

**Town of Haverhill
PLANNING BOARD
Meeting Minutes
Tuesday, July 26, 2022, at 6:00 PM
J.R. Morrill Building
2975 Dartmouth College Hwy.
No. Haverhill, NH 03774
And on Zoom**

Tuesday, July 26, 2022

CALL TO ORDER:

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

Attendance:

Donnie Hammond (Here), John Nelepovitz (Here), Kevin Knapp (Here), Vickie Wyman (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

Cassy and Chris Eno

Joe Longacre

Howard Hatch

Visitor online:

Paul Hayes (*Caledonia Record*)

Caleb Hatch

Keith Hatch

DESIGNATION OF ALTERNATES: None.

AGENDA APPROVAL:

- Chair Hebert stated that Savannah Page's Lot Line Adjustment application is on hold, and added to New Business is Jeff Elliott's Building Permit.
- Chair Hebert moved the McElwee Subdivision application from Comments by Town Staff to Pending Business.
- Chair Hebert added under Pending Business a discussion of the Community Survey public meeting by June Garneau and the advertising needed.

MOTION #1: Wyman moved, and Vice Chair Nelepovitz seconded the motion to approve the Agenda as amended.

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

PUBLIC APPEARANCES (previously scheduled):

Howard Hatch stated that he has comments related to the Master Plan, and he will save his comments until later in the meeting.

PUBLIC HEARING:

MOTION #2: Wyman moved, and Knapp seconded the motion to open the Public Hearing at 6:05 PM.

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

Minor Subdivision, Wanda Fiano, 176 Dickinson Rd., Pike, NH; Map 418, Lot 2.1A; Harry Burgess, agent.

Harry Burgess (Pioneer Land Surveying, Bath, NH) noted that the Board reviewed this subdivision at the May meeting. Burgess stated that Wanda Fiano is seeking to subdivide her 17 acres into two lots – 5 acres and 12 acres, which will create a new building lot on the 5 acres. Burgess noted that the septic has been approved and driveway access has been approved for the new lot.

Chair Hebert asked for questions or comments from the Board, and there were none.

MOTION #3: Wyman moved, and Knapp seconded the motion to close the Public Hearing at 6:07 PM.

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

MOTION #4: Wyman moved, and Vice Chair Nelepovitz seconded the motion to approve the Fiano Subdivision as presented.

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

Chair Hebert and ATM Boucher signed the mylar and maps for filing.

PENDING BUSINESS:

Major Subdivision (preliminary review), Brian McElwee, Longfellow Dr., (off Bradley Hill Rd.), Haverhill; Map 404, Lot 4; Harry Burgess, agent

Burgess, representing Brian McElwee, noted that confusion with the Town tax map created a hold on this application until the issues were resolved. Burgess noted the Bath town line is the edge of the road, and he attended the Bath Planning Board meeting on this issue. The Bath Planning Board stated that they will comply with whatever the Haverhill Planning Board decides on this property. ATM Boucher consulted with the Town's attorney who offered the following actions: 1) The owner can ask the Town to revoke the 1972 approval, which would nullify it, make this officially one lot again, and then can be subdivided or 2) The owner can voluntarily merge the various lots created in 1972 to create three lots.

ATM Boucher stated that in 1972, a 10-lot subdivision was approved by the Planning Board, but not recorded. Chair Hebert stated that McElwee would have to initiate the changes, and until then, this application is on hold. ATM Boucher stated that we will work with the mappers for an update of the error in the tax maps.

Master Plan / Community Survey Public Meeting, Thursday, September 15

Chair Hebert recommended that advertising go out in the newspapers for this upcoming date for the Community Survey Public Meeting, and he asked to see what June can do to help with advertising.

NEW BUSINESS:

Minor Subdivision (preliminary review); Estate of Natalie Martel, 152 Sand Rd., N. Haverhill, NH 03774; Map 414, Lot 54; Harry Burgess, agent.

Burgess stated that the Martel Estate on Sand Rd. is 42 acres and has six heirs applying to subdivide each of whom will receive a parcel. Burgess continued that there are problems with the parcel: 1) On County Rd., the east boundary line is through a garage, 2) Off the private road, the surveying pins are not correct, and 3) The deeds are vague for an abutting property with the property line within a brook.

Chair Hebert stated that written agreements should be secured for each problem, and until then this application is on hold.

Minor Subdivision (preliminary review); St. Luke's Episcopal Church, 3 Church St., Woodsville; Map 101, Lot 189; Harry Burgess, agent.

Burgess stated that the church has a lot of 0.44 acres on Church St. consisting of a community building and the church. The church trustees wish to subdivide the lot separating the buildings. Burgess stated that both lots have town water and sewer and are exempt from state subdivision regulations.

MOTION #5: Wyman moved, and Knapp seconded the motion to approve that St. Luke's Episcopal Church application for a subdivision be heard at a Public Hearing at the next Planning Board meeting on August 23, 2022.

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

Voluntary Merger (review and vote); Ethan and Laura Sjolander, 132 Westview Dr., Woodsville; Map 203, Lots 112, 113.

Wyman noted that these lots are in Mt. Lakes and once merged cannot be subdivided.

MOTION #6: Wyman moved, and Hammond seconded the motion to approve the Ethan and Laura Sjolander Voluntary Merger as presented.

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

Building Permit; Jeff Elliott, 108 South Court St., Woodsville, NH 03785; Map 413, Lot 48.6.

Chair Hebert stated that Elliott is building a long home, and asked if the members had any comments.

Hammond: OK.

Vice Chair Nelepovitz: Thumbs up.

Knapp: OK.

Wyman: OK.

Chair Hebert: No issue.

MASTER PLAN

Chapter 5, Housing and Population

Howard Hatch addressed the Board saying that as far as the history of the Town goes, the first 200 years have not changed and did not need a rewrite. Hatch identified a number of important people in Haverhill who became sports icons. Hatch mentioned Walter Young and T. Borden Walker as important people to be celebrated. Hatch stated that the information in Katherine Blaisdell's book needs to be included in the Master Plan, and that he is concerned about the project.

The Board and Clerk Bligh discussed the revisions to Chapter 5, which will be sent off to Garneau.

The Cover

The Board discussed the cover photos and Wyman volunteered to use her drone and camera to take some pictures around town, especially including the No. Haverhill Fair.

RULES OF PROCEDURE / VOLUNTARY MERGER FORM

Clerk Bligh provided the members with draft #2 of the Planning Board Rules of Procedure and a draft #2 of the Voluntary Merger form.

The Rules of Procedure were signed by all members, but the Voluntary Merger form was revised with draft #3 available at the next meeting.

MINUTES APPROVAL

MOTION #7: Wyman moved, and Hammond seconded the motion to approve the Meeting Minutes from **June 28, 2022**, as amended.

- Vice Chair Nelepovitz identified an error on p. 3, paragraph 2, line 1 to read "offered the use...."
- Chair Hebert asked to delete the Master Plan meetings on p. 3 and p. 4.

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

CORRESPONDENCE: None.

COMMENTS BY TOWN STAFF:

USPS Certified Mail

Clerk Bligh noted that when she sent out abutters' letters by Certified Mail most recently, she received back the Return Receipt card and, rather than having the addressees' signatures, it had the following code on the signature line on every Return Receipt card:

KP C19 R1

After discussion with the postmistress, Bligh found out that the Pike PO was still using Covid protocols, which prevents the carrier from getting face-to-face with the addressee. Therefore, the carrier leaves the Certified Mail letter in the mailbox on the street or in the letterbox at the

