

**PLANNING BOARD PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on December 1, 2020**

minutes approved on 12/15/2020

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, December 1, 2020 at 7:00 p.m.

In response to the COVID-19 Pandemic, the Planning Board also held a hybrid meeting pursuant to Governor Sununu's Emergency Order #12 related to public meetings. Via webex.

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

**MEMBERS ABSENT:** Curtis Sampson - Alternate

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

**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. **Subdivision application by Eugene Berg Map 5 Lot 31, 294 Charles Bancroft Hwy. Subdivide one lot into two residential lots.**
2. **Master Plan Work Session - Community Facilities**

1. Subdivision application E. Berg Map 5 Lot 31, 294 CBH one lot into two.

Kim Queenan recused herself from the Board for this case.

Mike Grainger, P.E. is present remotely for the applicant.

The applicant has applied for a minor subdivision of one 9.29 acre lot with an existing house into two lots including an 8.22 acre lot for the existing single-family home and a proposed 1.07 acre lot for a new single-family home. The property is located on NH 3A and abuts the Merrimack River, though no development is proposed within the shoreland protection area. The property is

encumbered by a Conservation Easement and abuts the Town owned Merrimack River access. There is an existing curb-cut, another curb-cut is proposed and waiting for a permit from NHDOT. The new driveway will merge with the existing drive further into the lot.

The conservation easement is to protect the intermittent stream no construction will occur in the conservation easement. The 4,000 sq. foot area is shown to accommodate a proposed leach field.

A note will be needed on the plan stating no work proposed in the conservation easement. Erosion and sedimentation control should be addressed and condition of approval.

Due to technical difficulties the above case was delayed and the Board went onto discussing the Master Plan until all parties for the above case can be present.

### Master Plan

Kim Queenan on the Board for this case.

Jay has started working on updating the master plan. He has posted the 2002 Chapter IV Community Facilities to the planning board site for 12/1 for reference. Also on the site is the Community Facilities Survey Summary done 9/23/2020 that had good public response. The survey was based on capital needs. The Capital Improvement Program (CIP) was also updated by a committee at the same time. The CIP was a plan for six years and focused on dollar amounts. The master plan had a longer horizon than the CIP. The master plan doesn't attach costs.

The only proposed facility change in the survey and strongly supported in the comments was replacing Griffin Memorial School. Replacing Griffin School also became a high priority in the CIP.

The CIP and master plan should be in harmony but the focus is different and there are different levels of detail in each document. Many comments in the survey focused on recreation and Darrah Pond. People would like to see Darrah Pond returned to a swimming area. Also the use of Talent Hall was mentioned frequently with interest in having more functions there. A town center and gathering place came up frequently in the survey comments. Motorized boat access to the Merrimack River came up in the survey.

Other items that came up were police station, due to cost that didn't get mentioned in the survey as a high priority. Expansion of the library was mentioned, the need into the 21st century needs to be looked at.

Jay and Kevin L. believe there is a plan and layout from a former working group for the land at Liberty Way that shows many facilities being housed at Liberty Way.

Kate S. stated that there is a common theme in the comments that people want a common meeting place and a larger area to meet for meetings, etc.

Priority conservation lands should also be put in the master plan if not actual parcels then types of land for conservation. Also to look at what town buildings could be repurposed.

If these topics make sense to everyone, Jay will look deeper into each topic and do some research.

The Board members can reach out to Jay if there are other areas to include.

Return to Berg Subdivision

Kim Queenan recused from the Board for this case.

Mike Grainger, Grainger Engineering is present. Jay has already presented an overview of the site. All fees are paid and abutters notified, also newspaper notice placed in the Union Leader. There is no regional impact from the subdivision.

A **MOTION** was made by Kevin Lynch and seconded by James Boffetti to accept the application for review. Motion passes 6-0-0.

Mr. Grainger stated he had done the survey 1n 1987 on this parcel for George Colby.

The one acre subdivision in the front will use the existing drive. They will create another curb-cut and drive 100' to the south to service the existing house.

NHDES subdivision approval has been received Mr. Grainger is working on the septic design. The well will be in the back and the septic area in the front on the parcel.

The new drive runs along the conservation easement but not into it. They have not received the new curb cut from NHDOT yet. There is no deed on file for the conservation easement.

Kevin L. state the erosion control should be in before the driveway is started.

There is no construction in the protected 250' shoreland.

Joan McKibben (Conservation Commission) requests plantings along the northern property line abutting the town river access. The Bergs have agreed to this. Native plantings if possible.

Kate Stevens questions if the applicant needs a waiver for irregular shaped lot. Jay will do the calculations but the applicant should request a waiver if needed.

Public Input - No public present remotely.

Chairman Croteau asks if the property is ¼ mile from the river. The new lot is outside the shoreland protection area but the entire original lot would be considered ¼ mile from the river.

Mike C. feels it would be appropriate to let the Lower Merrimack River Local Advisory Committee (LMRLAC) have an opportunity to comment.

LMRLAC will be contacted for comment.

Jay will do the irregular lot calculation.

A **MOTION** to continue the application to December 15 at 7:00 pm is made by by James Boffetti and seconded by Ronn Stephens the motion passes 6-0-0.

Committee Reports

12/7 7pm Conservation Commission Town Hall

12/8 Heritage Committee Remote

12/10 LMRLAC Remote

12/16 NRPC Quarterly Meeting 7pm Hybrid

All meetings open to the public.

Approval of Minutes

Kim Q. makes a **MOTION** to approve the 11/17/2020 minutes, seconded by Ronn S. Motion passes 7-0-0.

Other Business

Jay mentioned that it is time to think about zoning changes for March town meeting. There will likely be an amendment to the Open Space Ordinance. Kate would like to look at affordable housing and accessory dwelling units.

A zoning ordinance workshop will be put on the 12/15/20 agenda

Hudson Logistics

Kate S. watched the 11/18 traffic meeting for the Hudson Planning Board dealing with the Hudson Logistics site in south Hudson.

Kate stated the applicant does not anticipate any traffic from the Manchester airport at this time. Several members had significant questions regarding the statement "at this time".

Kate mentioned that Tyngsboro, MA had asked the Hudson planning board to not allow trucks to turn left out of the site.

After discussing the meeting that Hudson held regarding traffic. The Board decided Mike C. will draft a letter to Hudson specifically addressing the airport access and any other traffic impact to Litchfield. They will also have 1,400 employees.

Kate questions what is the impact if they find their traffic impact wasn't accurate?

Jay M. The traffic study is based on projections over time. The outcome is based on level of service, is there a change in the level of service.

If there is a change in operation the plan should go back for study.

A **MOTION** to adjourn the meeting was made by Kevin L. and seconded by Joshua S.

Motion passed 7-0-0.

The meeting adjourned at 8:54 p.m.

Meeting transcribed by

J. McKibben