

**Town of Haverhill
PLANNING BOARD
Meeting Minutes
Tuesday, December 28, 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.

Housekeeping Items:

Chair Hebert stated that the meeting is being audio and video recorded.

Roll Call Attendance: John Nelepovitz (Here); Howard Hatch, ex officio (Here); Joe Longacre, Vice Chair (Here); Gary Hebert, Chair (Present); Don Hammond (Excused). A quorum was met.

Town Employees Present:

- Jennifer Boucher, Assistant Town Manager (ATM)
- Joanna Bligh, Planning Board Clerk

Members of the Public Present In Person: Harry Burgess, Tom Friel, Frank Kalil.

Members of the Public Present Online: None.

2. Designation of Alternates:

- Vice Chair Longacre reminded the Board that at the last meeting, as Acting Chair, he asked the members and staff to identify those who might be interested in becoming alternate members of the Board.
- Vice Chair Longacre stated that he asked John Aldrich who declined because of his busy schedule. Chair Hebert solicited interest from Tom Friel who was undecided. Clerk Bligh offered the name of Rick Henson; however, as a member of the Zoning Board of Adjustment, Henson would have a conflict of interest being on both Boards, as noted by ATM Boucher.
- ATM Boucher read from the OSI *Planning Board Handbook*, Appendix C, #5:

“At planning board meetings, alternates who are not activated to fill the seat of an absent or recused member or who have not been appointed by the chair to temporarily fill the unexpired term of a vacancy, may participate with the board in a limited capacity. During a public hearing, alternates may sit at the table with the regular members and may view documents, listen to testimony, and actively participate and interact with other board members, the applicant, abutters, and the public. However, they shall not be allowed to make or second motions and shall not participate in any way during the deliberations by the board. Upon the close of the public hearing, alternates must remove themselves from the table and sit with other members of the public unless they are sitting in place of

another member. During work sessions or portions of meetings that do not include a public hearing, alternates may fully participate, exclusive of any motions or votes that may be made. At all times, the chair shall fully inform the public of the status of any alternate present and identify the members who shall be voting on the application.”

- ATM Boucher stated that she will place a newspaper notice seeking alternate members for the Planning Board.

3. AGENDA APPROVAL

MOTION #1: Vice Chair Longacre made a motion and Nelepovitz seconded the motion to approve the Agenda as presented.

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

4. APPROVAL OF MINUTES FROM THE PREVIOUS MEETINGS

- Vice Chair Longacre and Nelepovitz offered revisions to the 11-30-21 minutes. Clerk Bligh read from an email from Susie Tann who requested a change to the 10-26-21 Meeting Minutes, as follows:

“Can you please make a correction to the top of page 2 [in relation to the Vertex Tower discussion] to read: ‘...camouflage is not an eyesore.’ ”

MOTION #2: Vice Chair Longacre made a motion and Hatch seconded the motion to approve the Minutes from **November 30, 2021**, and the correction from the **October 26, 2021**, meetings as amended.

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

5. PUBLIC APPEARANCES (previously scheduled): None.

6. Open PUBLIC HEARING

Kalil Subdivision

Chair Hebert asked for a Motion to open the Public Hearing for the Kalil Subdivision (Tax map 414, Lots 63.3, 63.4, 63.5).

Chair Hebert stated that he will recuse himself from the vote on this plan because he is an abutter.

MOTION #3: Vice Chair Longacre made a motion and Nelepovitz seconded the motion to open the Public Hearing for the Kalil Subdivision at 7:15 PM.

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

Harry Burgess, surveyor, represented Frank Kalil, applicant, and stated that Mr. Kalil requests a subdivision of three building lots of less than 5 acres each, which have been perc tested and approved by the NH Department of Environmental Services. Burgess noted that the driveway access was assessed by the Town’s Road Agent and Planning Board member Hatch, and it was decided to have a common driveway at the lot line between lots 63.4 and 63.5 and have a single driveway at lot 63.3. Burgess stated that the

state requires 400-foot line-of-sight distance entering onto a roadway, and these planned driveways comply.

