

**Town of Haverhill
Planning Board
MEETING MINUTES
May 26, 2020**

(All members participated by videoconference because of the COVID-19 pandemic)

Approved as amended by the Planning Board at the June 23, 2020, Meeting.

Board Members Present: Gary Hebert, Chair; Joe Longacre, Vice Chair; John Nelepovits; Don Hammond; Tom Friel (alternate); Chris Luurtsema (alternate; absent); and Connie Sleath, Property Records Clerk

Town Employees Present:

Assistant to the Town Manager: Joanna Bligh

Finance Officer: Jennifer Boucher

Members of the Public Present: Jacob Burgess, Pioneer Land Surveying

1. **CALL TO ORDER:** Gary Hebert, Chair, called the meeting to order at 7:05 PM. A quorum was met.

Roll Call: Gary Hebert, Chair; Joe Longacre, Vice Chair; John Nelepovits; Don Hammond, and Tom Friel (alternate)

2. **DESIGNATION OF ALTERNATES**

Gary recognized Tom as an alternate voting member for this meeting. There was consensus.

3. **COMMENTS OF THE AGENDA/APPROVAL**

MOTION #1: Joe made a motion to approve the Agenda with one change (modification: "...as written on the Agenda"), and John seconded the motion.

Joe noted that at the April 28, 2020, meeting there was not a quorum to approve the January 28 and February 25 meeting minutes. He suggested adding these two meeting minutes to tonight's agenda.

Gary suggested tabling the January and February meeting minutes and approving the minutes from April. Tom was not a member of the Planning Board in January and February.

Roll Call Vote: Gary Hebert (Yes), Joe Longacre (Aye), John Nelepovits (Aye), Tom Friel (Aye), Don Hammond (Aye). The vote was unanimous. The motion passed.

APPROVE MINUTES OF PREVIOUS MEETINGS

MOTION #2: Joe made a motion to approve the Minutes of the April 28, 2020, meeting.

**Town of Haverhill
Planning Board
MEETING MINUTES
May 26, 2020**

Roll Call Vote: Gary Hebert (Aye), Joe Longacre (Aye), John Nelepovits (Aye), Don Hammond (Aye). The vote was unanimous. The motion passed.

4. PUBLIC APPEARANCES (previously scheduled): None

5. NEW BUSINESS

Lot Line Adjustment for the Kimball Family Trust, 45 Clough Rd., N. Haverhill, NH

Gary introduced the representative for the family, Jacob Burgess of Pioneer Land Surveying. Jacob Burgess stated that 35 acres of the Kimball Family property be moved to the Hatch piece, which leaves 4.48 acres around their house and garage. Connie noted that the Public Hearing for this lot line adjustment has not been posted and the abutters have not been notified. A Public Meeting will be held at the next Planning Board meeting.

6. PENDING BUSINESS

Gravel Pit Updates

Connie stated that the Town is still waiting for the reclamation bonds from all pits and intent-to-excavate and terrain permits from Blaisdell. Gary stated that at the last Select Board meeting all bonds were approved. Gary stated that any discrepancies will be identified later. Connie stated that within 12 months, the Planning Board can go back and review the conditional bonds. Gary stated that engineers have been hired and are out doing site visits. And, the Select Board and the lawyers will not entertain a Cease and Desist order for the pits.

Connie noted that the independent engineers have obtained all paperwork relating to the pits. Connie confirmed that she will make calls to Steve Griffin, NH Department of Revenue Administration, to review compliance. Discussion continued.

Permit Requirements Woodsville

Gary posted this letter to the Commissioners of the Precinct of Woodsville.

To: Woodsville Precinct Commissioners
4900 Dartmouth College Hwy
Woodsville, NH 03785

From: Haverhill Planning Board

RE: NHRSA 155-E:2, Local Regulation Excavations, "Permit Required"

Dear Commissioners:

**Town of Haverhill
Planning Board
MEETING MINUTES
May 26, 2020**

It has come to the attention of the Haverhill Planning Board from the Board of Selectmen's office that earth material was sold which was excavated from the Gravel Pit owned by the Precinct located behind the Precinct Highway and Fire Departments, Dartmouth College Hwy, in Woodsville. The material sold was to local residents and showed a profit within your 2019 budget.

