

**Town of Haverhill  
PLANNING BOARD  
Meeting Minutes  
Tuesday, February 23, 2021, at 7:00 PM  
R. E. Clifford Memorial Building  
65 South Court St.  
Woodsville, NH 03785**

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

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

**Town Employees Present:**

- Jennifer Boucher, Assistant Town Manager
- Joanna Bligh, Project Coordinator

**Members of the Public Present:** Carl Blaisdell (in person), Roscoe Blaisdell (online), and Daniel Monette (Fuss & O'Neill; online).

**2. Designation of Alternates:** None.

**3. AGENDA APPROVAL**

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

**Roll Call Vote:** Howard Hatch (Aye), Don Hammond (Aye), Joe Longacre (Aye), John Nelepovitz (Aye), Gary Hebert (Aye). The motion passed unanimously.

**4. APPROVAL OF MINUTES FROM THE PREVIOUS MEETING**

**MOTION #2:** Hammond made a motion and Longacre seconded the motion to approve the Minutes from **January 26, 2021**, as written.

**Roll Call Vote:** Howard Hatch (Aye), Don Hammond (Aye), Joe Longacre (Aye), John Nelepovitz (Aye), Gary Hebert (Aye). The motion passed unanimously.

**5. PUBLIC APPEARANCES (previously scheduled):** None.

**6. NEW BUSINESS:** None.

**7. PENDING BUSINESS:**

**Blaisdell Gravel Pit UPDATE**

Hebert stated that the Board will review Horizon engineering's letter from Cathy Conway regarding compliance related to the three "immediate" conditions in the Excavation Permit #202001027B report, items #2, #3, and #5 for the Blaisdell gravel pit. Hebert noted that Conway addressed items #2, #3, and #6 in her report.

Daniel Monette noted that he was missing a document (Excavation Permit with report), but will speak to the concerns.

Hebert opened the discussion noting that anything that was of immediate concern is what they are addressing at this meeting.

**The Board addressed for discussion Item #2:** “Perimeter buffer areas [have fully established vegetation] and #3 stating that slopes must be reduced immediately.

Monette stated that Carl Blaisdell contacted him, and they discussed the conditions and a timeline to get the action items completed. Monette noted that the focus includes erosion control, stabilization, and safety. Monette stated that vegetation on the berms can be postponed until late spring/early summer.

Carl Blaisdell read from the report, “...the stockpile berms within the perimeter of the area must have slopes reduced immediately,” and stated that as confusing. Carl Blaisdell noted that these issues could have been worked out if everyone had communicated earlier.

Blaisdell stated that Monette answered the questions, as follows:

- The berms need to be reduced that are sloped more than 2:1.
- The work can be completed in the spring—mainly reseeding of the berms.

Monette confirmed the work to be done and added that the slopes need to be regraded for stability and to avoid erosion. Carl Blaisdell stated, “We are all in agreement with that.” Hebert asked for input from the Board:

- Longacre asked Monette if he has been onsite since the June inspection. Monette replied, “No.” Longacre continued that he has noticed slopes of stockpiled topsoil that are too steep and have eroded on the southeast border.

Carl Blaisdell noted that the Town’s pit does not meet state standards.

**The Board addressed Item #3,** “...a physical barrier should be erected immediately.” Conway’s (Blaisdell’s engineering firm) letter states, “...we believe that the berms can be suitable barricades if they are 6 feet high and have at least a 2:1 slope and are stabilized with vegetation.” Monette replied that the concern is about public safety and there needs to be a physical barrier, such as a fence, and that is only in areas with 1:1 slope.

Hatch noted that his brother’s partially blind dog got loose on Brown Hill and was found at the bottom of the sandpit. The dog was fine but just shaken.

**The Board addressed Item #5,** “The proposed pit floor should be graded in order to maintain pre-existing drainage patterns. The pit floor must not be level graded. This work shall be done immediately.” Hebert stated that the wording in the permit and from Fuss & O’Neill’s report is “...all the runoff water will remain in the pit and will not leave the site.” Monette responded that they were basing their comment on the flat-bottom design

grading that was for an AOT permit, which does not meet the RSA for finish design. Monette stated that the run-off should be kept on site. Discussion continued.

Hebert asked for comments from the Board.

- Hatch mentioned the water drainage in the pit and surrounding areas.

Carl Blaisdell addressed the pit floor stating that they are nowhere near the floor to perform this grading reclamation. Carl Blaisdell stated that when they reach the pit floor, they will meet the requirements of the State. Monette stated that Horizons may work with the Blaisdell's to revise the finished grade design.

Carl Blaisdell stated that they will implement the recommendations from the Board, including incremental reclamation, and they will do an inventory of topsoil for reclamation uses. Monette stated that for seeding the berms and for the reclamation plan for the state, the Blasdell's will need a layer of topsoil, erosion matting, and seed.

