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Litchfield Planning Board
April 15, 2008
Minutes Approved 6/3/08

Members present:

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

Members Not Present:

- Mary Anne Geist

Also Present:

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

AGENDA

- 1. Angela Vincent, Nashua Regional Planning Commission (NRPC), to speak about the next step for the economic development project for the CTAP grant**
- 2. Kerrie Diers, NRPC, to update the Board on the IZIP program**
- 3. House Bill 1472 Workforce Housing**
- 4. Finalize the Capital Improvement Program (CIP)**
- 5. Renewal of 2008 Home Occupation Permits**
- 6. Approve March 4, March 18 and April 1, 2008**
- 7. Any Other Business**

Chairman Perry called the meeting to order at 7:04 p.m.

1. Nashua Regional Planning Commission – CTAP

Mrs. Angela Vincent, NRPC, came before the Board to discuss the next step for the

1
2 economic development of the CTAP (I-93 Community Technical Assistance Program)
3 grant project. The Board needs to form a Subcommittee of the Planning Board and
4 schedule a meeting to conduct an assessment. The grant application has been accepted
5 and approved.

6
7 Mrs. Vincent talked about the Litchfield Economic Plan that was done in 1999. She
8 talked about different models that Litchfield can use to get started. NRPC will help walk
9 the Subcommittee through the process.

10
11 Talk ensued. Mr. Almeida came forward and suggested identifying the stakeholders of
12 the 1999 Litchfield plan and getting as many people involved as possible in the self
13 assessment.

14
15 Mr. Barry asked what the Subcommittee would do and what is the end result. Mrs.
16 Vincent said the Subcommittee would look at updating the last plan and then implement
17 the plan for economic development for Litchfield. She suggested to check the status of
18 the 1999 report to see what has been done, or what has not been done, and whether the
19 Board still agrees with those recommendations. Also, the Subcommittee should
20 determine what businesses really want and need out of the community.

21
22 Mr. Byron: This (plan) was done back in the 90's by members of the community. It was
23 a subcommittee of the Planning Board and when we did it, it was to try to do a couple of
24 things: 1. Is the zoning right for the Town? Does it make sense to have the two sections
25 of the Town that were zoned for industrial development zoned that way? Or does it make
26 sense to change that? Or what is stopping people to move into those zones? What are the
27 handicaps? It was also to try to understand what the wishes of the people are in terms of
28 the Town.

29
30 The Board needs to advertise for volunteers to serve on the Subcommittee and they will
31 be contacting some of the volunteers who worked on the last report.

32
33 Mrs. Kerrie Diers: What we would love, because you already have a plan, if we get
34 through the update quickly then there is time for us to help you do some implementation.
35 So, that is what we would like to tell the Subcommittee: You have a plan, let's look at it,
36 update it and let's do something...because you are in the CTAP region, you have some
37 resources that you can take advantage of.

38
39 Mr. Byron suggested the first thing is for the Board to educate itself, take a look at the old
40 report, and then take it from there.

41
42 The original CTAP Committee consisted of Joan McKibben, Gregg Lepine, Laura
43 Gandia, Ray Peebles and a representative from the school.

44
45 Chairman Perry appointed Carlos Fuertes, alternate, to vote this evening. Mr. Barry
46 **MOTIONED** to form a Subcommittee of the Planning Board for Economic

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2 Development Committee. Mrs. Douglas seconded. Motion carried 7-0-0.
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4 Chairman Perry said since Mr. Almeida is part of the CTAP that he be appointed to the
5 Subcommittee as a representative of the Planning Board. Mr. Perry said that it does not
6 mean that the Board would be limited to not having anybody else from the Planning
7 Board on the Subcommittee. Mr. Almeida would be the source of getting the information
8 back to the Board. Mr. Edward Almeida agreed to be on the Subcommittee.
9

10 Mr. Brennen **MOTIONED** to appoint Edward Almeida as the Planning Board’s
11 representative to the Economic Development Subcommittee. Mr. Fuertes seconded.
12 Motion carried 7-0-0.
13

14 Talk went on as to advertising for members to serve on the Subcommittee. It was
15 suggested advertising on the Cable Access TV and HLN (Hudson Litchfield News).
16

17 Mr. Almeida said that he would like to develop a mission statement. This will be
18 included in the process. With this Mrs. Vincent left the meeting at 8:07 p.m.
19

20 **2. Nashua Regional Planning Commission – IZIP**
21

22 Mrs. Kerrie Diers, Nashua Regional Planning Commission Assistant Director, came in to
23 discuss IZIP. IZIP stands for the Inclusionary Zoning Implementation Program. The
24 program was developed by N.H. Housing in response to increasing requests from
25 municipalities for assistance in creating and adopting local inclusionary zoning
26 ordinances. IZIP provides direct grants of up to \$9,000 to municipalities to help develop
27 and adopt inclusionary zoning ordinances. Mrs. Diers said that the Town’s Master Plan
28 does include inclusionary housing.
29

