson PB applicant
V.A.B. Properties Site Plan acceptance
Release Edwards Auto Escrow Funds**

Site Plan V.A.B. Properties, LLC Map 1 Lot 18

Tucker McCarthy, engineer from Keach-Nordstrom Associates and owner Dana Boucher are present.

Acceptance of application

All necessary paperwork, abutters notified, fees paid. Jay stated all information is in to accept application.

James B. made a motion seconded by Tony T. to accept the application for completion.

Motion carries 6-0-0.

Tucker McCarthy, KNA Engineer, and Dana Boucher, owner. make a presentation:

- Total square footage is 42,925' for the 13 separate storage facilities
- Located in the southern commercial industrial district which is a permitted use
- Electronic fence/gates proposed so customers have access to units
- Existing building on the site will be the leasing office and office parking
- The first storage unit on the right has been rotated around from the conceptual plan, it has horse shoe shape
- They will provide more landscaping and trees
- Prefabbed buildings are not tall and they proposing a color scheme beige/neutral
- Instead of vinyl slatted fencing, which can deteriorate over time, they are proposing a black coated chain link fence
- They propose a treatment swail into a basin at the front of the property, in the back they are proposing a wet pond
- Site lighting will be motion detection lights on all sides of the buildings
- Waiting for a NHDOT permit to make a paved driveway formerly gravel

Planning Board Discussion/Questions

- Kim Q. hands out to the applicant ADA title III information regarding storage facilities including a compliance kit to convert units to ADA accessible. This includes reserving a number of units to be ADA accessible. The pitch of the roof should be checked for water runoff from ADA units doors. Documents stated storage facilities are treated like hotels, meaning the number of doors requires specific number of parking spaces, etc.
- Mike C. we have parking rules regarding number of customers, employees working at the facilities and we need parking spaces on the plan. We need exact count of the number of units, the width of the units, and whether you can open doors on both sides of the building so we can understand the parking on the site. Tucker M. anticipated very small traffic usage and also stated lanes are 28' wide instead of standard 24'.
- James B. questions what type storage would be allowed there (retail, vehicles, or just storage) Dana and Tucker said it would be just storage no electricity the lease will stipulate this including non-toxic, non-explosive.
- Mike C. asked about the height of the buildings. 14' was stated for height.
- Kate S. and Kim Q. inquired about why the back half of the property did not have landscaping. They agreed per the ordinance 120.8 they will plant trees/shrubs every 10' along the entire southern border of the fence.

- Mike C. Hours of business. Dana: probably 7am - 9 pm hours of operation will be added to the plan.
- Kim Q. questioned building orientation of the storage facilities to Rte. 3A, they appear to be at an angle like the existing house. Tucker stated they were put at a slight angle so snow/ice would melt more efficiently. Jay M. stated it is okay.
- Mike C. questions snow storage to keep access ways open.. Tucker states there is a dumpster they will be removing and snow storage can go there.
- Mike C. brings up emergency vehicle access, Tucker states 28' is adequate. Fire Dept.should send a letter to the Board approving the site plan for fire issues. Kim Q. request the same from the police department.
- Jay M.. discussed building elevation. He wants height added to the plan set.
- Jay M. also needs widths of units added to the plan set and the resulting number total units.
- Kim Q. asks about internal traffic circulation such as flow arrows on pavement, stop and speed signs.
- Km Q. asks about fire hydrants. There are none on the plan.
- There is a well on site.

AGENDA ITEM 2: STORAGE FACILITY

1) Tucker (Engineer) quickly reviewed waivers with the group.

Traffic Study: Tucker (engineer) Would be low density traffic.

Escrow Money: Tucker: J. McKibben suggested asking to only put \$500 into account instead of 10K.

Circulation Plan: Jay Minkarah agreed, low traffic, minimal people, therefore this waiver applied.

2) Mike C. asked if applicant was open to speaking with the Conservation Commission since there was a wetland strip shown on the site plan. Tucker stated there was an existing 50 ft manmade swale on the property that was created for agricultural use, but that was no impacts to wetlands. Tucker stated there is low value to the wetlands. For the Storm Water Waiver, which describes treatment & irrigation of water, Tucker stated he requested an Alteration of Terrain permit, since the property was > 100,00 sq. ft. Tucker said they will do specific treatment and separation on the groundwater, to recharge it before it goes back into the ground. Tucker stated it could take up to 3 weeks to get feedback on the permit, since that group is backlogged because they are very busy this time of year.

3) Mike C. asked if Jay M. knew why Joan M. suggested only a \$500 fee instead of 10K. Jay M. stated he did not have a chance to speak with Joan M. about it. Tucker stated the reason was they did not find it fair to hold up 10K of the client's money in escrow for

a review fee only.

4) Mike C. stated that Lou Caron is about 80% complete with his review. He will be providing his comments later.

