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Litchfield Planning Board
March 18, 2008
Minutes approved 4/15/08

Members present:

- Steve Perry, Chairman
- Jayson Brennen, Vice Chairman
- Alison Douglas, Clerk
- Leon Barry
- Edward Almeida, Alternate
- Carlos Fuertes, Alternate
- Frank Byron, Selectmen’s Representative

Members not present:

- Mary Ann Geist
- Marc Ducharme

Also present:

- Joan McKibben, Administrative Assistant
- Steve Wagner, Nashua Regional Planning Commission, Circuit Rider

Agenda

- 1. The Board to continue consideration of an application by Sharon and Christopher Wagner to subdivide one lot into two lots at 7 Carlisle Drive, Tax Map 13 Lot 157**
- 2. Approval of Minutes: January 22, 2008 and February 19, 2008.**
- 3. Work Session – Capital Improvements Program**
- 4. Any Other Business – NRPC Commission meeting 3/19/08**

Chairman Perry called the meeting to order at 7:07 p.m. The Chairman appointed the two alternates as voting members.

1. Application by Sharon and Christopher Wagner to subdivide 7 Carlisle Drive

Mr. Gregg Jeffrey, Jeffrey Land Survey, LLC, came forward representing the applicants Sharon and Christopher Wagner. Applicant Christopher Wagner was present. It was pointed out the applicant is Sharon Wagner not Susan Wagner.

Mr. Jeffrey went over Mr. Wagner’s list:

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1. Comments from LC Engineering. There were no comments.
 2. Provide existing parcel size in acres and square feet in notes. Mr. Jeffrey said he put the existing tax map number and square feet in acres.
 3. Provide acres for area of Parcel A and B. Area in square feet is provided.
 4. Lot numbers to be assigned as a condition of approval. Tax Map lot numbers are given out after conditional approval.
 5. Final plans provided with revision date, required information and any changes. Those have been added.
 6. Stamp and signature of Surveyor, Soil Scientist and Wetland Scientist. Those will be on the final mylars.
 7. Owners signatures on plans. Will be on final mylars.
 8. Basement floor elevation to be a minimum of 6 inches above ESHWT. Mr. Jeffrey: We had a test pit dug on the 210 contour . If you look on the right side of the proposed dwelling, a test pit was dug and the estimated high water was estimated at 9 feet deep that puts the estimated high water at 204, that is 3 feet above estimated high water.
 9. Conservation Commission comments. Mrs. McKibben said the Conservation Commission did a site walk and did write a letter. They agreed with the new wetland delineation but did not realize they used the same 1989 method which was the same delineation used when the original subdivision was built. Mrs. McKibben: It is a mystery to all of us how they could get a different line. She said there are no wetlands towards the front so as long as they keep the house up towards the front, it should be okay.
 10. Letter from Fire – Distance to hydrant and lot numbers seem to be the only issue on this project. They received a letter from the Fire Department and they had no problem with the distance from the fire hydrant located on the corner of Carlisle and Albuquerque Avenue, and the water service is adequate.
 11. State Subdivision permit is pending.
 12. Bounds set prior to recording as condition of approval.
 13. Any other issues?
 14. Show the 50 foot wetlands setback and the additional 25 foot building setback (total 75 foot) from wetlands
 15. Add temporary No-Cut buffer following the 100 foot septic setback line. Use Orange Construction Fence to clearly delineate. Add language to plan also.
 16. Provide Test Pit data for the proposed house location (to set basement floor elevation on plan)
 17. Confirm setbacks added still allow fork compliant building envelope. The building envelope is 17,685.
- Mr. Perry said to add note on the plan for the orange construction fence at the 100 foot setback. Regarding Mr. Wagner’s Note 16: Add test pit data on the plan. Mr. Jeffrey: I just want to clarify the septic designer put first floor elevation 215; that translates to a basement floor elevation of 204. Mr. Wagner said to change the note to say basement floor.

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At this time, Mr. Perry asked about the bounds. It was not certain if four bounds are required. This was discussed and it was agreed to put in two new bounds and leave the two existing bounds or iron pins. Mr. Jeffrey said he is only required to put in the lot lines that he is creating; not the lot lines that already exist. There is an iron pin set on the Albuquerque line. Mrs. McKibben asked if he had surveyed the old lot all the way around and he said he did. Mr. Jeffrey: When I survey a perimeter and there are monuments all around the perimeter usually those stay. I am only required to put in the ones that I am creating whether it is roadway bounds, the terminus of property lines, those are the ones I am required to put in. Typically, the perimeter ones that are in you keep there because those are the monuments of record. Talk continued. Mrs. McKibben asked to have an orange ribbon put around the iron pin(s). It was agreed.