In accordance with (IAW) N.H. RSA 155-E:2, "No (pit) owner shall permit any excavation of earth on his premises without first obtaining a permit." Exemptions: N.H. RSA 155-E:2 IV, "No permit shall be required under this chapter for excavation, which is performed exclusively for the lawful construction, reconstruction, or maintenance of a class I, II, III, IV or V highway by a unit of government having jurisdiction for the highway or an agent of the unit of government which has a contract for the construction, reconstruction, or maintenance of the highway." *However, because material was sold to the public and not used exclusively for precinct activities, the precinct is now not considered "Exempt" and the permit is required.*

Therefore, the Woodsville Precinct must begin the Local Permitting Application IAW NH RSA 155-E:3, "Application for Permit", through the Planning Board. The Woodsville Precinct will require an Alteration of Terrain permit through the Department of Environmental Service (DES), a Reclamation Plan and a Bond for the Gravel Pit Site.

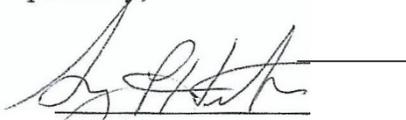
Additionally, IAW 72-B:8, "Excavation taxes", the Precinct may be required to file a PA-38 Form, "Notice of Intent to Excavate", so that an estimate of volume and type of earth and such other information may be necessary to locate, identify, verify, and determine the full extent of the excavation and extent of compliance with RSA 155-E, "Local Regulation Excavations" and RSA 485-A:1 7 "Water Pollution and Waste Disposal."

Note: The Board of Selectman is the governing body for filing a PA-38 Form and their office will be in contact regarding this requirement.

A representative from the Woodsville Precinct Commissioners Office should contact Connie Sleath, the Haverhill Assessing Clerk, for any assistance, guidance and/or contact information with State and Local entities to begin the process and a general idea of the time frame the permit process may take.

If the Commissioners feel this is in error, please feel free to contact Connie, the Planning Board Clerk, at the Haverhill BOS Office, 787-6800, to be placed on the agenda for the next Planning Board meeting via Zoom, on May 26, 2020, at 7:00 pm, to address this issue.

Respectfully,



Gary Hebert, Chair, Planning Board

**Town of Haverhill
Planning Board
MEETING MINUTES
May 26, 2020**

Fee Schedules

Connie is notifying surveyors and others about increases in postage fees and the recommendation for digital copies.

7. PUBLIC APPEARANCES (not previously scheduled): None

8. CORRESPONDENCE/COMMUNICATIONS

Joe noted that Planning Board Rules of Procedure were sent in May and should be reviewed and discussed by the Board at the next meeting.

9. COMMENTS OF THE CLERK

Connie stated that the Graham Lot Line adjustment from last month is still in process and no mylar has been received.

10. COMMENTS OF THE PLANNING BOARD MEMBERS

Joe asked if Board members' contact information was received by Connie. Gary asked to add to the Planning Board procedures a statement that the Planning Board will meet the Wednesday after a Monday holiday, so that they will not meet at the same time as the Select Board's Tuesday meeting.

MOTION #3: Don made the motion and Joe seconded the motion to have the next Planning Board meeting in June at the J.R. Morrill Building gymnasium.

Roll Call Vote: Gary Hebert (Aye), Joe Longacre (Aye), John Nelepovits (Aye), Don Hammond (Aye). The vote was unanimous. The motion passed.

11. ADJOURN MEETING

MOTION #4: Gary made a motion to adjourn the meeting at 8:06 PM, and Joe seconded the motion.

Roll Call Vote: Gary Hebert (Aye), Joe Longacre (Aye), John Nelepovits (Aye), Don Hammond (Aye). The vote was unanimous. The motion passed.

12. NEXT REGULAR MEETING: June 23, 2020, at 7:00 PM

Transcribed by Joanna Bligh