

Haverhill Planning Board Minutes June 27, 2017

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

Chris Luurtsema

Howard Hatch

Tara Krause

Other attendees included John and Bette Pollock

2. Designation of Alternates

No alternates to designate

3. Agenda Approval

Ed B. said that Tara K. had asked that building permit review be added to the agenda. Don H. said it could be put under other business. Howard H. made a motion to approve the agenda. Chris L. seconded it. The vote was unanimous.

4. Approve Minutes of Previous Meeting

Ed B. said there were two sets of minutes to approve. The April 25 minutes needed some revisions, which were completed for the May meeting and the May minutes also needed approval. Don H. asked for the approval of the April 25 and May 30 minutes. Chris L. made the motion and Howard H. seconded it. The motion was unanimous, with the exception that Tara K. abstained from the June minutes because she was not present for that meeting.

5. Scheduled Public Appearances previously scheduled.

none

6. Correspondence/Communications

None

8. Pending Business

Master plan committee membership. Ed B. said he had given the list of people interested in serving on the master plan committee to the selectboard which initially thought they wanted to have everyone come in and talk about it and be formally tasked with the assignment of looking at the master plan. Ed B. said the board had second thoughts about that and decided it was a planning board subcommittee so the Planning Board should call everybody in for the first meeting and get them organized. He said the selectboard approved of all the names on the list and then turned it back to the planning board. Chris L. agreed that it was about the gist of the conversation. Chris L. said the selectmen agreed to forward to the planning board the names of anyone they may have who wanted to serve on the committee. Don H. said he thought it might be a good idea to invite them all to the next meeting and layout what we expect them to do and what the board wanted them to do. He said after the board had a chance to meet with the interested parties, the board would let them meet at their own convenience and give them a deadline of when the board wanted their review complete. Ed B. said there were many

subcommittees that had gone unfilled. Don H. said for example one is Recreation. He suggested the recreation department director could fill that part out. Tara K. said that might not be a good idea to have a sole person decide the future of recreation in the community. Don H. said there was a recreation committee who should be invited to work on the recreation subcommittee.

Ed B. said perhaps everyone who submitted their names to be on the committee should work collectively on all the subcommittees. Don H. thought that if everyone was in one room at one time, maybe they could decide to divide some of the other committees up and have some overlap. Ed B. said he wish he noticed the sign up sheets didn't ask for email address and phone numbers. He said it might be a little challenging to get in touch with people through US postal mail, but that's the only contact available at this point. Don H. said the board should try to get everyone in for a meeting in July. Ed B. asked if that was a good time to get people to a meeting. Don H. acknowledged that it probably wasn't a good time. He said the meeting is at the time of the North Haverhill Fair. He said perhaps sending a letter with an RSVP would work. He said if it doesn't work, try for the August meeting. Don H. said perhaps Town Manager Jo Lacaillade might like to attend the first meeting and she might have something to add to the discussion. Ed B. said he would check with her when a meeting was organized.

9. New Business (Applications)

Don H. opened a public hearing at 7:05 p.m. for a lot line adjustment submitted by John and Bette Pollock for property on Brushwood Road, North Haverhill for property located at Tax Map 414 Lot 132. Ed B. said the application had been warned, abutters notified and the application appears to be complete. The board looked at the plats submitted by the Pollocks. Don H. said it appears the application seeks to square up the property line and provide a bit more of a buffer between a building on the Pollock property and the lot line with an abutter.

There being no questions from the members of the public, Don H. closed the public hearing at 7:08.

Don H. asked if the application was complete. Ed B. said there was a copy of the check for the planning board fees, the warning notices to the abutters had been provided as well as the plats and a mylar. He said everything appeared to be in order for acceptance as complete.

Don H. asked if anyone had any questions. Chris L. asked if the adjustment to lot 132 would affect lot 131 Tara K. said it appears that it would. Tara K. asked if the owners of lot 131 agreed to the adjustment. Ed B. pointed out their names appear on the application. The board discussed the fact that the adjustment would affect .05 of land.

Bette Pollock pointed out that the abutters signed the application and all were in agreement.

Tara K. made a motion to accept the application of John and Bette Pollock for property at Tax Map 414, lot 132 as complete. The motion was seconded by Chris. L The vote was unanimous. Don H. then asked for a motion to approve the application which was offered by Tara K. and seconded by Chris L. The vote was unanimous.

Ed B. instructed the Pollocks to have Harry Burgess, their surveyor, complete a mylar. When they drop it off for recording, Ed B. said cash works best at the Grafton County Registry of Deeds. If they wanted to pay by check, it would have to be on a business check as personal checks are not accepted. It would also require two checks, one to the state and one to the registry of deeds.

