

**Town of Haverhill
PLANNING BOARD
PUBLIC HEARING
Minutes
Tuesday, September 26, 2023, at 6:00 PM
R.E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785
And on Zoom**

Tuesday, September 26, 2023

CALL TO ORDER:

Acting Chair Donnie Hammond called the meeting to order at 6:00 PM.

Zoom Technical Problems

Acting Chair Hammond announced that there were problems with Zoom at the Morrill Building conference room; therefore, the Planning Board meeting moved to the Clifford Building.

ATTENDANCE:

Kevin Knapp (Here), John Nelepovitz (Here), Acting Chair Donnie Hammond (Here). A quorum was met.

Town Employees Present:

Town Manager (TM): Brigitte Codling

Board Clerk: Joanna Bligh

Visitors in Person:

Harry Burgess

Jack Brill

Steven and Kristina Gaines

Visitors Online: June Garneau.

DESIGNATION OF ALTERNATES (if necessary): None.

AGENDA APPROVAL

MOTION #1: Nelepovitz made the motion 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 (previously scheduled): None.

PUBLIC HEARING (Gaines—State of NH)

MOTION #2: Nelepovitz made the motion and Knapp seconded the motion to enter into the Public Hearing at 6:03 PM.

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

- **Lot Line Adjustment** for Steven and Kristina Gaines, 43 Ralston St., Woodsville, NH, (Map 402, Lot 122) and Lisa Weir, Property Manager, State of NH, DOT, Bureau of ROW (Map 402, Lot 31); Harry Burgess, agent.

Acting Chair Hammond introduced Burgess, agent for the Gaines. Burgess stated that the State of NH property line is less than 10 feet from the Gaines' house, and they would like to adjust the boundary line to add .06 acres from the State of NH to their parcel. Burgess stated that this lot line adjustment does not affect the roadway. Clerk Bligh noted that the State of NH sent a letter of agreement to this lot line adjustment, and Acting Chair Hammond read the letter, as follows:

August 29, 2023

Anne Driere
Deputy Commission

Gary Herbert
Planning Board Chair - Haverhill
2975 Dartmouth College Highway
North Haverhill, NH 03774

RE: Boundary Line Adjustment

Mr. Hebert,

This letter is regarding the proposed sale of state-owned property located between NH Route 10 and Ralston Road to Steven and Kristina Gaines. Please consider this letter as concurrence of the Department of Transportation, the owners of record, with the plan submitted to the Planning Board titled "BOUNDARY LINE ADJUSTMENT PLAN SHOWING LAND TO BE TRANSFERRED TO STEVE AND KRISTINA GAINES" and dated July 2023, as it depicts the "0.06 AC ADJUSTMENT AREA," proposed to be conveyed to Steven and Kristina Gaines.

If you have any questions or concerns, you can reach out to me or Jason Pohopek at the number listed below.

Sincerely,



Stephen G. LaBonte
Administrator
Bureau of Right of Way

SGL/AMO/jl

cc: Jason Pohopek, Chief of Survey and Mapping
Lisa Weir, Chief of Property Management
Angela Osborne, Property Agent

Bureau of Right-of-Way
JO Morton Building - Room 100
7 Hazen Drive, PO Box 0483
Concord, NH 03302-0483
Tel: (603) 271-3222
Fax: (603) 271-6915

Acting Chair Hammond asked for any questions or comments from the Board or the public.

[Because of the change in venue of the meeting, Jack Brill and Steven and Kristina Gaines were late to the meeting. The Board interrupted the meeting to wait for the attendees.]

Acting Chair Hammond asked for a motion to close the Public Hearing.

MOTION #3: Knapp made the motion and Nelepovitz seconded the motion to exit the Public Hearing at 6:08 PM.

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

Board Vote

MOTION #4: Knapp made the motion and Nelepovitz seconded the motion to approve the Lot Line Adjustment for Steven and Kristina Gaines (Map 402, Lot 122) and the State of NH (Map 402, Lot 31).