30 Talk ensued. Mrs. Diers said if the grant is something the Board wants to consider, to let
31 her know and NRPC can help implement plans.
32

33 Mrs. Diers left the meeting at 8:42 p.m.
34

35 **3. HB 1472 Workforce Housing**
36

37 The Board discussed House Bill 1472 Workforce Housing and an email from Lynne
38 Ober. She states that it is a bill about workforce housing it is filled with ambiguity that
39 will be tested in the courts causing significant legal dollars in small towns. It passed the
40 House and moved to the Senate. The Senate Committee has scheduled a hearing on April
41 18, 2008.
42

43 Talk ensued. The bill could force towns to include inclusionary housing. Mr. Perry said
44 that Litchfield may meet the requirement of affordable housing with its mobile home
45 parks, multi family dwellings, etc. Mr. Wagner will check to see what is in the database
46 for Litchfield regarding the Town’s ratio of affordable housing.

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2 **4. Capital Improvement Program**
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4 Steve Wagner has been working on finalizing the CIP. At the last meeting, there was a
5 question regarding the proposed interest rates. He did check on the interest rates and
6 contacted the State Bank. They calculated the debt service so he has some good numbers
7 on that and he will plug that into the spreadsheet. Mrs. McKibben and Mr. Wagner will
8 get together to work on the CIP and hopefully the Board will finalize it at the May 20,
9 2008, work session. Talk ensued as to construction cost estimates.

10
11 **5. Home Occupation Renewals**
12

13 Clerk Alison Douglas read out loud the application renewals.
14

15 Mr. Barry **MOTIONED** to accept Home Occupation Renewals as follows: J. Beaulieu
16 (Television Production); A. Brodeur (General Mechanical Services); D. Daigle
17 (Swimming Pool Service); J. Depaola (Bicycle Frame Building and Alignment); D.
18 Hogencamp (Cosmetology/Hair Salon); E. Gibbons Jolt Electric (Electrical/HVAC); L.
19 Jacobson (Accounting/Tax Preparation) two applications; G. Jeffrey (Land Surveying);
20 E. Manning (Nuts and Bolts Sales); D. Matte (Hannah's Sweet Tooth); N. Pinciario
21 (Manicure/Skin Care); A. Raccio (Touchstone Electronics) and M. Thiboutot
22 (HVAC). Mrs. Douglas seconded. Motion carried 7-0-0. There were two home
23 occupation renewals, G. Gomez and S. Bouchard, that were not approved at this time due
24 to missing or incorrect information.
25

26 **6. Approval of Minutes**
27

28 Mrs. Douglas **MOTIONED** to accept the March 4, 2008, minutes as amended. Mr.
29 Fuertes seconded. Motion carried 4-0-3.
30

31 Mrs. Douglas **MOTIONED** to accept the March 18, 2008, minutes as amended. It was
32 seconded. Motion carried 5-1-1.
33

34 Mrs. Douglas **MOTIONED** to accept the April 1, 2008, minutes as amended. Mr. Barry
35 seconded. Motion carried 6-0-1.
36

37 **7. Any Other Business**
38

39 **NRPC** - Mr. Barry came forward to talk about his attendance at the NRPC meeting. Mr.
40 Barry has been appointed as a Commissioner to NRPC representing Litchfield. Mr. Barry
41 said there is a lot of information given at the NRPC meetings. One item discussed at the
42 meeting is they did a transportation study in Nashua to find out where teenagers gather
43 and areas they want to watch the most. They had asked for a report from other towns as
44 to what is happening in their community. The Police Chief provided Litchfield's report.
45 Mr. Barry said they are trying to obtain better data for the reports and one way is by
46 putting in GPS systems in cruisers.

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On another matter, Mr. Barry said they spoke about air quality in N.H. The worse city in the State is Nashua, mostly the south end. Mr. Barry said they also had a round table discussion about communities having meetings with businesses and people whereby they meet and gather information to bring back to their Selectmen.

Mr. Barry then talked about grants to clean bottom of ponds. It was said that the Litchfield Recreation Commission had talked about doing milfoil clean up at the Darrah Pond and putting money in their budget.

Pinecreek - The Board is in receipt of a complaint from residents in Manchester abutting the Pinecreek Subdivision having to do with sand blowing around the development. This was a problem last year and it was resolved. Mrs. McKibben said Lou Caron is sending an employee to look at the matter. Mrs. McKibben said that she notified Ashwood Homes, the owners of Pinecreek, about the situation.

There being no further business, Mr. Brennen **MOTIONED** to adjourn the meeting. Mr. Ducharme seconded. Motion carried 7-0-0. The meeting adjourned at 10:15 p.m.

Lorraine Dogopoulos
Recording Secretary