Mr. Perry asked about the wetlands markers. They can be purchased from the Conservation Commission. They are metal decals attached to show the 50 foot no disturbance boundaries at every 50 feet. A note will be added on the plan.

Mr. Wagner said the impact fee note should be put on the plan. The language will be provided. Mrs. McKibben asked to have a note on the plan to call for a pre-construction meeting with the Planning Board.

Chairman Perry opened the meeting to public comment session. There was no public comment. Chairman Perry closed public comment session.

Mr. Perry **MOTIONED** to conditionally approve subdividing one lot into two lots at 7 Carlisle Drive, Tax Map 13 Lot 157 for Christopher and Sharon Wagner with the following conditions:

1. Lot numbers will be assigned as a condition of approval. This needs to be checked with Howard Dilworth because they may not have to be put on the plan for recording purposes. Subdivision lot numbers and street numbers should be added.
2. Stamp and signature of surveyor, soil scientist and wetland scientist
3. Owners signature on plan
4. Bounds set for the new lot line
5. Orange construction fence note on the plan
6. Impact fee note on plan
7. A note on the plan to call Planning Board for a pre-construction meeting per Section 800 of the Subdivision Regulations
8. Change the basement floor elevation, letter, from first floor elevation to basement floor
9. Add note for conservation wetland markers to be placed along buffer every 50 feet before Certificate of Occupancy is issued
10. State subdivision permit pending
11. Standard conditions of approval: 6 copies of plan; original mylar; electronic submissions; State permit approvals; all fees paid; changes to plat as detailed in minutes and this report.

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Mr. Brennen seconded. Motion carried 7-0-0.

Minutes of Meeting

January 22, 2008 - Page 4 eliminate the dollar sign.

Mrs. Douglas **MOTIONED** to accept the January 22, 2008, minutes as amended. Mr. Almeida seconded. Motion carried 5-0-2.

February 19, 2008 - Mrs. Douglas noted page 2, Mr. Wagner: m (should add 530 m)

Mr. Barry **MOTIONED** to accept the February 19, 2008, minutes with corrections. Mr. Fuertes seconded. Motion carried 5-0-2.

The March 4, 2008, minutes will be approved at the next meeting. Mr. Barry pointed out when the attorney agrees to do things that it be highlighted in the minutes.

The Board discussed Best Management Practices Handbook and Storm Water Management Plan. It was said the Town does have a Storm Water Management Plan. The Board needs to find out what the status is regarding that plan.

WORK SESSION

Capital Improvement Plans

Mr. Wagner handed out an updated spreadsheet for the Board's review. The Year 2010 is overloaded with projects to be done and needs to be reviewed.

Talk went on regarding percent for bonding projects. The Board has put \$5,000 in the budget for impact fee update and is one of the reasons for updating the CIP.

Back to the Spreadsheet, page 3, Mr. Perry suggested moving Fire Department's request to purchase ambulances to Year 2011, the police Spots computer terminal to Year 2011, and the generator for Campbell High School moved to Year 2011. Further talk ensued and it was agreed to go with Mr. Perry's suggestion.

Talk went on regarding GMS dewatering for one half million dollars. It was suggested moving it to 2010.

Back to the generator, it was not certain whether or not the generator has already been installed. This will be confirmed.

Police station listed as 1 million but listed in unprogramed projects as 4 million. Mr. Wagner said it is typo; it is 4 million. Mr. Perry asked if the Board should re-open the

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2 Police CIP to include the recommendations of the MRI report. Mrs. McKibben will
3 discuss this with Chief O’Brion.
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5 Recreation CIP – Mrs. McKibben said she had spoken with Mr. Seymour about the figure
6 for the gym but it did not happen. The Board feels the amount put in the CIP is too low.
7 The Board then reviewed the previous CIP submitted by the Recreation Commission for
8 comparison. Mr. Perry suggested superimposing the previous into the new one since the
9 Recreation Commission is in disarray at this time. Talk continued as to purchasing land
10 for the Recreation Commission. It was suggested putting in the items not done from the
11 old CIP into the new one.
12

13 The Board needs to come up with recommendations based on the information in the CIP,
14 detail of what the process was, the issues are, not getting back up data, etc.
15

16 At this time, Mrs. McKibben went over the information recently submitted by the
17 Recreation Commission and concluded there was not much effort put into the CIP.
18 Mr. Wagner said he could try and come up with some reasonable conclusion against the
19 Recreation’s Master Plan.
20

21 Talk went on as to forming a committee to review CIP’s in the future. Mr. Wagner
22 suggested putting a warrant article to form a committee. Mr. Byron said that it may not be
23 necessary to form a committee through a warrant.
24

