

**PLANNING BOARD PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on August 20, 2019**

minutes approved on 9/3/2019

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, August 20, 2019 at 7:00 p.m.

**MEMBERS PRESENT:** Michael Croteau - Chairman, Kimberly Queenan - Vice-Chairman, Kevin Lynch - Selectmen's Rep. , Tony Turecki, Joshua Smith

**MEMBERS ABSENT:** James Boffetti, Kate Stevens

**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:**

- 1. An Application by Continental Paving, Inc at Tax Map 22 Lot 8, 517-519 Charles Baincroft Hwy, to subdivide 1 lot into 2.**
- 2. An Application by Continental Paving, Inc at Tax Map 22 Lot 8, 517 Charles Baincroft Hwy, a site plan for proposed parking and associated site improvements.**

**1. Subdivision 517-519 CBH**

Jim Petropulos, P.E., Principal Engineer, Hayner/Swanson, Inc. presented himself to introduce the proposed subdivision.

Application appears to be complete and fees have been paid.

Tony T makes a motion to accept the application as presented

Kim Q seconded the motion, Motion carries 5-0-0  
Michael C opens public comment.  
Hearing none, Michael C closes Public comment.

Kevin L makes a **motion to approve the subdivision** as presented  
Kim Q Seconds the motion. Conditioned on the following:  
Plan copies (two copies) with professional seals & signatures

- Original Mylar with professional seal & signatures
- All fees paid, and escrow maintained as required
- State subdivision approval

Motion carries 5-0-0

## **2. Site Plan 517 CBH**

Application for the site plan appears to be complete and fees have been paid.  
Kevin L makes a Motion to Accept the application for the site plan.  
Kim Q seconds the motion.  
Motion carries 5-0-0

Jim Petropulos, P.E., Principal Engineer, Hayner/Swanson, Inc. remains to present the proposed site plan for the proposed parking and associated site improvements at 517 Charles Bancroft Hwy. at the existing building.

3 waivers are requested:  
Traffic Study, Building design review, and site specific soil study.

Kevin L makes a motion to approve the 3 waiver requests.  
Tony T seconds the motion.  
Motion carries 5-0-0

Michael C opens public comment.  
Hearing none, Michael C closes Public comment.

Kevin L makes a motion to approve the site plan as presented  
Tony T seconds the motion.  
Kevin L withdraws his motion.

Kevin L makes a **motion to conditional approve the site plan** application

Tony T seconds the motion With the following conditions:

- Plan copies (2 copies) with professional seals & signatures
- Original Mylar with professional seals & signatures
- All fees paid, and escrow maintained as required
- Comply with the recommendations in LC Engineering letter of 7/30/19
- Waivers received on the plan notes
- Fire Department letter received
- NHDOT drive permit received
- Zoning Board notice of decision on plan

Motion carries 5-0-0

Committee Reports:

**Approval of minutes from 8/6/19** planning board meeting.

Tony T makes a motion to approve the minutes.

Kim Q seconds

Motion passes 3-0-2

Josh S and Kevin L abstained.

Kevin L makes a motion to adjourn

Kim Q seconds

Motion carries 5-0-0 Meeting adjourned at 8:10 p.m.

Minutes by Tony Turecki