

**Town of Haverhill  
PLANNING BOARD  
Meeting Minutes  
Tuesday, May 25, 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 7:05 PM.

**Roll Call Attendance:** Don Hammond (Here); John Nelepovitz (Here); Joe Longacre, Vice Chair (Here); Howard Hatch, Select Board liaison (Late attendance); 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:** John Rutherford, Harry Burgess (surveyor), Angela Clifford, Matthew Bjelobrk, Roscoe Blaisdell, Thomas Smith (surveyor), Tim Galvin (attorney), R. J. O'Shana

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

**3. AGENDA APPROVAL**

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

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

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

**MOTION #2:** Longacre made a motion and Nelepovitz seconded the motion to approve the Minutes from **April 28, 2021**, as amended.

- Hebert noted on page 1, item 3, his name was spelled incorrectly.
- Nelepovitz identified a correction needed on page 3, paragraph 6.

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

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

**6. PUBLIC HEARING**

**MOTION #3:** Hammond made a motion and Longacre seconded the motion to approve opening the Public Hearing at 7:13 PM.

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

**John Rutherford minor subdivision (Map 422, Lot 125).**

Tom Smith discussed the Rutherford’s minor subdivision, 950 Court Street, in which of a 17.81-acre parcel will be subdivided into 5.21 acres surrounding the house and a remaining 12.6 acres. Smith continued that test pits have been dug according to State rules to accommodate a buildable septic system for each lot, and Smith provided the final map.

Hebert asked for any comments from the Board or from the public, and there were none.

**MOTION #4:** Hebert made a motion and Hammond seconded the motion to approve closing the Public Hearing at 7:17 PM.

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

**PUBLIC MEETING EXITED**

**Approval of Rutherford’s Minor Subdivision**

**MOTION #5:** Nelepovitz made a motion and Hammond seconded the motion to approve John Rutherford’s minor subdivision, 950 Court Street, Haverhill (Map 422, Lot 125).

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

**7. NEW BUSINESS**

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

Harry Burgess presented the lot line adjustment for the Daniels, 8 Wilson Ave., Woodsville, stating that the owners are seeking to purchase a piece of property from the Haverhill Cooperative School District. Burgess noted that the Daniels attended a School Board meeting in March and got approval to purchase the .06-acre property adjacent to their garage. Hebert questioned whether the conveyance of the .06-acre property has taken place, and Burgess replied, “No.” Longacre noted that the Board could approve the lot line adjustment subject to the obtaining the deed for the purchase of the property. Burgess stated that there is an agreement with the School District on paper; however, he was not sure about obtaining it. Boucher noted that the agreement with the School is required to complete the application, and if approved with conditions, then the School could draw up the deed for the transfer of property and be recorded. Discussion continued.

**MOTION #6:** Hammond made a motion and Longacre seconded the motion to table the application of Gilbert and Rebecca Daniels for a lot line adjustment (Map 103, Lots 133, 134) pending receipt of signature/agreement from the Haverhill Cooperative School District.

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

**Roderick and Tracia O’Shana, Voluntary Merger (Map 414, Lots 109.4, .3, .2)**

Boucher provided digital maps for the Board.

Nelepovitz recused himself from the vote and discussion.

**MOTION #7:** Longacre made a motion and Hammond seconded the motion to approve the application of Roderick and Tracia O’Shana, 451 Allagash Road, N. Haverhill (Benedict’s Way properties; Map 414, Lots 109.2, .3, .4).

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

**Santa Costanza Voluntary Lot Merger (Map 201, Lots 36, 37; originally 17, 18)**

Boucher discussed the original deed numbers and the revised lot numbers. Tim Galvin stated that the lots are identified by the original subdivision plan that identified the lots as 17 and 18 in the original deed, and the new deed is also included, which references the old and new lot numbers.

**MOTION #8:** Nelepovitz made a motion and Longacre seconded the motion to approve the application for a lot merger for Santa Costanza, Kearsarge Drive, Mountain Lakes (Map 201, Lots 36, 37; originally 17, 18).

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

**Carl Begley Building Permit, 101 Barber Rd.**

Boucher discussed the Begley building permit as a one-story addition of a great room. Boucher noted that as a Class VI road property, Planning Board comments only are required. Boucher noted that because Barber Road is a private road, the owners are required to sign an acknowledgement with the understanding that emergency services may be delayed, and the owners have signed the document, which has been recorded.

The Board stated the following:

Longacre; No comments.

Nelepovitz: No comments.

Hammond: No comments.

Hatch (absent)

Hebert: No comments.

**Preliminary Review: Clifford, Clifford Drive, Lot Line Adjustment (Map 414, Lots 142, 143, 144)**

Burgess discussed the lot line adjustment for the Clifford family. Burgess stated that in December of 2017, there was a prior lot line adjustment on the same property and approved by the Planning Board, but the deeds were never executed to Richard and Roland Clifford. Burgess noted that in 2020, Roland sold his lot to Angela. Burgess stated that now the parties wish to move the lot line back one-third of an acre on the middle lot # 62. Discussion continued. Angela Clifford stated that it is not Richard’s intention to build on the lot. Burgess noted that the owners plan on filing the application.

Hebert stated the Planning Board can approve the application with all the signatures, but the Town administration needs the missing deeds and, Boucher stated, so that all the records will match the map coordinates. Discussion continued. Hebert stated that with the signatures, the Board can approve the application for the lot line adjustment next month.

**Preliminary Review: Cheryl and Brian Young, 220 and 254 Woodward Rd., N. Haverhill, Lot Line Adjustment (Map 410, Lots 34, 35)**

Burgess stated that Cheryl and Brian Young (Lot 35) wish to convey 3.85 acres to Lot 34 owned by Carol, Verna, and Michael Young to increase access for their driveway. The Board reviewed the preliminary application.