25 All in all, Mr. Brennen and Mr. Barry will come up with a figure for a 60 x 120 foot gym
26 for Recreation’s CIP. Mrs. McKibben to talk with the Police Chief regarding changing
27 his CIP to include MRI recommendations. Mr. Wagner to update the spreadsheet. The
28 school generator will be checked to see if it has already been installed. The Board to
29 finish the CIP at the April work session.
30

31 **OTHER BUSINESS**
32

33 **NRPC** – A representative (Angie) will meet with the Board on April 15, 2008 meeting to
34 discuss the CTAP grant.
35

36 **Computer** - Mrs. McKibben talked about the Planning Board’s computer. Mr. Peeples
37 was supposed to set it up and connect it to the new server. The log-ins were changed and
38 she can’t get in. Mr. Byron said he will contact Mr. Peeples tomorrow to see what has
39 been done and what needs to be done.
40

41 **NRPC Commissioners** - Talk went on regarding NRPC commissioners. Mrs. McKibben
42 said the Board gets no feedback from NRPC. Litchfield is allowed two commissioners
43 from Litchfield and anyone who is interested can go to their website. She said that there
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2 is a meeting tomorrow night if any member is interested. Mr. Barry said that he might
3 attend the meeting tomorrow night.
4

5 **Appointments** - Mr. Perry said the Board needs to make sure they are approving
6 applicants to be appointed to the Planning Board.
7

8 Mrs. Douglas **MOTIONED** that the Board endorses and recommends the reappointment
9 of Steven Perry to the Planning Board. Mr. Almeida seconded. Motion carried 6-0-1.
10

11 Mr. Barry **MOTIONED** that the Board endorses and recommends the reappointment of
12 Mary Ann Geist. Mrs. Douglas seconded. Motion carried 7-0-0. Both terms are three
13 years and full member positions.
14

15 **Alternates** - Talk went on regarding member attendance at meetings. Mr. Almeida
16 talked about what he learned in training and how it is important that members attend
17 meetings. He said that Nashua does not allow alternates to sit on the board. If all the
18 members are present, the alternates actually sit in the audience and they do not partake in
19 conversations or anything. The way it was explained to him by an attorney is because of
20 complexities when applicant comes in and sees a set of board members and then the next
21 week comes in and sees other board members and then they influence they have over
22 decisions; the applicant could take issue with that. Mr. Byron added that if a full member
23 does not show up and then at the very end comes back in and displaces the alternate who
24 has been sitting in all that time and knows the case yet the alternate can't vote. This is
25 something the Board will have to consider.
26

27 **Elections** - Talk went on about upcoming elections for Chairman. Mr. Perry said there
28 could be a Chairman and Vice Chairman, or a Co-Chairman, whatever the Board desires.
29 Mr. Barry referred to Robert's Rules of Order whereby he said the chairman should not
30 be making motions. Mr. Perry agreed but he said a lot of times he makes motion to make
31 it easier on the Board. Mr. Barry said it is important that all members do motions to get
32 used to making motions. This was discussed.
33

34 **Plan Review** - Mr. Barry then talked about difficulty in interpreting subdivision plans,
35 not knowing what they mean. Mr. Brennen mentioned that some planning boards have a
36 packet for members available a few days before the meeting so they can review them.
37 This led to talk whether or not viewing plan ahead could be considered prejudging an
38 application. Mr. Byron did not have a problem with that aspect he said it is when
39 someone makes statements about a development such as "I do not want that golf course",
40 or similar statements, then they should not sit in judgment of that plan.
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42 Further talk ensued about drawings and looking at storm water management. Best
43 Management Practices for storm water will be looked into and possibly obtaining a book
44 from the State.
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Cable TV - The Board discussed the date to go live on Cable TV. Mr. Almeida expressed some concern that the abutters won't come to the meeting but instead watch it on television, and what happens when they watch it a week later and then they come down.

It was agreed that the Board will be live on TV the first meeting in May. Mrs. McKibben will contact Dick Pentheny, Cable Committee Chairman, to meet with the Board on April 15, 2008, at 8:00 p.m. for a briefing. The Board needs to know how to shut off the cameras when it goes in nonpublic sessions. Mr. Byron suggested in the mean time the Cable should put something on stating the Board is in a test period. The meetings are being aired with no sound and residents are questioning why there is no sound.

Someone asked about guidelines and procedures. Mrs. McKibben will run copies of a booklet for the new members explaining the processes, procedures for officials.

Blossom Court - Mrs. McKibben said that it was going to auction tomorrow, bankruptcy proceedings. This should be discussed with Town Counsel to see if there is anything to be done to protect the Town and the residents.

Home Occupations - Mrs. McKibben said she is in the process of working on home occupation renewals.

There being no further business, Mr. Barry **MOTIONED** to adjourn the meeting. Mrs. Douglas seconded. Motion carried 7-0-0. The meeting adjourned at 10:05 p.m.

Lorraine Dogopoulos
Recording Secretary