

**Town of Haverhill  
PLANNING BOARD  
Meeting Minutes  
Tuesday, April 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.

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

**Town Employees Present:**

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

**Members of the Public Present:** Carl Blaisdell, Thomas Smith (surveyor)

**2. ELECTION OF OFFICIALS**

**Nominations for Chair**

Joe Longacre nominated Gary Hebert for Chair of the Planning Board and seconded by Nelepovitz.

**Roll Call Vote:** Don Hammond (Aye); Howard Hatch (Aye); Joe Longacre (Aye); John Nelepovitz (Aye); Gary Hebert (Abstained). The vote for Hebert as Chair of the Planning Board passes.

**Nomination for Vice Chair**

Hebert nominated Joe Longacre for Vice Chair of the Planning Board and seconded by Nelepovitz.

- Longacre stated that Hammond has previously been Chair and asked if he would like to be nominated. Longacre stated that did not intend to become an officer of the Board, but will serve.

Hebert nominated Don Hammond as Vice Chair.

- Hammond declined.

**Roll Call Vote:** Don Hammond (Aye); Howard Hatch (Aye); Joe Longacre (Abstained); John Nelepovitz (Aye); Gary Hebert (Aye). The vote for Longacre as Vice Chair of the Planning Board passes.

**3. Designation of Alternates:** None.

- Hebert recommended moving the agenda items Solicitation of Alternates and Rules Governing Alternates to New Business

**4. AGENDA APPROVAL**

- Boucher suggested adding Tom Smith under New Business. Hebert asked the lot owners. Boucher replied Rutherford Map 422 Lot 125, and Smith will be discussing the plan.
- Hammond noted that the date of the meeting on the Agenda was incorrect.

**Hebert asked the members to approve the Agenda as amended.**

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

## **5. APPROVAL OF MINUTES FROM THE PREVIOUS MEETING**

**MOTION #1:** Hebert made a motion and Hatch seconded the motion to approve the Minutes from **March 23, 2021**, as amended.

- Hebert suggested a correction to paragraph 6 of New Business to “Follow Up of Election.”
- Hebert suggested a correction to page 5, paragraph 6, “...she and Boucher...”
- Longacre noted that page 2, Election Follow-Up “Master Pan” needed correction.
- Hatch noted that on page 4, paragraph 3, “Rick Hanson” is spelled incorrectly.

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

- Hammond noted that the entire time he was previously Chair, he never made a motion because the Chair is supposed to run the meeting. Hebert stated that from his review of the OSI [sic. RSA], he did not find anything that says that the Chair cannot make a motion. Hebert noted that the only item he found was that the Chair votes last. Longacre noted that the meeting is expedited when the Chair makes a motion.

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

## **7. NEW BUSINESS:**

### **Enforcement of Planning Board Regulations**

Hebert tabled this topic until a later meeting.

### **Lot Line Adjustment for Gilbert and Rebecca Daniels**

Hebert moved this preliminary review until the later in the meeting because the surveyor Harry Burgess was not in attendance.

### **Subdivision for John Rutherford (Map 422, Lot 125)**

Hebert introduced Tom Smith, representing the Rutherford’s. Smith stated that the Rutherford’s have 17.8 acres on Court Street and want to do a subdivision of 5 acres around the house and the remaining land would be 12.8 acres. Hebert noted that the Public Hearing could be held in May if the application is complete, including notification of abutters.

Hebert asked for questions or comments from the Board.

- Hatch commented on the irregular lot remaining from this subdivision. Hatch asked about the reasoning for the large amount of road frontage remaining in the land being subdivided. Smith stated that the owner wanted to have subdivision options in the future.
- Longacre noted that his question was about creating a long rectangular lot, and Smith already answered that.
- Hammond asked about the triangular lot south of the house with no road frontage. Smith replied that if the owners decided to plan a house lot in the back, they wanted to protect the high ground and trees on that triangular, very steep area of the land. Smith discussed that the owners have discussed the potential house site on the open land.

Hebert thanked Smith for his attendance.

### **Solicitation of Alternates and Rules Governing Alternates**

Bligh presented research on the role of alternates and the lack of detail in the Planning Board's Rules of Procedure. Hebert suggested tabling this topic until the Board can review the information.

### **Enforcement of Planning Board Regulations**

Hebert noted that the research has not been completed on this topic yet and is tabled until a future meeting.

### **Lot Line Adjustment for Gilbert and Rebecca Daniels (Map 103, Lots 133, 134)**

Hebert passed out the maps and application form to the members for preliminary review. Longacre stated that this could be considered an annexation from the school district. The members discussed the application.

**MOTION #2:** Hammond made a motion and Hatch seconded the motion to table the Gilbert and Rebecca Daniels application for a lot line adjustment.

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

Hebert stated that the Gilbert and Rebecca Daniels application for a lot line adjustment preliminary review has been tabled, and Burgess will bring the application before the Board next month as a preliminary review.