At the conclusion of the hearing, Chris L. said it seems that there needs to be more than just a signature to effectively take someone else's land. Tara K. agreed. Ed B. reminded the board that the license surveyor puts his or her license on the line when the plat is signed. If the surveyor signed it, but didn't have permission of the other land owner, there would be big problems for the surveyor.

10. Other New Business

Tara K. said she would like to review how building permits are issued. She said from reading the minutes of the June meeting she said she thought it might be a good idea to look at the process. She said the planning board ought to be commenting on things like shoreline protection act, which she said in New Hampshire is very stringent, she wonders who is comment things like that. Particularly she was saying what was the purpose of reviewing the building permit on Hendrick's Lane, off of Pond Circle, if the planning board was not allowed to comment on something involving significant laws. Ed B. said after the board had the discussion, a letter was written outlining the board's concerns.

Ed B. said if the planning board wanted to do something different with way building permits are handled, it might have to change the ordinances. Ed B. said the selectboard has given authority to issue building permits to the town manager. Chris L. agreed and said the selectboard has given authority over building permits to the town manager. Don H. said that was done to streamline the process so residents wouldn't have to wait for the bi-monthly selectboard meeting. Don H. said the planning board used to approve all the building permits and the driveway permits. Don H. said it was at least the driveway permits. Ed B. said it was before his time.

Tara K. said she worries about having the town and the planning board setting themselves up to be not good land stewards. She also said the planning board might be setting itself up for legal problems if an applicant builds in an shoreline or wet area and they're not informed of the risks.

Ed B. said the only reason why the planning board got involved in the Hendrick's Lane property is because of the ordinance that requires the board to review permits being issued to people on private roads. Tara K. said if she knew people were looking at shoreline issues and other related building issues in the town office when the building permits are being issued, she would have no problems.

Howard H. said if someone on the board hadn't noticed the property was surrounded by water on three sides and it was close to the water's edge, it wouldn't have been brought up.

Chris L. said the shoreline protection it doesn't matter if it's a tree house or a million dollar mansion. Because it is creating impervious surfaces. He said he's not sure if it state or federal rules.

Ed B. said if the board wanted to do something different, there are items in the town's ordinance that would have to be amended.

Ed B. asked if there was an action or a direction the board wanted to take to address the concerns.

Tara K. said she agreed it's not fair to have residents and citizens waiting for up to a month to get a building permit approved through the current channels.

Tara K. asked how other members feel the building permit process is going now. Howard H. said it was pretty loose.

Tara K. said she didn't want to offend Jo Lacaillade and she believes she is doing a good job, but would like to see how the process works.

Howard H. asked if the building permits were already approved when the planning board gets them to review. Ed B. said he doesn't think so because the requests are usually pretty direct to review and comment. It wouldn't make sense for the planning board to review and comment on something that has already been approved.

Chris L. said building permits in Haverhill are ways of having people let the town know they're working on their property for tax appraise purposes.

Don H. said he can understand why people wouldn't want to wait for a month to renovate property or do repairs. However he said he could not understand why people couldn't wait for a permit to build a house or construct an addition. He said people don't wake up one day and decide to build a house. There are land consideration and financing that has to happen usually. He said maybe if people understand the need to wait for a planning board approval they might not mind waiting.

Chris L. said looking at not only new construction would be important, but additions as well because they could be affected by shoreline protection regulations.

Chris L. said maybe the planning board should have an audit of recent building permits to see how the process happens.

Tara K. said she liked the idea of doing an audit just to make sure the office staff is doing due diligence for issuing building permits. She said maybe a conversation would help too. She said she has no problem with the way things work now with the town manager issuing building permits on behalf of the selectboard, but she'd like to know it's been done thoughtfully.

Chris L. said maybe a quarterly audit of the building permits might be the Planning Board's way of doing its own due diligence. The board agreed it wanted to see several building permits at its July meeting and decide what it wanted to do next.

Ed B. said, right now, the planning board has no authority of building permits. If it wanted that to change, the board would have to talk to the town manager and the selectboard to affect any kind of change.

Don H. said there was a time when the board looked at all kinds of things, including building permits and driveway permits.

The board decided to look at the building permit forms, and at the request of the chairman, Ed B. retrieved some building permits for the board to look at. The board spent about 10 to 15 minutes looking at a talking about the current building permit form in Haverhill. The meeting adjourned at 8:10 p.m.

11. Public Appearances (Not Previously Scheduled)

None

12. Comments of the Clerk

None

13. Comments of the Planning Board

None

14. Other

None

15. Adjournment/Next Regular Meeting

The meeting was adjourned at 8:10 p.m. on a motion made by Tara K. seconded by Howard H..
The vote was unanimous. The next meeting is July 25, 2017.

Respectfully submitted,
Ed Ballam, Planning Board Clerk