

**PLANNING BOARD PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on December 3, 2019**

minutes approved on 1/21/2020

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, December 3, 2019 at 7:00 p.m.

**MEMBERS PRESENT:** Michael Croteau - Chairman, Kimberly Queenan - Vice-Chairman, James Boffetti, Kevin Lynch - Selectmen's Rep.

**MEMBERS ABSENT:** Tony Turecki, Kate Stevens, Joshua Smith, Ronn Stephens - Alternate, Curtis Sampson - 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:**

- 1. Mel's Funway Compliance Hearing Map 20 Lot 17 Plan #40070**
- 2. Ordinance Changes for March 2020 Town Meeting**
- 3. Two Year Maintenance Bond Windsor Dr. Extension**

**Mel's Funway Compliance Hearing**

The Chairman opened the meeting calling for the applicant, no one was present for the applicant due to a scheduling conflict. The chairman read a letter from the applicants attorney, Andy Prolman:

Chairman Croteau and Members of the Board:

On behalf of Mel's Funway Park, LLC, I respectfully request a continuance of the Board's compliance hearing for two reasons: First, my client did not get notice of the hearing. Mike Accomando's message to me this morning: *As you know Wayne and I were away two weeks ago at the convention and last week with the holiday we were both away. Our bookkeeper did*

*not tell us anything came registered from the town or regular mail, so I apologize we are not aware of tonight's meeting Wayne and I would like to ask for a continuance please.* This is not to say that the Town did not send out notice, but simply that the property owners have not received notice nor had an opportunity to prepare. Second, I have a conflict – I am presenting to the Seabrook Planning Board on a large project that's been building up to tonight for the better part of this year. I cannot attend tonight's hearing. I therefore ask that the hearing be rescheduled.

Thank you.

Andy,  
Andrew A. Prolman  
Prunier & Prolman, P.A.

There were several members of the public present. James B. wanted to know if the public wanted to comment tonight, perhaps they could not make a continued meeting. Morgan Hollis, Esq. did speak for his client and thought it would be better if the applicants were in attendance before they discussed the plan. Rick Charbonneau, 401 Charles Bancroft Hwy. stated he would hope the Board would continue to a time certain be ready to act at that time.

Kim Q. makes a **MOTION** to continue the compliance hearing to Jan 7, 2020. James B. seconds the motion. Motion carries 4-0-0.

The chairman will keep the public hearing open to Jan. 7.

Troy Brown, Litchfield Town Administrator, asked the board on January 7: what role do you want from the town staff? If possible we will review the site and will be prepared for Jan. 7.

Morgan Hollis requests a copy of any reports, if there are any status reports from staff.

### **Ordinance Changes for 2020**

The three ordinance changes that Jay M. brought to discuss, which had been reviewed on 11/19/19, are: 1. Electronic Message Signs new section 1502.03, 2. Gasoline Sales, Automobile Service and Repair and Fast Food Restaurants by Planning Board conditional use permit rather than a ZBA special exception (in five sections in the ordinance) and 3. amend section 310.00 Dimensional Requirements for the square footage for sheds from 192 sq. ft. to 200 sq. ft to have a rear and side setback of 10' .

The issue of campers in the residential district needs more work the Board felt.

James B. made a **MOTION** to send the above three changes to public hearing on January 7, 2020. Kim Q. seconds the motion. Motion carries 4-0-0

Windsor Dr. Extension Maintenance Bond

The Board has a letter from L.C. Engineering stating the road was paved on Nov. 11, 2019 and is recommending the roadway can be placed on two-year maintenance bond. Kevin L. makes a **MOTION** to accept Lou Caron's recommendation for a two-year maintenance bond for Windsor Dr. Extension. Kim Q. seconded the motion. The motion carries 4-0-0.

**Committee Reports**

12/5 Conservation Commission at Fire Station 7 pm

12/10 Heritage Committee 7 pm

12/11 Lower Merrimack River Advisory (LMRLAC) 7 pm Nashua Public Library

12/18 quarterly meeting NRPC Nashua

**Approval of Minutes**

James B. made a **MOTION** to approve the 11/19/19 minutes as written. Kim Q. seconds the motion. Motion carries 3-0-1

James B. makes a motion to adjourn, seconded by Kim Q. All in favor

Meeting adjourns at 8:06 p.m.

Minutes transcribed by J. McKibben