**8. PENDING BUSINESS:**

**Master Plan Updates and Bids**

Boucher stated that as of today three proposals are available for review of the Master Plan proposal. Boucher noted that with the three proposals, there is a lot of information for the Board to review, and she suggested that they will probably not make decision until the next meeting. Boucher noted that two of the three bidders are online – Tara Bamford and, from North Country Council, Kaela Tavares and Michelle Moren-Grey.

**Tara Bamford.** Boucher introduced the Board to Bamford, and Hebert thanked Bamford for her attendance at the meeting. Discussion about timelines began. Bamford noted that the proposal stated a May 2022 completion date. Bamford explained that her thoughts are to get a consensus-based plan with a high level of implementation. Hebert asked the Board for questions. Bamford spoke of her revised plan, which focused on a team approach and had a significantly reduced cost. Discussion continued. Hebert stated that the Board has had the proposals for only a short time and needs to review and discuss them as a group more carefully. Hebert noted that next month the Board can re-invite the bidders to the meeting so that the Board can formulate questions beforehand. Discussion continued. Hebert thanked Bamford for her visit to the Board meeting.

**North Country Council, Kaela Tavares and Michelle Moren-Grey.** Boucher introduced Kaela Tavares and Michelle Moren-Grey to the Board. Boucher suggested that Tavares and Moren-Grey introduce themselves and what their roles will be in developing a revised Master Plan for Haverhill. Boucher continued that the bidders will be invited back to the next meeting when questions and comments will be provided by the Board.

Tavares introduced herself as the community and economic development planner at North Country Council and, if the Town plans to go ahead with NCC, she will be the project lead, and Michelle will provide oversight. Moren-Grey stated that she is the Executive Director of NCC and will be available to fill in or help out as needed. Hebert noted that the Board was not prepared for questions to the bidders and will request more information from the bidders at the next meeting. Tavares noted that the NCC will be pleased to speak more with the Board whenever they are ready.

**Discussion from the Board.** Hebert stated that there is much work to do, and the Board will need a work session for discussion and decision-making. The Work Session was scheduled for **Tuesday, June 8, 2021, at 7:00 PM** at the Morrill building with the public invited; however, the Board will take no questions or comments from the public.

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

Hebert introduced Roscoe Blaisdell online. Boucher provided recent pictures sent by Carl Blaisdell from the pit showing that along Airport Road the area looks good and is seeded. Hebert asked for comments from the Board. Longacre asked when the site visit to measure the water table will occur. The Blaisdell's have been making progress with clean-up, slope, and seeding, and Roscoe Blaisdell stated that the total depth is 50 feet, and they have excavated to 30 feet. Roscoe Blaisdell stated that once the limits of the pit are reached then the perimeter of the property will have a 3:1 slope and be seeded. Roscoe Blaisdell stated that he, Chief, and the Board members are invited to meet at the pit to go over any issues. Hebert thanked Blaisdell for coming to the meeting.

Hammond, Longacre, and Roscoe Blaisdell selected **Saturday, May 29, 2021, at 1:00 PM** to meet at the pit.

### **Woodsville Pit Update**

Hebert discussed that he was invited to a Commission meeting; however, Hebert had a conflict. Kevin Shelton, Woodsville Administrator, and Hebert discussed the pit issues noting information from RSA 155:E regarding reclamation and bonds for grandfathered pits. RSA 155:E2 states that for municipalities' pits that are solely used to maintain or build roads that there are standards, but no permits, bonds, or reclamation plans required. Discussion continued. Hebert stated that Woodsville must prove that their mining activities satisfy the requirements of the grandfather clause under RSA 155:E2. Hebert stated that there is a process of proof under the grandfather clause, as follows:

- Operation prior to August 29, 1979.

Discussion continued. Hatch stated that the pit opened in 1946. Hebert stated that from this discussion, the Woodsville pit is grandfathered; therefore, they are exempt from permitting, reclamation plans, and a bond. Discussion continued about safety standards.

Boucher stated that the excavation engineer in his report of November 2020 stated that if the pit exclusively provides for the maintenance of highways for the Town, then they are grandfathered, but they do need a reclamation plan and bond. Boucher requested to get clarification from the engineer. Longacre agreed. Hammond noted that the pit is being used commercially and not just for the maintenance of Town roads. Discussion continued. Hebert asked Boucher to recontact the engineer to cite statutes and case law related to the grandfathering of excavation pits.

### **FHL and Whitcher Pits Follow Up**

**FHL**

Boucher followed up with Dave Long, and he stated that they are holding off and do not intend to open the pit. Boucher stated that Long, when ready, agreed to resubmit permits and provide all the documentation, plans, and bonds that are needed.

**Whitcher**

Boucher stated that just recently the Town received the bonds for Whitcher’s pits. Boucher stated that the next step for the Board is to have the intent-to-excavate approved and criteria set up for the permitting.

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

**10. COMMENTS OF TOWN STAFF:**

**Bcc**

Bligh discussed the necessity to use blind courtesy copy (Bcc) emails when sending materials out to Board members.

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

**Hatch:** None.

**Longacre:** None.

**Nelepovitz:** None.

**Hammond:** None.

**Hebert:** None.

**12. NEXT MEETINGS**

**Work Session:** Tuesday, June 8, 2021, at 7:00 PM at the Morrill Building.

**Regular Meeting:** Tuesday, June 22, 2021 at 7:00 PM.

**13. ADJOURNMENT**

**MOTION #3:** Hebert made a motion and Hammond seconded the motion to adjourn the meeting at 8:55 PM.

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

*Joanna Bligh, Transcriptionist*