

**Town of Litchfield**  
**Planning Board Meeting Minutes**  
**Thursday, March 5, 2015**

**Location:** Litchfield Town Office

**Present:** Dan Craft (Chairman), Paul Hempstead (Vice Chair), Lorimar "Skip" Trafton, Mike Seaman, Steve Ochmanski (Code Enforcement Officer), Deborah M. Campbell (Secretary)

**Excused Absences:** Joe Campbell, Judy Bishop, Jeff Flaherty

**General Public Audience:** None

**Item 1: Call to Order**

The meeting was called to order at 5:35 p.m. by Chairman Dan Craft.

**Item 2: Consideration of Minutes**

**2.1 February 5, 2015 minutes**

A draft of the minutes was included in the current meeting's email notice emailed to the board members.

A hard copy of the draft minutes was distributed at the current meeting.

**MOTION:** A Motion was made by Paul to accept the February 5, 2015 minutes as provided.  
Mike seconded the Motion.

**DISCUSSION:** None

**VOTE:** 4-0-0

**Item 3: Agenda Additions/Adjustments**

Dan suggested an update for the two workshops discussed at last month's meeting. This was added to Item 5, "Unscheduled Business."

Mike suggested the Board discuss any items it had for June's town meeting. This was added to Item 5, "Unscheduled Business."

**Item 4: Scheduled Business**

There were no items for discussion.

## **Agenda Item 5. Unscheduled Business**

### **5.1 Workshops**

Steve confirmed that Dan is signed up for the information access class from Maine Municipal Association.

### **5.2 Town Meeting Items from the Planning Board**

Mike noted that as a result of the last two reviews before the Board—a Gravel Pit and a Retail Store—several issues with regard to the intent of the *Land Use Ordinance* were discovered that needed review by the Board.

Topics resulting from the gravel pit review included:

- Dust
- Sound
- Sufficient buffering between the pit and the highway so that the dust does not migrate
- If the operation is temporary, that is one thing, but if it continues every year, this needs to be addressed in the performance standards.
- The *Land Use Ordinance* allows for only one kind of review—commercial. There is no standard for personal use; the Board discussed whether this is something the Board should consider.

Topics resulting from the retail store review included:

- Being able to ensure the intent of the *Land Use Ordinance* by providing something in the performance standards with regard to the esthetics of a new retail building. The Board discussed the need to ensure the rural character is maintained throughout the town. Mike suggested a point scale might be helpful for such a review.

Mike suggested that the Board's efforts should be directed toward addressing one item for the year. He suggested addressing the improvement of the mineral extraction standards first.

Steve suggested checking the MMA website for samples. Mike suggested meeting at the end of March to review if there is anything.

Steve recalled that the original *Land Use Ordinance* contained an architectural standard, and at the Public Hearing it was obvious that the public wanted it removed.

The Board discussed the gravel pit review and how to define “commercial” and “personal use.” It was decided that clear definitions are needed.

Mike brought up the question of dust mitigation. He stated the mitigation has to go back a long way and not go on the road.

## Final and Approved

Steve asked about a buffer. Mike stated an environmental problem cannot be created for your neighbors. Steve reminded them that the standard needs to be enforceable. Mike stressed that the operation needs to employ a minimum of dust mitigation. He suggested the use of hot top and suggested including the need to state how far—such as into a pit or down a pit road—it needs to be used. Also, he added that the use of calcium would help eliminate dust. Steve stated he would contact Larry Nadeau and see if he has any conditions on his Manchester pit. Mike suggested that the pit needed 300 feet of hot top as well as a buffer. Steve added that speed was also an issue. Various solutions were discussed including speed bumps, speed bump mats which might slow down trucks leaving a pit.

Steve suggested asking the Historical Conservation Commission to do a survey of the town at the June town meeting and come back with three general architectural features the *Land Use Ordinance* performance standards should include. He believed enlisting the assistance of the Commission would be helpful for providing additional input and support for the Board. He suggested the Board invite the Commission to the April 2, 2015 meeting to discuss this further with the intent to do a survey at the June town meeting and provide the information to the Planning Board for its September 2015 meeting.

Mike agreed, and requested that a letter be written to the Commission inviting them to the April 2, 2015 Board meeting to discuss how the Commission can be involved in creating architectural standards for the town's community development by soliciting information from the town—perhaps by a survey at the upcoming June 2015 town meeting.

In addition, Mike suggested the Board draft performance standard language for the gravel pit dust mitigation.

Steve stated he would find out what others (Larry Nadeau, MMA, and KVCOG) are required to do.

### **Agenda Item 6. Correspondence**

Dan indicated he had received an email (See attached copy.) from Judy Bishop confirming the dates when her college classes would keep her from attending the Board's meeting. Those dates are: January 22, 2015 through May 21, 2015. Dan confirmed those are the excused absences for Judy.

### **Agenda Item 7. Future Agenda Items**

The next meeting is scheduled for Thursday, April 2, 2015.

**Agenda Item 8. Adjourn meeting**

**MOTION:** A Motion was made by Mike to adjourn. Paul seconded the Motion.

**DISCUSSION:** None.

**VOTE:** 4-0-0

The meeting was adjourned at 6:40 p.m. by Dan.