

**Town of Haverhill
PLANNING BOARD
Meeting Minutes
Tuesday, August 10, 2021, at 7:00 PM
R. E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785
And on Zoom**

1. CALL TO ORDER: Gary Hebert, Chair, called the meeting to order at 7:00 PM.

Roll Call Attendance: Howard Hatch, Select Board liaison (Here); Joe Longacre, Vice Chair (Here); John Nelepovitz (Here); Don Hammond (Absent); Gary Hebert, Chair (Here). A quorum was met.

Town Employees Present:

- Jennifer Boucher, Assistant Town Manager
- Joanna Bligh, Planning Board Clerk, Project Coordinator

Members of the Public Present: Mike Lavoie, Dawn Lavoie.

2. Designation of Alternates: None.

3. AGENDA APPROVAL

MOTION #1: Hebert made a motion and Longacre seconded the motion to approve the Agenda as written.

Voice Vote: All approved, none opposed, none abstained. The motion passed.

4. APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

- Hatch made corrections on page 6 stating that the Town Report and the new pit were from 1946.
- Hebert made a correction on page 5 noting a misspelling of a name.

MOTION #2: Longacre made a motion and Nelepovitz seconded the motion to approve the Minutes from **July 27, 2021**, as amended.

Voice Vote: All approved, none opposed, none abstained. The motion passed.

5. PUBLIC APPEARANCES (previously scheduled): None.

6. PUBLIC HEARING: None.

7. NEW BUSINESS

Mike and Dawn Lavoie / Map 208, Lot 118 / Lot Line Adjustment

Hebert noted that this review is an administrative function because the lot line adjustment has already been approved by the Haverhill Corner Planning Board.

MOTION #3: Longacre made a motion and Nelepovitz seconded the motion to approve the lot line adjustment for Mike and Dawn Lavoie, Map 208, Lot 118.

Voice Vote: All approved, none opposed, none abstained. The motion passed.

Dawn Lavoie requested that the Board waive the 30-day reconsideration period.

MOTION #4: Hebert made a motion and Longacre seconded the motion to approve waiving the 30-day reconsideration period for the final plat/plan for Mike and Dawn Lavoie, Map 208, Lot 118.

- Nelepovitz asked if Haverhill Corner Planning Board has a 30-day reconsideration period.
- Hebert stated that Haverhill Corner Planning Board would have to make their own decision on this point.
- D. Lavoie noted at the at the Haverhill Corner Planning Board meeting there was no discussion of a reconsideration period.

Voice Vote: All approved, none opposed, none abstained. The motion passed.

PENDING BUSINESS:

Master Plan Updates

Bligh noted that she spoke with Codling, Town Manager, about the Master Plan process and Codling suggested that the Board hold off contacting June Garneau until closer to her start date. Hebert suggested October as the month for a visit by Garneau.

Boucher noted that the written comment on the back of Garneau's Master Plan proposal was for her use only depending on the COVID cases in the area.

Hatch did not bring up the topic of the high cost of the Master Plan at the Selectboard meeting for their consideration. Hatch also noted that getting people together is a better process for good communication rather than virtual Zoom.

Hebert noted that the Select Board and Town Manager need to address the cost of the Master Plan. Hebert stated that at the Budget Hearing, the Town and the Select Board approved \$20,000 for the Master Plan. Hatch stated that he will bring it up to the Select Board.

Longacre noted that in a few years, the cost went from single digits [in thousands] to double digits [in thousands]. Longacre asked if there was something the Board is not aware of that is causing the increase in cost.

Nelepovitz stated that the proposal was not detailed with a breakout of costs.

Hebert stated that the Master Plan discussion will be tabled until October.

Rules of Procedure

Hebert read an email from the Town Manager about the Rules of Procedure and her request to postpone the signing of the Rules following feedback that the Board has not had a chance to consider.

Hebert responded to the Town Manager stating that the Board voted in September 2020 to approve the Rules and that the signing of the Rules is an administrative formality;

however, he presented the Town Manager's request to the Board for discussion and action, if needed.

Hebert stated that the Board has already approved these Rules and as a working document, the Board can change wording and re-sign.