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

Signatures were obtained for the mylar, the Notice of Decision, and the paper maps. Clerk Bligh clarified for the attendees the process of recording the mylar plan at the Registry of Deeds, which includes recording fees. Brill provided \$41 cash (\$16 for the small format mylar and \$25 LCHIP fee) to Clerk Bligh for the recording fees.

NEW BUSINESS

Locke Minor Subdivision

- **Preliminary Review:** Minor Subdivision (Map 413, Lot 15.1), Benton Rd., No. Haverhill, for David Locke, Jr., 24 Stoddard Rd., No. Haverhill, NH 03774; Harry Burgess, agent.

Acting Chair Hammond introduced Burgess to discuss the Locke minor subdivision application. Burgess stated that Locke is looking to subdivide his 3.97-acre parcel into three lots of 1.26 acres, 1.40 acres, and 1.31 acres. Burgess stated that there is an accessible water line from No. Haverhill and discussed the need for two State driveway permits accessing Route 116 and one Town permit from Clark Pond Rd. Burgess received the State subdivision permit, #eSA2023091402.

Acting Chair Hammond asked for comments from the Board, and there were none. Clerk Bligh noted that this application was complete, the Board accepted the application, and a Public Hearing will be scheduled for the October 24th Planning Board meeting.

Elms Minor Subdivision

- **Preliminary Review:** Minor Subdivision (Map 414, Lot 69), County Rd., No. Haverhill, NH, for Charles Elms III, 37 Petticoat Lane, No. Haverhill, NH 03774; Harry Burgess, agent.

Acting Chair Hammond introduced Burgess to discuss the Elms' minor subdivision application. Burgess stated that Elms is seeking a subdivision of his 45-acre parcel into one 1.97 parcel, which has an existing camp, but with no well and no septic. Burgess noted that there is an existing driveway. Elms wishes to retain a 108-foot access to the remaining land (+/- 43 acres) in the back of the subdivided parcel. Knapp noted that the remaining parcel becomes an irregular lot. Burgess stated that the State subdivision approval is pending.

Acting Chair Hammond asked for comments from the Board, and there were no additional comments. Clerk Bligh noted that this application was complete pending State subdivision approval, the Board accepted the application, and a Public Hearing will be scheduled for the October 24th Planning Board meeting.

J. Martel Lot Line Adjustment

- **Preliminary Review:** Lot Line Adjustment (Map 414, Lots 15 and 15.3), Brushwood Rd., No. Haverhill, for Joseph P. Martel, 11 Beech St., Woodsville, NH, and Natalie Martel Estate, c/o Therese Danderan, 335 Brushwood Rd., No. Haverhill, NH; Harry Burgess, agent.

Acting Chair Hammond introduced Burgess to discuss the J. Martel lot line adjustment application. Burgess stated that 2.85 acres is to be annexed from Lot 15 to Lot 15.3. Burgess noted that he did discuss with the landowners that Lot 15 will have to be taken out of Current Use. TM Codling noted that there will be a penalty and a tax increase. Burgess stated that the owners were knowledgeable and approved going forward.

Acting Chair Hammond asked for comments from the Board, and there were none. Clerk Bligh noted that this application was complete, the Board accepted the application, and a Public Hearing will be scheduled for the October 24th Planning Board meeting.

MASTER PLAN

Acting Chair Hammond introduced June Garneau (online) to discuss the Master Plan Chapter 3, Community Facilities, Departments, and Services; Chapter 4, Utilities; and the Goals chapter.

Revisions to Chapter 3 and Chapter 4 were discussed and implemented. TM Codling noted that she will prepare a section for the Utilities chapter on broadband and will discuss the locations of the schools' Emergency Operations Centers with the SAU.

Garneau stated that the chapter goals are the last thing to complete. The Board members will receive the goals documents following the meeting. Garneau considered that the Master Plan will be complete by the beginning of 2024.

MINUTES APPROVAL

MOTION #5: Knapp made the motion and Nelepovitz seconded the motion to approve the minutes from **August 28, 2023**, as written.

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

CORRESPONDENCE: None.