MOTION #4: Nelepovitz made a motion and Hatch seconded the motion to close the Public Hearing for the Kalil Subdivision at 7:25 PM.

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

Public Hearing Closed at 7:25 PM.

MOTION #5: Vice Chair Longacre made a motion and Nelepovitz seconded the motion to approve the Kalil Subdivision (Tax map 414, Lots 63.3, 63.4, 63.5).

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

7. NEW BUSINESS:

Kalil Lot Line Adjustment

Chair Hebert introduced Burgess to present the lot line adjustment (Map 414, Lots 63 and 63.2) for applicant Kalil.

Chair Hebert stated that he will recuse himself from the vote on this plan because he is an abutter.

Burgess reminded the Board of the preliminary review of this plan in November. Burgess stated that for two previously approved lots on County Road, Kalil wishes to add 9.5 acres to Lot 63.2.

MOTION #6: Nelepovitz made a motion and Hatch seconded the motion to approve the Kalil Lot Line Adjustment (Tax map 414, Lots 63 and 63.2).

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

Kalil Voluntary Merger

Chair Hebert introduced Burgess to present the voluntary merger (Map 414, Lots 63.2 and 63.1) for applicant Kalil.

Chair Hebert stated that he will recuse himself from the vote on this plan because he is an abutter.

Burgess reminded the Board of the preliminary review of this plan in November; however, the voluntary merger was added to more clearly represent the merger of land. There was discussion among the members about the numbering of lots. ATM Boucher noted that if a voluntary merger occurs, one number remains.

MOTION #7: Nelepovitz made a motion and Hatch seconded the motion to approve the Kalil Voluntary Lot Merger (Tax map 414, Lots 63.1 and 63.2 to become Lot 63.1 at 13.24 acres).

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

8: Open PUBLIC HEARING

Chair Hebert asked for a Motion to open the Public Hearing for the Maerder Subdivision (Tax map 413, Lots 102 and 102.2).

MOTION #8: Vice Chair Longacre made a motion and Nelepovitz seconded the motion to open the Public Hearing for the Maerder Subdivision at 7:40 PM.

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

Maerder Property Management LLC (Jeff Maerder) Minor Subdivision

Burgess stated that the Maerder's wish to subdivide the original Lot 102 of 65 acres at 1941 County Road into two lots – 40 acres and 25 acres. Burgess discussed a driveway problem for the Maerder's properties: an established driveway passes through a third property, which the Maerder's own, but creates a problem if there will be a future sale of either of the abutting properties. Burgess inserted in the plat the wording "Proposed" right of way (ROW). ATM Boucher stated that a deed will have to be rewritten to show the proposed ROW. Hatch discussed the history of the area.

MOTION #9: Nelepovitz made a motion and Vice Chair Longacre seconded the motion to close the Public Hearing for the Maerder Subdivision at 7:46 PM.

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

MOTION #10: Chair Hebert made a motion and Nelepovitz seconded the motion to approve the Maerder Subdivision (Tax map 413, Lots 102 and 102.2).

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

8. PENDING BUSINESS:

MASTER PLAN with June and Olin Garneau

Chair Hebert introduced June Garneau of Mapping and Planning Solutions (Twin Mt., NH) who has been selected to write the updates to the Town of Haverhill's Master Plan.

Garneau addressed three questions that were provided to her before the meeting, and her replies were as follows:

Meeting 1: Agenda

A. Introductions

B. Responses to premeeting questions

1. Why is the Master Plan cost so high?

- Printing and postage costs, including two mailings to all residents and taxpayers.
- Printing hardcopy surveys for those who are unable to fill out the survey online.
- Mailing hardcopy surveys with a stamped, return envelope to those who are unable to fill out the survey online.
- Promotional costs.
- The complexity of Haverhill's services.
- Research and composition time.

