

**PLANNING BOARD PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on November 17, 2020**

minutes approved on 12/01/2020

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, November 17, 2020 at 7:05 p.m. via webex.

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

**MEMBERS ABSENT:** Joshua Smith, Curtis Sampson - Alternate

**ALSO PRESENT:** Joan McKibben, Planning Board Admin. Assistant; Jay Minkarah (Executive Director Nashua Regional Planning Commission - NRPC), remotely

Mr. Croteau called the meeting to order at 7:05 p.m. Roll call of members.

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

**Agenda Items:**

- 1. Sign Application 7/11 Rt. 102, 274 Derry Rd. update lighting**
- 2. Cadorette Subdivision one lot into two, 4 Pheasant St. Map 5 Lot 166**
- 3. Release of Escrow Accounts**

**Sign Application 7/11, 274 Derry Rd. update sign and canopy lighting.**

Heather Dudko is present remotely for National Sign representing the owner.

The existing poles will be used and repainted. They would like to change the existing manual sign for gas prices to a digital price board.

The canopy lights are existing fluorescent lights and they intend to change those to LED lights. All signs will be in the existing footprint.

Jay's one concern was the LED color for the changeable signs. The only colors that the ordinance allows is white or amber. The signs meet the dimensional requirements.

Heather D. said the color is fine, they will comply with the ordinance.

A motion to approve the changes with the condition that the LED color be changed to white or amber was made by Kim Q. seconded by Ronn S. No further discussion. The motion carried 6-0-0.

### **Cadorette Subdivision 4 Pheasant St. Map 5 Lot 166**

#### **One lot into two.**

Present: Norman Cadorette, owner. Greg Jeffrey, Jeffrey Land Survey, LLC  
Mr. Jeffrey explains this is an existing two and half acre lot fronting on Pheasant St. and abutting Albuquerque Ave. The owner would like to subdivide off a one acre, conforming, lot to the north west served by Pennichuck Water and private septic. A **Motion** to accept the plan was made by Kevin L. and seconded by James B. The motion to accept the plan passed 6-0-0.

Kim Q. questions note 10 on the plan regarding drainage flow rights over lot 166. Mr. Jeffrey explains that is for drainage rights Mr. Cadorette gave to the town for drainage to Perch Pond.

Three waivers were discussed which Mr. Jeffrey explained soil types, stormwater drainage plan, and traffic impact study. The complete waiver request for all three waivers are attached to the minutes.

Jay M. stated this is straightforward and a minor subdivision.

There will be a letter coming for water service from Pennichuck Water.

A **Motion** to approve the three waivers was made by Kim Q. seconded by Kevin L. There was no discussion. The waivers were approved 6-0-0.

Kevin L. made a **Motion** to approve the subdivision with the following conditions: Waivers are added to the plan, new street number confirmed by LFD, letter from Pennichuck Water ensuring water service, title block on the plan corrected, the waiver relating to stormwater drainage the third sentence the word NOT should be added. Owners signatures added to the plan.

James B. seconds the motion.

Kevin L. the owner should be able to put in a well if they meet the setbacks.

Jay M. Because they proposed public water that is the reason for asking for the letter. The above motion to approve the subdivision passed 6-0-0.

Discussion concerning the cost of newspaper ads and the RSA for abutter notices. There is only one newspaper left in the area for general circulation. Perhaps the RSA needs to be updated.

Chairman Croteau wishes to express condolences to the family of Peter Dionne, Litchfield Building Inspector, for his untimely passing on Nov. 5, 2020. Peter will be missed, the Chair called for a moment of silence.

### **Committee Reports**

NRPC meeting 12/16 7:00 pm a hybrid or remote meeting open to the public.

Litchfield Historical Society wished to thank the town for support on the recent sale of items.

Litchfield Heritage Committee will meet 12/8 a virtual meeting.

The State of NH Archaeological people will visit the site of the muster grounds, old cemetery, and ferry landing across from 255 CBH to see if further study is warranted.

Lower Merrimack Advisory Committee 12/10 a virtual meeting.

### **Approval of Minutes**

A **Motion** to approve the 10/6/20 minutes was made by Kevin L. seconded by James B. Motion to approve carries 6-0-0.

### **Release of Escrow Accounts**

Joan reported that Denise Jean's planning escrow account and Continental Paving account for 517 CBH could be released.

Kevin L. made a **Motion** to release the dollar amounts for both. Kim Q. seconds the motion. Motion carries 6-0-0.

### **Hudson Logistics Plan**

Mike C. added the meeting, there was a conflict with one of the Hudson Planning Bd. members so the meeting did not take place.

It is rescheduled for Nov. 18 to discuss traffic in and out of the site in Hudson..

Jay will send out the link to the meeting.

### **Paving at 124 Hillcrest and Firefly Way**

Joan reported that paving occurred at the above on 10/21/2020. Lou Caron has sent a letter stating the amount of base course pavement that was installed.

The next meeting will be Dec 1 the board will discuss the community facilities chapter of the master plan and any applications that are submitted

Kate S. would like to bring up the accessory dwelling units at an upcoming meeting.

Jay to send out information on ADU's in surrounding areas.

Kevin L. made a **Motion** to adjourn the meeting, seconded by Ronn S.

All in favor 6-0-0.

Meeting adjourned at 7:59 p.m.

Minutes transcribed by

J. McKibben