Longacre asked if the Blaisdell's have filed their permit and plan with the Town's Conservation Commission (RSA 155-E:3, preamble), which is the owner's responsibility. Roscoe Blaisdell added a comment stating that they have had the pit in operation for 30 years and now the Board is requiring Conservation Commission approval. The Blaisdell's agreed to send a copy of the permit to the Haverhill Conservation Commission. Hatch provided an inspection document of the Blaisdell pit dated December 31, 1986. Discussion continued. Monette confirmed that seeding for vegetation cover can be done in the late spring.

Hebert summarized:

- **Item #2.** Slope reduction and seeding will wait until spring.
- **Item #3.** Slopes below 1:1 will be required, and fencing barricades will not be required, which was validated by Monette.
- **Item #5.** This item does not need to be addressed.
- The Board will discuss the topics again at the April meeting.

The Board was in agreement, and Hebert spoke directly to Carl Blaisdell stating that the Board will be addressing other concerns in April.

Monette noted that the reclamation standards are in RSA 155:5 related to pit floor grading, topsoil, and seeding.

### **Major vs. Minor Subdivisions**

Hebert stated that the definitions are found in the Town of Haverhill Subdivision Regulations from 2016.

- Major Subdivision: "...dividing a lot into more than three lots or two or more lots that require road construction to provide road frontage for all lots."

- Minor Subdivision: "...division of land into three or fewer lots that do not need new road, utilities or other municipal improvements."

**Assent Agreement Use**

With input from the Town’s attorney, Boucher explained that according to the RSA, the assent agreement is for voluntary mergers. Regarding subdivisions and lot line adjustments, the Planning Board gives authorization. When that is complete, the applicants record the deed, and that is when the mortgage company may get involved. Boucher noted that the lawyer recommended that once the Planning Board approves the plan, the town should send a letter to the applicant with next steps.

**e9-1-1**

Hebert opened the discussion about the Town of Haverhill’s “Ordinance for the Establishment of a Street Numbering System” from 1999 and approved by the Select Board at the time.

Boucher addressed the NH Department of Safety’s document on “Addressing Standards Guide.” Boucher also spoke to a field representative from the Division of Emergency Services and Communication who recommended that if there are three or more structures sharing an access then it should have a road name, but there is no requirement. Boucher continued that possibly some of the regulations could be updated.

Boucher suggested that the “Do You Know?” article put out by Sherri Sargent and Lorie Aldrich may address the e9-1-1 street numbering of residences.

Boucher reported that there is no sign machine at the Highway Garage. Hatch suggested that a group in Town set up a program to get signs on houses for safety. Boucher stated that she will speak with the Town Manager.

**Updated Application Form**

**MOTION #3:** Nelepovitz made a motion and Longacre seconded the motion to approve the Application Form of Subdivisions and Lot Line Adjustments as presented.

**Roll Call Vote:** Howard Hatch (Aye), Don Hammond (Aye), Joe Longacre (Aye), John Nelepovitz (Aye), Gary Hebert (Aye). The motion passed unanimously.

Hebert stated that the form is approved.

**8. PUBLIC APPEARANCES (Not previously scheduled):** None.

**9. CORRESPONDENCE / COMMUNICATION:** None.

**10. COMMENTS OF TOWN STAFF:**

**“Cease and Desist” Wording**

Bligh noted that this was found in a preliminary DRAFT of the minutes and corrected.

**“Digging into RSA 155-E”**

Boucher summarized the webinar on the state’s Earth Excavation Law.

**Master Plan**

Boucher noted that the Town is beyond the 10-year mark for developing a Master Plan. Nelepovitz noted that the North Country Council about two years ago offered assistance.

Hebert noted that to address the Master Plan, the Board will need the funding from the Town vote in March.

**11. COMMENTS of the PLANNING BOARD MEMBERS**

**Nelepovitz:** None.

**Longacre:**

- Requested the status of the Witcher and FHL gravel pits regarding permitting and bonding.
- Requested an update on the Woodsville gravel pit compliance issues. Hebert noted that the Woodsville pit is grandfathered from permitting, but they do have to meet the reclamation processes and resolve safety issues.
- Suggested finding alternates for the Planning Board.
- Asked if the Board has to monitor the well at the Blaisdell’s pit. Discussion followed.

**Hatch:** None.

**Hammond:** None.

**Hebert:** None.

**ADJOURNMENT**

**MOTION #3:** Hammond made a motion and Hatch seconded the motion to adjourn the meeting at 8:15 PM.

**Roll Call Vote:** Howard Hatch (Aye), Don Hammond (Aye), Joe Longacre (Aye), John Nelepovitz (Aye), Gary Hebert (Aye). The motion passed unanimously.

**NEXT REGULAR MEETING: March 23, 2021, at 7:00 PM.**

*Joanna Bligh, Transcriptionist*