5) Kate S. agreed getting a blessing from the Conservation Commission (referencing #2 above).

6) Kate S. reminded them to be careful of color schemes they selected for the roofing & materials.

Applicants had provided a picture showing storage locations with a beige/beige-white combination to blend into the property better.

7) Kim Q. asked if they anticipated needing a police detail on the Charles Bancroft Hwy when the 13 pre-fab storage facility buildings are delivered. Dana said they did not anticipate they needed one, but are open to it if needed.

8) Mike C. OPENED PUBLIC SESSION. Steven Dube, Litchfield Fire Dept and Fire Prevention Officer,

noted 5 items about the site plan. 1) He requested the applicant ID each building for emergencies 2) He would need the code for the security gate and access to the Knox Box to get security key(s) for the units.

3) Sheet 17, he wanted to see where the snow storage will be on the plan. Tucker stated there would be none on the pavement, and that he would denote where the snow will be placed onto the plan. 4) On the sheet that shows Lighting, he wants portable fire extinguishers placed on the outside ends (both ends) of each building. 5) He suggested to the applicant to put on the Lease Agreements that No Hazmat Storage is allowed -- or if it is -- list how much/type is allowed to be stored.

9) Mike C. stated he was NOT CLOSING PUBLIC COMMENT Session. A

- Mike C. said we would continue with this site plan.

- Mike C. asked if the Planning Board would be interested in a site walk. The Planning Board said yes.

Applicant and Planning Board agreed site walk would be June 29th at 10:00 a.m.

- Mike C. said we would not vote on the waivers yet. We would wait for Lou C.'s final report and wait for the Parking Waiver info.

- Tucker suggested to invite the Conservation Commission to the site walk. All agreed.

- Mike C. said we would add notes to the plan, including: #Storage Units overall, #Storage Units for each building, delineate parking spaces on the plan. He said we need to include a lighting plan, include dimensions/colors of the buildings, include hours of operation, include a landscaping plan, include a snow storage issue plan, need letters from Fire Chief and Police Chief reviewed/blessed the plan, need to include Steven Dube's items, finalize ADA Title III findings, and finally the Leasing

Office needs to be noted on the plan.

10) Mike C. explained to applicant they would come back, probably July 16, 2019, to review everything on updated site plan, review the waivers, and then the Planning Board would decide whether to approve the plan (maybe with recommendations). He said PUBLIC COMMENT STILL REMAINS OPEN.

Abutters may not be notified for the proposed July 16, 2019 meeting, since you were technically notified during this meeting.

Mike C. requested if we should make a motion to continue this hearing to a date and time certain of July 16, 2019 at 7:00 pm. at the Town Hall.

Motion was made by James B, seconded by Kate S. Motion passes (6,0,0).

AGENDA ITEM 1: NEW APPLICANT (He was not here when meeting started, so we did Agenda Item #2 above first).

Curtis Sampson introduced himself. Mike C. was glad Curtis S wanted to serve and told him the day/times we meet. Mike C. explained that the interview process would next be with the Board of Selectmen.

Motion was made by Kate S, seconded by James B. to recommend Curtis Sampson to the Board of Selectmen to become an alternate member of the Planning Board. Motion passes (6,0,0).

AGENDA ITEM 3: RELEASE ESCROW FUNDS FOR EDWARDS AUTO REPAIR

Motion was made by Tony T, seconded by Robert L. (selectmen's rep) to recommend releasing

AGENDA ITEM 4: ELECTION OF A CLERK

Mike C. explained the role of the Clerk. Tony Turecki expressed interest in the role

Motion was made by James B, seconded by Kim Q. to recommend Tony Turecki as Planning Board Clerk. Motion passes (5,0,1). (Note the 1 abstaining: Was Tony)

COMMITTEE REPORTS:

NRPC: Kim Q. said the Quarterly Meeting is tomorrow June 19m 2019 at NRPC's new facility in Nashua.

Heritage Commission: Kim Q. stated By-Laws were reviewed by Town Council and there were only two minor requested changes. They were made, and the Heritage Commission

approved the By-Laws with those two changes amended. Therefore, we now have approved By-Laws.

Lower Merrimack River Local Advisory Committee: Monthly Meeting is June 24, 2019 at 7pm at the Nashua Public Library.

APPROVAL OF MINUTES OF JUNE 4, 2019

Motion was made by Kim Q, seconded by Kate S. to approve the Meeting Minutes of June 4, 2019.

Motion passes (5,0,1). (Note the 1: Had to be Robert Leary since he was not at the June 4th meeting)

OTHER BUSINESS

NRPC follow-up: Kim Q said there is an opening for another Commissioner from Litchfield.

Jay M. agreed, saying the person did not have to be a Planning Board member.

CLOSING

Motion was made by James B, seconded by Tony T. to adjourn the meeting. Motion passes (6,0,0).

Meeting ended 9:15 pm.