

**PLANNING BOARD PUBLIC MEETING
TOWN OF LITCHFIELD**

Held on August 4, 2020

minutes approved on 8/18/2020

In response to the COVID-19 Pandemic, the Planning Board held a remote meeting pursuant to Governor Sununu's Emergency Order #12 related to public meetings, on Tuesday, August 4, 2020 at 7:00 p.m. via webex.

MEMBERS PRESENT: Michael Croteau - Chairman, Kimberly Queenan - Vice-Chairman, Kate Stevens, Ronn Stephens, James Boffetti, Kevin Lynch, Selectmen's Rep., Curtis Sampson - Alternate

MEMBERS ABSENT: , Joshua Smith

ALSO PRESENT: Jay Minkarah (Executive Director Nashua Regional Planning Commission - NRPC), Joan McKibben Admin. Assistant, Lou Caron, LC Engineering

CALL TO ORDER

Mr. Croteau called the meeting to order at 7:00 p.m. Roll call of members.

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

Agenda Items:

VAB Storage Units Map 1 Lot 18, 55 Charles Bancroft Hwy.

Update on Minor Changes to Site Plan

Paul Chisholm, Keach-Nordstrom Associates and Dana Boucher, owner are present on the remote meeting.

Four sheets in the plan set have been amended.

Note 19 The U shaped building we are not proposing to build that today and will loam and seed the area.

- Adding a drainage connection to the DOT drainage system. This is pending DOT approval.
- Moving the leasing office from the old greenhouse building to the end unit of the first storage building and reduce its size from 1,200-sf to 300-sf.
- Adding three parking spaces total parking spaces; move four parking spaces over by the new leasing office location and retain four by the greenhouse where they were originally approved.
- Move the 3,300-sf storage building with the leasing office two feet to the west, reducing the

clear width between that building and the next to 26-ft wide (from 28-ft). Move the easterly most building (3,000) 2-ft closer to the closest building. These are highlighted as the 26-ft wide driveway areas. This was necessary in order to build the foundations safely around the stormwater ponds.

- Add rip rap erosion stone on northerly end of project. This will work better long-term for erosion protection in this area.
- Move entry gate location slightly, around new leasing office.
- Add bollards at corners of each building – for long-term protection. I need to add this to the plans, they aren't on there yet.

Kate questioned if the Fire Department had comments? Paul C. will run it by the Fire Dept.

Sidewalks are 4' wide they will add the dimension to the plan.

Jay M. has no issues.

Lou C. all looks good. I will be meeting with the engineer tomorrow re: drainage. There is no public present for comment.

Kate S. makes a **MOTION** to approve the plan amendments with LC Engineering comments of 8/3/2020. James B. seconded the motion.

Motion approved 6-0-0 by roll call vote.

Master Plan Survey

Jay has drafted a survey to help with the community facilities chapter of the master plan. One section is adequacy of the current facilities, with several ways people can respond. There is input from the current CIP requests.

Kate is there a way to rank people's interest?

Jay, yes we can do that by what ranked highest.

There are questions regarding use of old buildings also.

They can manage how many times people take the survey by device.

Kate, will there be an option to not change anything, as an answer to the survey questions? Yes they can have a maintain status quo for each question.

Jay will send out a draft survey to everyone.

Road Bond 124 Hillcrest Subdivision

Mike C. reads LC Engineering letter of 7/23/20 for a restoration bond of \$70,000 for the Hillcrest Subdivision. A **MOTION** to approve the bond amount was made by Kevin L. and seconded by Kim Q. The Motion is approved 6-0-0 by roll call vote.

Committee Reports

8/19 NRPC next meeting via Zoom

8/11 Heritage Committee is looking for members, 2 demolitions in progress

8/6 Conservation Commission at town hall

Lower Merrimack River Local Advisory Committee (LMRLAC) continues review of distribution center at former golf course in Hudson.

8/3 the CIP committee met.

Minutes of 7/7/2020

After a couple of corrections James B. made a **MOTION** to approve the minutes as amended. Kate seconded the motion. Motion approved 5-0-1 by roll call, Kevin L. abstained.

James B. made a motion to adjourn the meeting at 8:30. Kate S. seconded the motion. Motion approved 6-0-0.

Minutes transcribed by
J. McKibben