- Time to tabulate and analyze survey data.
 - Number of meetings.
 - Development of a presentation (PowerPoint) explaining the results of the survey.
2. How can the Planning Board assist with the Master Plan development?
- Determine a Master Plan Committee and recruit members for committee participation.
 - With the planner, establish a rough timetable for the kickoff of the Community Survey.
 - Approve all mailing efforts and promotional materials before mailing.
 - Provide mailing list labels for all out-of-town taxpayers, as needed.
 - Determine the appropriate questions for a Community Survey.
 - Promote the Community Survey to increase public awareness and participation through press releases, flyers, posters, social media platforms, the website, and all other means in an effort to increase the survey response rate.
 - Collect hardcopy surveys at predetermined locations.
 - Offer guidance and direction assistance per the *Vision*.
 - Provide contacts who can assist with information pertinent to the plan.
 - Proofread the plan and confirm data.
 - Participate in writing chapters and gathering information.
3. Provide an explanation of the process
- Town statistics – a snapshot.
 - Timetable for Master Plan Survey.
 - Discuss questions for Master Plan Survey.

The Board discussed the Master Plan Survey, a draft of which was provided by Garneau; suggested topics for the questions; and recommended hard copy and electronic formats for responses. Garneau requested background materials, including the *2008 Master Plan*, the *Vision to Action Forum* report, and the recent few years of the *Town Manager's Opinion Surveys*.

Garneau and the Board determined the next Master Plan meeting date of **Wednesday, January 19, 2022, at 7:00 PM.**

Woodsville Gravel Pit

Chair Hebert notified the Board that he spoke with Woodsville Precinct Administrator Kevin Shelton and discussed the safety concerns of the Woodsville pit. Shelton noted that the berms are 10-feet to 12-feet high, and there is safety fencing on the corners, which is all in compliance. The members discussed the danger of the slope of the pit face and the notion that the pit is grandfathered. Chair Hebert stated that he will discuss once again with Shelton the concerns of the Planning Board.

MOTION #11: Vice Chair Longacre made a motion and Nelepovitz seconded the motion to ask Chair Hebert to go back to the Woodsville Administrator to request construction fencing on top of the pit as a safety barrier because the slope of the pit does not allow for the safety ratio that the regulations require.

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

Chair Hebert asked if this should be waived until spring, and Vice Chair Longacre stated that it is possible to do it now because the ground is not frozen.

Town of Haverhill Subdivision Regulations

MOTION #12: Nelepovitz made a motion and Hatch seconded the motion to table the *Subdivision Regulations* work until a future meeting.

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

The Board discussed scheduling another Work Session for the *Subdivision Regulations* revision for **Tuesday, January 11, 2022, at 6:00 PM.**

9. CORRESPONDENCE / COMMUNICATION:

Chair Hebert asked that the members review the following document to be discussed at the next meeting: *But, It's Grandfathered! Six Common Myths About Nonconforming Uses.*

10. COMMENTS OF TOWN STAFF:

- Clerk Bligh requested the Planning Commission's annual report be written and approved by mid-January.
- ATM Boucher noted that she will submit a notice in the newspaper for ad hoc volunteers for the Master Plan Committee.

11. COMMENTS of the PLANNING BOARD MEMBERS:

Nelepovitz: None.

Hatch: None.

Vice Chair Longacre: Longacre discussed the responsibilities of Board alternates according to the RSAs.

Chair Hebert: Hebert asked about the absences of members per statute. ATM Boucher stated 25% of meetings being unexcused.

12. NEXT MEETINGS:

- **Subdivision Regulations Word Session: Tuesday, January 11, 2022, at 6:00 PM** at the Clifford Building.
- **Master Plan Work Session: Wednesday, January 19, 2022, at 7:00 PM** at the Clifford Building.

