

**PLANNING BOARD PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on February 16, 2021**

minutes approved on 03/02/2021

The Litchfield Planning Board held a meeting in the Town Hall conference room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, February 16, 2021 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: present:** Michael Croteau - Chairman, Kimberly Queenan, Selectmen's Rep., **via webex:** Kate Stevens, James Boffetti, Ronn Stephens, Curtis Sampson, alternate

**MEMBERS ABSENT:** Joshua Smith

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

**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. Master Plan Update -**
- 2. Potential Regulation Updates**
- 3. Hudson Logistics**

**Board Reorganization:**

Kim Queenan, recently appointed by BOS as Selectman, will become the Selectman Rep. to the Planning Board replacing Selectman Kevin Lynch on the planning board.

The Vice-Chair position on the planning board becomes vacant.

Chairman Croteau asks if anyone is interested in that position.

James B. makes a **MOTION** to appoint Kate Stevens to the position of vice chairman.

Ronn S. seconded the motion. The motion carries 5-0-0.

A full member position is now available. Curtis Sampson would be able to move from alternate to full member. James B. makes a **MOTION** to nominate Curtis S. to move to full membership. Ronn S. seconds the motion. Motion carries 5-0-0.

**Motion** was corrected to state Curtis will be recommended to the Board of Selectmen for reappointment as a full member of the planning board. Motion carries 5-0-0.

### **Master Plan Update:** Chapter 1 Vision, Goals and Implementation and

Several additions were made to Chapter 1, as each chapter is updated the vision and goals section is updated. (see highlighted sections in the attachment)

### Community Facilities Chapter

Jay is still hoping to find the plan that shows the town center concept at Liberty Way. The concept of swimming at Darrah Pond was discussed due to interest in recent surveys. Investigation on when and why swimming stopped at Darrah would be helpful.

Jay went over the vision, goals and implementations for the community facilities chapter (attached). Jay will have an updated draft report at the March 16 meeting.

Kate S. mentioned she thought focus should be on maintenance of town facilities rather than expansion.

Looking at town survey what changes have occurred since 2002.

Mike C. a big issue in town is water quality, also community center and town center.

#9 on community facilities is access to the Merrimack River, that has been achieved but Mike stated Lower Merrimack Advisory Committee is always looking for new public access to the river.

The Community Facilities Chapter will contain information on needs of fire, police, conservation, library, parks and recreation, solid waste, town hall.

### **Possible Regulatory Changes**

The board currently has a Conditional Use Permit (CUP) in the regulations - Appendix I. Not all the situations are listed on the CUP 15 more types need to be added and if the ADU changes pass in March that would be the 16th.

Kate thought the form should list all the reasons for the CUP, the applicant could go down the list and check what they needed for a permit.

Site Plan: Parking standards are discussed, how to calculate how many spaces by use. It is common to have a different standard for a multi-use tenant building, or multiply

uses on one site.

Can use the standard of square footage or seating capacity vs. number of employees.

Section 180 Submission Requirements for the Expedited Review of Farm Building and Minor Site Plans

Section 180.5 What is it that the board really needs to see for a minor site plan to make a decision. Currently the section refers you to all the items you would need for a full site plan. Jay will rework section 180 for a more concise definition of what a minor site plan is.

Mike and Jay said temporary structures and other temporary uses for example food trucks need to be addressed.

Solar panels and free standing solar structures are a consideration to be investigated. Some towns do regulate free standing solar structures.

Kim Q. mentioned zoning section 310 dimensional requirements.

The chart in 310 does work; you just need to be careful on the footnotes and what section they apply to.

**Committee Reports**

Conservation Comm.	March 4 public by Webex
Lower Merrimack Advisory Committee	March 4 Zoom
Heritage Committee	March 9 and April 13
Town Meeting Voting	March 9, 7 - 7 Campbell HS
NRPC	March 17 time on NRPC website
Capital Improvement Plan	a date after Town Meeting

Mike C. mentioned he presented the two zoning amendments at the Deliberative Session Feb. 6, 2021.

**Approval of Minutes**

Kate S. made a MOTION to approved the 1/19/2021 minutes. James B. seconded the motion. Motion carries 5-0-0

**Hudson Logistics**

Kate S. reported there was a 1/27 and 2/10 meeting by the Hudson Planning Board. Hudson Conservation recommended the conditional use permit with stipulations. The traffic study was the average daily traffic, employee shift changes would be larger amounts of traffic.

A traffic assessment needs to be conducted for the third building on the site.

Hudson's next meeting will be 2/24/2021.

NHDES is holding a zoom meeting March 9, 2:00 regarding wetland permitting.

Kim Q. thanked John Brunelle for putting the NRPC link on the town web site.

James B. mentioned a new 100,000 distribution center at Manchester airport.  
This may be further traffic impact to route 3A.

Kate S. made a MOTION to adjourn the meeting seeing no further business.

James B. seconded the motion. Motion carries 5-0-0

Meeting adjourned at 8:20 p.m.

Respectfully submitted

J. McKibben