

**PLANNING BOARD PUBLIC MEETING  
TOWN OF LITCHFIELD**

**Held on AUGUST 2, 2022**

minutes approved on 9/6/2022

The Litchfield Planning Board held a meeting in the Town Hall Conference Room, 2 Liberty Way, Litchfield, NH 03052 on Tuesday, August 2, 2022 at 7:00 p.m.

**MEMBERS PRESENT:** Michael Croteau - Chairman, Kate Stevens - Vice Chairman, James Boffetti, Ronn Stephens, Sam Terrill, Kimberly Queenan - Selectmen's Rep.

**MEMBERS ABSENT:**

**ALSO PRESENT:** 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. Update on various Planning Board projects**
- 2. Possible Zoning Amendments for March 2023 town meeting**

The Board discussed the scope of work between NRPC and Vanasse Hangen Brustlin (VHB). Jay passed out the scope of work to the Board regarding Litchfield - Albuquerque Rd. pedestrian accommodations. The scope of work included:

- Evaluate potential crosswalk locations
- Evaluate potential traffic calming measures
- Evaluate school zone
- Provide conceptual opinion of probable cost for potential improvements
- Meeting and Correspondence to interact with the Town.

The compensation to VHD will come from NRPC through their transportation funding. The results would be back by September 16 if the notice to proceed was given to VHB in writing by August 10.

Kate S. requested that in addition to the Pinecrest Rd./Albuquerque intersection the

Hillcrest Rd./Albuquerque also be investigated in the scope.

After the results are received the Board would hold another work session to discuss the findings. If the Board found favorable findings they would seek funding to implement the improvements.

A **MOTION** was made by Kate Stevens, seconded by Ronn Stephens to go forward with the Agreement for Professional Services between VHB and NRPC for the Albuquerque Rd. Pedestrian Accommodations.

Motion passes 6-0-0.

Kim Q. read a Facebook post to the Board from a resident that had a near miss traffic accident at Hillcrest/Albuquerque intersection regarding speeding and lack of obeying the stop sign on Hillcrest Rd.

Jay explained the lengthy process for the NHDOT Ten Year Plan applications. The town is submitting two applications to the ten year plan. Selectmen Kim Queenan, Kevin Lynch, and many others including NRPC employees worked on the application. Pinecrest sidewalk (from Hildreth Dr. to Albuquerque Ave.) and improvements to the 3A/Corning Rd. intersection are proposed to be submitted. The applications are due August 5.

Kim Q. read the applications to the Board for consensus from Board members. The Board did discuss adding items to the grant applications for clarity. Cost estimates were discussed for the grants.

Pinecrest sidewalk was discussed to bring it to Hillcrest Rd. but there is not the level of detail needed to include it in this application.

Letters of support from BOS and the Planning Board are needed for both projects. Also helpful would be a letter from the School Bd. and Rec. Comm. for the sidewalk proposal.

A **MOTION** was made by James Boffetti to recommend to the Board of Selectmen that two applications (Pinecrest sidewalk and Corning Rd/3A intersection improvements) be submitted to the NHDOT ten year plan and letters of support from the Planning Board be sent for both projects. Motion seconded by Ronn Stephens. The motion passed 6-0-0.

### Possible Zoning Changes for 2023

Possible items mentioned for the upcoming year:

An ordinance to reduce clutter on lots (because there have been some complaints from residents).

Electric car charging stations, this would fall under site plan review not zoning, specifically for commercial sites.

Stormwater regulation updates to comply with the MS4 requirements.

Village overlay concept for the northern districts.

A member of the Board mentioned the Town of Chester has developed age friendly development with first floor living, smaller units. This could help with affordability in the multi-family areas or in a possible village overlay district.

### Committee Reports

CIP committee will coordinate the future meetings to get the capital improvements finished in a timely manner.

9/21 NRPC quarterly meeting with full commission 7:00 pm 30 Temple St., Nashua  
Lower Merrimack River Local Advisory Committee (LMRLAC) no new projects, they will contact the Board if projects come in.

9/4 6:30 pm Conservation Commission

### Approval of Minutes

A **MOTION** to approve the 6/21/22 minutes as amended was made by James Boffetti and seconded by Kate Stevens. The motion passed 5-0-1.

A **MOTION** to approve the 7/19/22 minutes as amended was made by Kate Stevens and seconded by Ronn Stephens. The motion passed 4-0-2.

The Chair mentioned it is budgeting season. The Planning Bd. budget will be reviewed by the BOS at an upcoming meeting.

An online complaint form is coming for residents to submit, if they wish, to inform the Town officials of a perceived problem. With a drop down menu the complaint will go to the right department. Citizens can also phone in with issues.

### Adjournment

A **MOTION** to adjourn the meeting was made by Kate Stevens and seconded by Ronn Stephens. All were in favor. The meeting was adjourned at 9:00 p.m.

Minutes transcribed from video by  
J. McKibben

