

# **Haverhill Planning Board Minutes Feb. 23, 2016**

## **Draft Subject to Review, Correction, and Approval at Following Meeting**

### **1. Call to Order**

The meeting was called to order at 7:00 by Chairman Don Hammond

Planning Board members present:

Don Hammond

Mike Bonnano

Tom Friel

Mike Simpson

Clerk Ed Ballam was present.

Tara Krause was excused.

There were no members of the public in attendance.

### **2. Designation of Alternates**

No alternates to designate

### **3. Agenda Approval**

Mike B. made a motion to approve the agenda. Mike S. seconded the motion. The motion passed with a unanimous vote.

### **4. Approve Minutes of Previous Meeting**

Tom F. said he had a problem with the minutes of the last meeting, Jan. 26. He asked that the clerk check what was written with the audio recording of the meeting. He said because the minutes were received only a day and half ago, he would like to postpone the approval of the minutes to the March meeting. Ed B. asked what the issue was. Tom F. said he had an issue with the last paragraph of the minutes and wanted to hear the audio for the phraseology before considering the minutes. Ed B. said the last paragraph of the minutes was "Don H. asked for a motion to adjourn." Don H. asked Tom F. if that was the paragraph or which one did have issue with. Tom F. said it was paragraph 13. (Paragraph 13 referred to comments Tom F. made about member attendance and planning board policies. Tom F. said he wanted to double check on the recording what was said and would wait until that could happen. Don H. said it would be best to do it now to clear up any discrepancy. Ed B. said the recorder is present at the meeting and had a backup unit as well. He turned one of the recorders off to play the audio from the other.

The disputed portion of the conversation concerning Tom F.'s comments about attendance was located and played for the members of the board. Tom F. said he did not think he said what was in the minutes. The recording was virtually verbatim of what Tom F. said and others participating in the discussion said.

After the audio recording was played, Mike S. made a motion to approve the minutes as presented. Don H. seconded the motion as he and Tom F. were the only two who had attended that meeting. Approval of the minutes passed with Mike B. abstaining as he was not present at the Jan. 26 meeting.

### **5. Scheduled Public Appearances previously scheduled.**

None

## **6. Correspondence/Communications**

None

## **7. Reports of Committees**

None

## **8. Pending Business**

Ed B. said the planning board training that had been offered by the state's office of Energy and Planning has been postponed indefinitely with no explanation and no future date set. The planning board had been making plans to attend and were set to discuss the course offering and details, but Ed B. said it was moot at this point. He said he would make the board aware if there were any new dates set or other training opportunities planned for the future.

Don H. asked if the board if the board wanted to continue working on subdivision regulations. The members said they were willing to go for a half hour. Ed B. said the board left off at page 25 on the Subdivision regulations. The section was dealing with roads. Ed B. reminded the board they had wanted to include Joe Maccini and Howard Hatch from the road advisory committee in any discussions about roads and specifications. Ed B. reminded the board also that Tom F. had also picked up the information about roads from the state. The board decided to skip over all the sections of the road and resume review on page 29. Ed B. said when the board is ready, he can invite Joe M. and Howard H. to the meeting at the board's request.

Don H. said the review would resume on page 29 4.5.2.8 road description. Don H. said the road agent ought to be at the road construction site every day. He said it should be a spot checked every day to make sure all the layers and materials are correct. Don H. said if daily inspections aren't done, it's difficult to determine what is in the road without taking core samples. The board agreed that the new wording should be as follows. "The road agent will make daily inspections on any road construction in town. The Road agent shall also perform a final inspection to determine that the road meets town specifications."

There was also discussion about the need to include notification of a private road on the recorded mylar to make sure there's no chance documentation, separate from the mylar, will become lost or missing.

Ed B. said the board also should look at requirements for fire lanes for commercial buildings and non-residential structures. He said he would look at some requirements for the board's consideration.

The board decided to add the word written to permission to open a road or make a cut on any town road. It also decided to add written permission for signing and traffic control. The board stopped on reference to highway bounds in the subdivision regulations.

## **9. New Business (Applications)**

There were no new applications.

