

**Town of Haverhill
PLANNING BOARD
Meeting Minutes
Tuesday, May 24, 2022, at 6:00 PM
J.R. Morrill Building
2975 Dartmouth College Hwy.
No. Haverhill, NH 03774
And on Zoom**

Tuesday, May 24, 2022

CALL TO ORDER:

Chair Hebert called the meeting to order at 6:00 PM.

Attendance:

Kevin Knapp (Here), Vickie Wyman (Here), Donnie Hammond (Here), John Nelepovitz (Here), and Gary Hebert (Here). A quorum was met.

Town Employees Present:

Assistant Town Manager (ATM): Jennifer Boucher

Board Clerk: Joanna Bligh

Visitors in person:

Harry Burgess
Tom Smith
Richard Paquin
Phil Blanchard
Pete Blanchard

Ken Kinder
Charles Elms
April Elms
Kirk Yeaton

Visitors online: None.

DESIGNATION OF ALTERNATES: None.

AGENDA APPROVAL:

MOTION #1: Wyman moved, and Knapp seconded the motion to approve the Agenda as written.

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

PUBLIC APPEARANCES: None.

PUBLIC HEARING:

MOTION #2: Chair Hebert moved, and Wyman seconded the motion to open the Public Hearing at 6:02 PM.

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

Minor Subdivision, Phil and Stacie Blanchard, 262 French Pond Rd., Map 413, Lot 42; Tom Smith, agent.

Smith (Land Surveying and Mapping, Lyman, NH) addressed the Board noting that this is the same plan as in last meeting's the preliminary review. The Blanchard's own 31 acres on French Pond Rd. and want to subdivide out a 5-acre building lot. The lot meets all standards, including the 75 foot well radius and septic. Smith noted that there is an existing right-of-way to the building lot. The remaining parcel is 26.2 acres.

Chair Hebert asked for Board or public input, and there was none.

MOTION #3: Chair Hebert moved, and Vice Chair Nelepovitz seconded the motion to close the Public Hearing at 6:05 PM.

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

MOTION #4: Wyman moved, and Knapp seconded the motion to approve the Minor Subdivision of Phil and Stacie Blanchard, 262 French Pond Rd., Map 413, Lot 42.

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

PENDING BUSINESS:

Lot Line Adjustment, Kenneth and Amy Kinder, Map 418, Lot 27 and Map 412, Lot 13

Smith presented the Kinder's request for a lot line adjustment on Brook Road with one parcel of 295 acres (Map 412, Lot 13) and the other parcel of 323 acres (Map 418, Lot 27). With the Lot Line Adjustments, Map 412, Lot 13 will become 605.78 acres, and Map 418, Lot 27 will become 12 acres. Smith stated that nothing has changed since the preliminary review at the last Planning Board meeting.

MOTION #5: Knapp moved, and Wyman seconded the motion to approve the Lot Line Adjustment for Kenneth and Amy Kinder, Map 418, Lot 27 and Map 412, Lot 13.

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

NEW BUSINESS

Minor Subdivision (preliminary review), Wanda Fiano, 176 Dickinson Rd., Pike, NH; Map 418, Lot 2.1A

Harry Burgess (Pioneer Land Surveying, Bath, NH) representing Fiano stated that she wishes to subdivide 17.27 acres into two lots of 12.24 acres and 5.03 acres. Burgess stated that the proposed driveway has been approved by the Road Agent and the parcel has a utility easement. The buildable lot is southwest of the utility line and a test pit was acceptable.

Chair Hebert asked for any questions from the Board, and there were none. Chair Hebert stated that this will be on the Planning Board agenda as a Public Hearing at the June 28 meeting.

Building Permits

- **Justin Krogue, agent; Hung Ngo, owner, 211 T and C Way, Haverhill; Map 204, Lot 29**

The Board members discussed if rooftop solar panels were taxable and ATM Boucher stated that they are not, and they are not assessed.

Board members' comments on Hung Ngo's Building Permit:

Wyman: Informative packet; no issues.

Knapp: I'm good.