## **8. PENDING BUSINESS:**

### **Master Plan**

Bligh provided an overview of the progress on the Master Plan project to date, including the Request for Proposals sent to three vendors. Bligh noted that the vendors in forming their subcommittee will probably ask for two Planning Board members to be included. Hatch stated that so much has changed in the Town, including businesses, and that there will be a lot of changes in the Master Plan. Hatch was optimistic stating that the plan can

be completed quickly with the right people. Longacre asked about the Community Surveys and how their coincide with the statutes. Bligh noted that the surveys could work as a resource for what residents consider to be important in Haverhill. Longacre noted that it is important to have a historical element, but also to look to the future. Hebert asked for the completion date. Bligh replied May 15, 2022. Nelepovitz asked about the timeframe that the 2021 Master Plan will cover. The members discussed and agreed the Master Plan will cover the period since the 2008 document.

### **Blaisdell's Pit Follow Up**

Hebert introduced Carl Blaisdell. Hebert summarized the March 16, 2021, letter to Carl Blaisdell outlining the requirements for compliance. Hebert asked for an update on the slope reduction and seeding. Blaisdell stated that surrounding the pit, all slopes were greater than 1:1 and no fencing was required. Blaisdell stated that the berms are too wet to seed at this point. Along Airport Road the area looks good and is covered with topsoil. Hammond stated that it does look good. Hatch agreed and said his concern is about brining contaminated topsoil on site. Longacre asked how long the excavation towards the cemetery line will continue, and he stated that the slope is not 1:1 and has only the topsoil berm for protection. Longacre continued with a discussion of the Town pit. Blaisdell invited Longacre to visit the pit for examination of the excavation slopes. Longacre suggested using construction barrier fencing for the top of the slopes. Blaisdell stated that he will look at the area. Longacre noted that the water table has not been measured since June 2020. Blaisdell and the members discussed the water testing from 2020 and the area's water table.

Carl Blaisdell stated that Roscoe Blaisdell is the engineer and is the better contact person for all pit-related matters. Carl Blaisdell submitted Roscoe's contact information to put on file with the Town.

Longacre asked Hammond to join him in measuring the water level in the well at the pit. Hatch suggested measuring the depth of the well along with measuring the water level.

Carl Blaisdell stated that Roscoe is planning to survey all the berms and slopes of the pit, and the Board members could meet with him at that time.

Hebert thanked Carl Blaisdell for coming to the meeting.

### **Woodsville Pit Letters from May to November 2020 / Update**

Hebert opened the discussion with the letters to Woodsville dated November 25, 2020, and April 2, 2020, from the Planning Board.

Boucher sent an email to Kevin Shelton on March 16, 2021, requesting a follow up. At this point, there has been no response. Boucher asked the Board if it is time to reach out

to the Town's attorney and ask them to contact Woodsville regarding the 10 items of compliance on the April 2, 2020, letter.

Hebert noted that barring any objections, he wishes to see Shelton personally. Hatch suggested to take along an additional Planning Board member to meet with Shelton. Longacre recommended avoiding the expense of litigation. Hebert stated he will call for an appointment with Shelton and invite another member to go along and keep the Board informed by email.

### **FHL and Whitcher Pits**

#### **FHL**

Boucher stated that FHL was not active last year as far as she is aware. Boucher followed up with Dave Long to see what his intentions were for work at the pit this year, but there has been no reply. Boucher asked if the Board would like to follow up with a letter to Long. Boucher stated that they were notified in 2020 of the bond amounts, but they held off and did not intend to open the pit last year. Hebert stated that we should send another letter for this year. Boucher noted that with years of inactivity, the permitting process may have to start over. FHL filed an intent to excavation, but it could not go to the Select Board for approval until the bond had been submitted.

#### **Whitcher**

Boucher stated that the Whitcher's pit has been closed because the Town would not sign off on the intent to excavate. Boucher spoke with Judy Whitcher recently and let her know that the pit cannot reopen until the bond is in place. The amount of the bonds has been forwarded to Chief Bogie who is willing to cover the amounts. Boucher is hoping that the bonds will be submitted soon.

Longacre asked if the Whitcher's are not excavating, can they still sell and operate what has been excavated previously. Boucher stated that they can sell what was previously excavated.

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

### **10. COMMENTS OF TOWN STAFF:**

#### **PRIMEX Liability Coverage for Town Volunteers**

Bligh explained the Primex information about the liability coverage of Town volunteers during site visits. Boucher stated that Primex will not pay out on this coverage for volunteers unless the individual is doing the Town's work.

Hebert asked if this policy is in the procedures manual. Boucher replied that it is not, but Boucher will follow up. Longacre asked if the Minutes would suffice for the new forms and paperwork. Boucher replied, "No," because the details in the Minutes would be delayed by a month, and Primex wants to know when it happens with sign-in sheets.

**OSI Webinar “Welcome to the Board”**

Bligh noted that the webinar emphasized the importance of alternates and their role in the meeting.

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

**Nelepovitz:** None.

**Longacre:** We have a Conflict-of-Interest statement to review.

**Hatch:** None.

**Hammond:** None.

**Hebert:** None.

**12. NEXT REGULAR MEETING: Tuesday, May 25, 2021 at 7:00 PM.**

**13. ADJOURNMENT**

**MOTION #3:** Longacre made a motion and Hammond seconded the motion to adjourn the meeting at 8:26 PM.

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

*Joanna Bligh, Transcriptionist*