The members discussed the absence of one of the members, and Boucher suggested the option of changing the day of the Planning Board meeting. Hebert stated that in the rules, the meeting date is the fourth Tuesday of the month. Hebert stated that as Chair, he will find out the status of the absent member.

The members signed the Rules of Procedure, with one signature missing.

Town Pit Update

Boucher stated that the Road Foreman Colton Grant will install orange construction fencing along the berm at the top of the slope at the Town pit.

Woodsville Pit Update

Hebert stated that he has not been able to visit the Woodsville Town Administrator to discuss the Woodsville pit. Hebert stated he will try to get to Woodsville this week.

Duplication of Planning Boards Discussion

Hebert provided a draft amendment to the subdivision regulations for members, and he noted that this is a lot to review and suggested tabling any vote on this until another meeting. Boucher noted that the Town's attorney has not reviewed the document yet.

Hebert stated that there is also a statement from the Mitchell Group about the duplication of Planning Boards for the members to read. Hebert emphasized the last paragraph of the letter:

“...we do not believe that applications which receive approval from the Haverhill Corner planning board are exempt from obtaining approval from the Haverhill Planning Board. Although there is no statute or case law on point of which we are aware, the property is located in two municipalities, and must abide by both municipalities' regulations. Therefore, unless the town of Haverhill is willing to delegate its subdivision authority over property located in Haverhill Corner entirely to that entity's planning board, applicants must obtain the approval of both boards in order to subdivide their property.”

Nelepovitz asked for the regulations of the Haverhill Corner Planning Board. Hatch suggested that the draft Amendment is too wordy. Discussion continued. Hatch suggested that the application should go to the Haverhill Corner administration, and the administration staff could come to the Town's Planning Board for approval. Boucher suggested inviting the Haverhill Corner Planning Board to come to Haverhill Planning Board's meeting in September. Longacre suggested streamlining the process making it as simple as possible, like having joint meetings for all members to address. Boucher noted

that the Haverhill Corner Planning Board meetings are the fourth Wednesday of the month.

M. Lavoie noted that the Town felt that they were not notified for assessing purposes about subdivisions. Boucher noted that is the administrative side of the process. M. Lavoie noted that in Haverhill Corner there are minimum lot sizes and setback requirements, but in Haverhill there is no zoning, so Haverhill Corner zoning is more stringent (since 1988). Hebert recommended a discussion with both boards. M. Lavoie and Boucher discussed building permit differences between the precinct and the Town. Discussion continued about solutions related to the two planning boards. Longacre stated that there seems like a simple fix to have the planning boards of the precinct address the assessing part. Boucher stated that that is one piece, but the second piece is the Haverhill Planning Board that must follow the procedures and statutes. Longacre noted that the Board could approve a simple revision to the regulations. Discussion continued.

Hebert summarized that the Board would notify the precinct that these are their requirements, and the precinct will notify the Town that subdivisions (LLA, VM, subdivisions) are approved and recorded. Then the precinct has to notify the Town for assessing purposes. Hebert stated that the Town does not have the authority to circumvent the authority of the precinct. Discussion continued.

Hebert stated that the Board is not looking for a rewrite for the subdivision regulations, just a policy saying that these are the requirements for submitting plats to the assessor. There was consensus among the Board members.

Nelepovitz added whether the Haverhill Corner Planning Board should add some wording to their requirements relating to delivery of plats to the Town.

Hatch suggested that the Town should be the only entity to record the mylar and plan with the Registry of Deeds. Hebert stated that the precinct has the authority over filing.

Longacre suggested that both boards get together at the next meeting to establish procedure.

Hebert asked Boucher to redraft the Amendment and send out invitations to the Haverhill Corner Planning Board. The members were in agreement.

8. CORRESPONDENCE / COMMUNICATION: None.

9. COMMENTS OF TOWN STAFF: None.

10. COMMENTS of the PLANNING BOARD MEMBERS:

Nelepovitz: None.

Longacre: None.

Hatch: None.

Hebert: None.

11. NEXT MEETING: Tuesday, September 28, 2021, at 7:00 PM.

12. ADJOURNMENT

MOTION #5: Hebert made a motion and Longacre seconded the motion to adjourn the meeting at 8:04 PM.

Voice Vote: All approved, none opposed, none abstained. The motion passed.

Joanna Bligh, Transcriptionist