Hammond: I'm good.

Vice Chair Nelepovitz: I'm good.

Chair Hebert: No issues.

- **Carl Begley, 8 Blueberry Hill Rd., Waterbury, CT, owner; Building Permit for 101 Barber Rd., Haverhill; Map 411, Lot 55**

Chair Hebert noted that this Building Permit is a reapplication from last year for uncompleted construction and asked the Board if they will extend the permit. ATM Boucher noted that the Building Permits expire after 1 year.

Board members' comments on Carl Begley's Building Permit:

Wyman: Extend the permit.

Knapp: I'm good.

Hammond: I'm good.

Vice Chair Nelepovitz: I'm good.

Chair Hebert: OK.

MASTER PLAN

Survey Report Update

Clerk Bligh announced that June Garneau, consultant, reported on the survey numbers to date: 472 including hardcopy responses, which Clerk Bligh noted is a 10% response rate.

Meetings Allowed by Contract and Discussion to Follow

Clerk Bligh prepared a table for the Board's review of the scheduled meetings with Garneau, the associated Work Sessions, and the regular Planning Board meetings, which resulted in three meetings a month. The Board agreed that so many meetings was unsatisfactory. ATM Boucher noted that in Garneau's contract it is written that she will attend meetings via Zoom and not in person. Following discussion, the Board recommended that:

- There will be one meeting a month for the Planning Board, and the Master Plan will be discussed with June Garneau as an agenda item.
- Garneau is to prepare a chapter a month to be submitted on the second Tuesday to Clerk Bligh who will disseminate the document to the members by email or hardcopy for their review. The members will return their comments and revisions on the chapter to Clerk Bligh.
- In preparation for discussion with Garneau at the regular Planning Board meeting, Clerk Bligh will compile the members' revisions to the Chapter for discussion at the meeting.
- Clerk Bligh will invite associated community members to the monthly Master Plan meeting as appropriate.

- At the June 28, 2022, Planning Board meeting, Garneau will present the Community Survey results and will discuss with the members Chapter 9 (Culture, Historic Resources, and Preservation).

Historic Photos

Clerk Bligh researched historic photos of Haverhill for possible inclusion into the Master Plan from the Historic Society's archives with the assistance of Maryellen and Joe Fitzpatrick and provided copies for the Board's review. Wyman thanked Clerk Bligh for her research. Notable were the photos of Olivarian Brook in the 1800's as the industrial center of Haverhill.

MINUTES APPROVAL

MOTION #6: Hammond moved, and Vice Chair Nelepovitz seconded the motion to approve the Meeting Minutes from **April 26, 2022**, as written.

- Knapp asked why the minutes were a month behind, and Chair Hebert responded that there are no administrative tasks, such as approving minutes, at the Work Sessions.

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

COMMENTS BY TOWN STAFF:

Notice of Decision

Clerk Bligh reported on a Planning Board track meeting that she and Wyman attended online offered by the NH Office of Business and Economic Affairs. Clerk Bligh noted she learned that according to RSA 676:3,II, a Notice of Decision of the Planning Board must be provided to the applicant on land-use approvals within 5 days of the meeting. Chair Hebert noted that this form must be included in the Planning Board Rules of Procedure and in the *Subdivision Regulations*.

Subdivision Regulations Update

Clerk Bligh reported on the *Subdivision Regulations* document noting that the regulations do not need approval by the voters at Town Meeting, but only need Planning Board approval subsequent to a Public Hearing. A timeline was discussed. The revised *Subdivision Regulations* will be provided to the Planning Board for review in July with approval in August, if possible. Clerk Bligh enumerated how the edits will appear, as follows: deleted text will have a strikeout, and revised text will be in italics.

COMMENTS BY THE BOARD:

Vice Chair, Nelepovitz: Nelepovitz corrected the upcoming meeting dates listed in the Agenda; otherwise, no comments.

Hammond: None.

Wyman: None.

Knapp: None.

Chair Hebert: None.

NEXT MEETING:

- Regular meeting, Tuesday, June 28, 2022

