

**Town of Haverhill
PLANNING BOARD
Meeting Minutes
Tuesday, August 23, 2022, at 6:00 PM
J.R. Morrill Building
2975 Dartmouth College Hwy.
No. Haverhill, NH 03774
And on Zoom**

Tuesday, August 23, 2022

CALL TO ORDER:

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

Attendance:

Vice Chair John Nelepovitz (Here), Kevin Knapp (Here), Vickie Wyman (Here), and Chair Gary Hebert (Here), Alternate Joe Longacre (Here), Donnie Hammond (Excused). A quorum was met.

Town Employees Present:

Assistant Town Manager (ATM): Jennifer Boucher

Board Clerk: Joanna Bligh

Visitors in person:

John Martel

Peter and Marie Cataldo

Margaret and Francis Duffy

Harry Burgess

Joseph Martel

Therese Dandurand

Eden Aldrich

David Dandurand

Visitors online: None.

DESIGNATION OF ALTERNATES:

MOTION #1: Chair Hebert moved, and Knapp seconded the motion to approve the placement of Joe Longacre, Alternate, to the Board in Hammond's absence.

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

AGENDA APPROVAL:

MOTION #2: Wyman moved, and Vice Chair Nelepovitz seconded the motion to approve the Agenda as written.

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

PUBLIC APPEARANCES (previously scheduled): None.

PUBLIC HEARING:

MOTION #3: Chair Hebert moved, and Knapp 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 (preliminary review); St. Luke's Episcopal Church, 3 Church St., Woodsville; Map 101, Lot 189; Harry Burgess, agent.

Harry Burgess (Pioneer Land Surveying, Bath, NH) noted that the Board reviewed this subdivision at the May meeting. Burgess noted that the trustees of the Episcopal Church and the Community Building are requesting a subdivision of the property on Lot 189. Burgess stated that each building has Town water and sewer.

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

MOTION #4: Chair Hebert moved, and Wyman seconded the motion to close the Public Hearing at 6:06 PM.

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

MOTION #5: Wyman moved, and Alternate Longacre seconded the motion to approve the St. Luke's Episcopal Church 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:

Minor Subdivision (preliminary review #2); Estate of Natalie Martel, 152 Sand Rd., N. Haverhill, NH 03774; Map 414, Lot 54; Harry Burgess, agent.

Burgess noted that the Board reviewed this subdivision at the July meeting. Burgess continued 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.

ATM Boucher stated that in conference with the Town counsel, the Planning Board has no liability in the various civil matters relating to the property; therefore, the Board can vote on the application as presented by Burgess, agent. Chair Hebert asked the Board members for their comments, and Wyman agreed as did the other members.

Chair Hebert asked for public comment.

- P. Cataldo stated that in 1989 John Rutherford, surveyor, said nothing about the driveway/ROW when owned by Mrs. Duffy, and recently the parcel was sold to Cataldo.
- The parties were just recently informed that the garage is over the boundary line.
- Therese Dandurand provided a copy of a letter of agreement addressed to the Derosia's.

Chair Hebert responded to the discussion stating that the recourse for the parties is to file in Superior Court because the Planning Board has no jurisdiction in these issues.

Chair Hebert asked for comments from the Board, and there were none. Chair Hebert announced that the Martel application will be placed on the Agenda as a Public Hearing at the September meeting.

NEW BUSINESS:

Lot Line Adjustment (preliminary review); Eden and Susan Aldrich, 5085, DCH, Woodsville, NH 03774; Map 402, Lots 35 and 35.1; Tom Smith, agent.

Aldrich represented himself and provided the Board with a narrative of the lot line adjustment. Aldrich noted that on the tax map there is a .700-acre section across the road from the parcel, which is not on the survey map. Chair Hebert confirmed that the application is to move the lot line between Lot 35 and Lot 35.1 to create nearly equal lots of 21.03 acres and 19.06 acres, respectively. Wyman noted that the survey map does not need revision in light of the seven-hundredths of an acre parcel as described by Aldrich.

Chair Hebert asked for comments from the Board, and there were none. Chair Hebert announced that the Aldrich application will be placed on the Agenda for final review at the September meeting.

MASTER PLAN

- **Cover Photos by Wyman**

The Board members reviewed cover photos taken by Wyman and the final approvals were sent to Clerk Bligh for archiving.

Chair Hebert asked to get permission from Peter Kimball of the *Bridge Weekly* for the use of the fairgrounds photo in a recent issue for placement on the Master Plan cover.

VOLUNTARY MERGER FORM Draft #3

Clerk Bligh provided the members with draft #3 of the Voluntary Merger form. The Board had no additional changes for the Voluntary Merger form.

MINUTES APPROVAL

MOTION #6: Vice Chair Nelepovitz moved, and Wyman seconded the motion to approve the Meeting Minutes from **July 26, 2022**, as amended.

- Vice Chair Nelepovitz identified an error on p. 3 that read “sked” to change to “asked.”

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

CORRESPONDENCE:

Changes to Planning and Zoning Laws 2022 WEBINAR

Clerk Bligh introduced the discussion about the webinar on the changes to the planning and zoning boards laws in NH. ATM Boucher identified a few significant changes:

- The Planning Board has 65 days to approve/deny an application if the application goes to the governing body, which requires approval.
- In relation to training, there are tests on the revised Handbook available for members to receive certificates of passing or to take anonymously as a self-test.
- The Planning Board fee schedule must be posted on the website.

ATM Boucher noted that the new laws will be included in the revisions to the *Subdivision Regulations*.

Wyman noted that it is worthwhile to sign up for the webinars even if you cannot attend because the slides and the webinars are available for viewing at a later date.

COMMENTS BY TOWN STAFF:

- **Revised Subdivision Regulations.** Clerk Bligh announced that the revisions to the document will be available for Board review in September. Chair Hebert noted that he will be absent at the September meeting. The Board decided to move the *Subdivision Regulations* review until the October meeting.
- **The Planning Board in New Hampshire: Handbook for Local Officials.** The Board members were provided with the new Handbook.
- **Community Survey Results Presentation, September 15, 2022, at 7:00 PM at CRB.** Clerk Bligh provided the members with the PowerPoint presentation of the Survey to be presented by June Garneau, consultant.

COMMENTS BY THE BOARD:

Wyman: Wyman discussed the exchange of deeds for Lot Line Adjustments, which she noted are not needed because the parcels are owned by the same person. Wyman noted that the plan is attached to the deed as an addendum at the Registry of Deeds. ATM Boucher stated that she will discuss this with the Town’s attorney. Wyman noted that the mapping companies should use the survey maps and not the deeds to make changes to town maps. Chair Hebert noted that any recommended changes should be reflected in the *Subdivision Regulations*.

Vice Chair Nelepovitz: No comments.

Knapp: No comments.

Alternate Longacre: Longacre asked about the financials related to the Master Plan. ATM Boucher noted that the contract says three installments are made and one has been submitted. The second installment was agreed to be paid after the survey and then the final installment at the end.

Chair Hebert: No comments.

NEXT MEETINGS:

- Community Survey Results Public Meeting, Thursday, September 15 at 7:00 PM.
- Planning Board Meeting Public Hearing, Tuesday, September 27, 2022.

ADJOURN:

MOTION #7: Wyman moved, and Knapp seconded the motion to adjourn the meeting at 7:21 PM.