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## **10. Other New Business**

None

### **11. Public Appearances (Not Previously Scheduled)**

None

### **12. Comments of the Clerk**

None

### **13. Comments of the Planning Board**

Tom F. said he had three items he wanted to bring up. He said he was working on an outside real estate project and he was looking up the minutes for February 2014 and Nov. 2014 and they are not on the town web site. He asked if the minutes exist and if so how does he find them. Ed B. said all the minutes for all the meetings have been done. Tom F. said they were not on the web site. Mike S. asked if the meetings on those months were cancelled. Tom F. reiterated he could not find the minutes for those two meetings. Don H. asked who was updating the web site these days. Tom F. said that didn't matter because he was talking about 2014. Tom F. said he was looking up information about a project as he still is a state licensed real estate broker. Ed B. said he would double check because he has masters of everything. (Note: The Feb. 2014 was combined with the March 2014 meeting and the Nov. 2014 meeting was combined with the December meeting. There were no meetings in Feb. or Nov. 2014.)

Tom F. also said he wondered where the recordings of the meetings are held. Ed B. said he has them and they remain on the digital recorder. Tom F. said no one knows where they are. Ed B. said if any one asked the clerk, he would provide them. Tom F. said the recordings must be held in the office. He said the recordings must be held in the town office and no one knows where they are. Tom F. cited RSA 91A:4 to back up his claim. Ed B. said that same RSA states the town has five business days to make the recordings available after requested. Ed B. said Tom F. is making a request, the recording will be available to him.

Tom F. said there will be a reshuffle of the planning board after the next meeting. He said there will be new selectboard members and the new planning board will have only five members instead of seven, which means there a quorum will be three members. Tom F. said there were a lot of problems with quorums in December. He also said one of the new selectmen is currently a planning board member and there can only be one selectboard member on the board at any one time. Don H. asked Tom F. if he could read and predict the future. Tom F. said he wasn't running for a spot on the selectboard and Mike B. is running unopposed. Don H. said any one can still throw there hat in the ring for the selectboard position. Tom F. said he would rephrase his comments and say there is a potential for a reshuffle. Don H. said write-in candidates have been elected before and it could happen again. Tom F. said the board should be prepared for changes. Don H. asked if Tom F. had any potential new members. Tom F. said he is still trying to talk "him" into it.

Mike B. said even if the board was down one person, the board would still have four. Tom F. said that would give only three. Mike S. said that would be a quorum. Mike B. said the new board could be Don H. Tom F. Tara K. and Mike S. or whomever is selected to serve.

Don H. said the board will “cross that bridge” when it gets to it. Tom F. said Tara K. only attended five meetings last year. Tom F. said the planning board needs people that attend and serve to prevent other “problems” from happening.

Ed B. reminded Tom F. that he is the selectboard’s rep on the board and if he has issue with attendance and membership, he should bring it up to that board for action. Tom F. said he has been talking to people and Selectboard Chairman Wayne Fortier has been talking to people to serve. Ed B. said if Tom F. wants to make an issue of Tara K.’s attendance, he needs to bring it up to the selectboard because that is the body that makes the appointments. Tom F. said he would rather settle issues with the planning board at the planning board level. Tom F. said the board needs someone to serve. Don H. said that Tara K is a good member and when she can’t make it, she’s got a good excuse. Tom F. said he was just looking at the numbers and the fact that the board needs more people. Ed B. said that’s squarely a job for the selectboard as the planning board can’t appoint its own members – there’s nothing the board can do to resolve that issue.

Ed B. said the Zoning Board of Adjustment is in the same situation. At that board meeting, there was discussion about the clerk, who is a resident of Haverhill, serving as an alternate just to make a quorum. Ed B. said the ZBA has had some issues with quorums. Tom F. said everyone knows about that because Rick Ladd didn’t show up for a meeting. Tom F. said having the clerk serve as an alternate was a very good idea. Don H. said he was in favor of it and it was a good idea. He said the minutes are audio recorded so there shouldn’t be any conflict. If there are no rules preventing it, Don H. said the board should do it. Tom F. said anything to get the board out of the numbers problem. Don H. said if there are no regulations against it, he will make a recommendation to the selectboard to have Ed B. appointed as an alternate.

Mike S. said the only thing he could see as a possible problem is that as an employee of the town, the clerk is paid. He said an alternate is a volunteer position and he didn’t know how that would work. He said the clerk should be paid. Ed B. said he thought the positions could be considered separate and handled separately without any conflict. Ed B. said in towns that don’t have paid clerks, a member is often as the secretary to take minutes and handle business without pay. Tom F. said the board has been fortunate to have very little business to conduct in recent times.

#### **14. Other**

None

#### **15. Adjournment/Next Regular Meeting**

Don H. asked for a motion to adjourn which was offered by Mike S and seconded by Mike B. The vote was unanimous. The meeting concluded at 8:05.

The next meeting scheduled meeting is March 22, 2016.

Respectfully submitted,  
Ed Ballam, Planning Board Clerk

