

**Town of Haverhill
Planning Board
MEETING MINUTES
April 28, 2020**

(All members participated by videoconference because of the COVID-19 pandemic)

Approved by the Planning Board

Board Members Present: Joe Longacre, Vice Chair; Donnie Hammond; Howard Hatch, Select Board Liaison; and Connie Sleath, Property Records Clerk

Town Employees Present:

Town Manager: Brigitte Codling

Finance Officer: Jennifer Boucher

Members of the Public Present: Dave Long

1. CALL TO ORDER: The meeting was called to order at 7:12 PM. A quorum was met.

Roll Call: Joe Longacre, Vice Chair (Alone in room); Don Hammond (With wife in room at home); Dave Long; Howard Hatch, Select Board Liaison (Alone in room at home)

2. DESIGNATION OF ALTERNATES, if necessary

3. COMMENTS OF THE AGENDA/APPROVAL

MOTION #1: Joe made a motion to approve the Agenda, and Howard seconded the motion.

Roll Call Vote: Howard (Aye), Donnie (Aye), Joe (Aye). The vote was unanimous. The Motion passed.

4. APPROVE MINUTES OF PREVIOUS MEETINGS

Howard was not a member of the PB at the time of the **January 28, 2020**, meeting; therefore, no vote could be completed. The approval of the January 28, 2020, meeting minutes will be put on to next month's agenda.

Joe was not in attendance of the PB at the **February, 25, 2020**, meeting; therefore, no vote could be completed. The approval of the February, 25, 2020, meeting minutes will be put on next month's agenda.

MOTION #5: Howard made a motion to accept moving the approval of Minutes of the January 28, 2020, and February 25, 2020, meeting minutes until the May 26, 2020, meeting, and Donnie seconded the motion.

Roll Call Vote: Howard (Aye), Donnie (Aye), Joe (Aye). The vote was unanimous. The Motion passed.

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No March 2020 meeting was held due to COVID-19.

5. PUBLIC APPEARANCES (previously scheduled)

None

6. NEW BUSINESS

Lot Line Adjustment for James and Lynette Graham, Swiftwater and Briar Hill Rd.

PUBLIC HEARING Open for James and Lynette Graham:

Joe stated that the lot line adjustments are 6 feet on both ends, and there are no new lots. The application was completed and abutters were noted. Joe asked for Public Comments.

MOTION #2: Donnie made a motion to close the Public Hearing, and Howard seconded the motion.

Roll Call Vote: Howard (Aye), Donnie (Aye), Joe (Aye). The vote was unanimous. The Motion passed.

MOTION #3: Donnie made a motion to approve the Lot Line Adjustment for James and Lynette Graham, and Joe seconded the motion.

Roll Call Vote: Howard (Aye), Donnie (Aye), Joe (Aye). The vote was unanimous. The Motion passed.

Connie will notify the Grahams that the lot line adjustment has been approved and that a mylar and fee payment are required.

PB Fee Schedule

Connie stated that the mapping company CAI requested that the Town send plans to them digitally, which the surveyors can achieve, and noted that it is cheaper for the Town. She stated that the Board may want to update the application to say that a digital copy is now required. Connie stated that she will find out if additional costs to the landowner are required. Current updates for the application also include postage costs and surcharges required by the Grafton County Registry of Deeds.

MOTION #4: Howard made a motion to approve the research, including the costs, for obtaining survey maps digitally, and Donnie seconded the motion.

Roll Call Vote: Howard (Aye), Donnie (Aye), Joe (Aye). The vote was unanimous. The Motion passed.

Board to Vote for Chair

NOMINATION #1: Joe nominated Gary Hebert as Chair of the Planning Board, and Howard seconded the nomination.

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Roll Call Vote: Howard (Aye), Donnie (Aye), Joe (Aye). The vote was unanimous. The nomination passed.

Board to Vote for Vice Chair

NOMINATION #2: Don nominated Joe Longacre as Vice Chair of the Planning Board, and Howard seconded the nomination.

Roll Call Vote: Howard (Aye), Donnie (Aye), Joe (Aye). The vote was unanimous. The nomination passed.

7. PENDING BUSINESS

Gravel Pits-Updates

Joe stated that no discussion can go forward because the attorneys at Mitchell Group are reviewing the issues. Howard and Donnie both expressed the seriousness of the need to complete the review by the lawyers.

Master Plan-Updates

Joanna had no knowledge of the Master Plan updates at this time. Howard stated that the Master Plan has already been contracted to the North Country Council months ago, and they gave the Town two prices for the study completion—economy and regular—and he thought it was already done. Joe noted that the Board needs an update. Joanna will follow up.

7. PUBLIC APPEARANCES (not previously scheduled)

- Dave Long stated that he owns the gravel pit off of French Pond Rd., which has been out of production for a while. When he bought the pit, it was severely out of bounds from where it was supposed to be excavated. He did get State approval finally after 16 months. He has been filing intent-to-excavate paperwork with the Town, and believed his pit is not being considered in any of the pending approvals. Donnie stated that the Board needs a reclamation plan and a bond. Jennifer stated that the reclamation plan, the bond, and an intent-to-excavate (report of estimated material from the State) are needed. The intent-to-excavate form expires on March 30 of each year.
- Howard recommended creating a CHECKLIST for owners of gravel pits or forest lands to follow, including permits, State inspections, and intents-to-excavate/cut.

MOTION #6: Howard made a motion to approve the creating of CHECKLISTS for owners of gravel pits and forest lands to follow, which will include information on permits, State inspections, and intents-to-excavate/cut, and Joe seconded the motion.

Roll Call Vote: Howard (Aye), Donnie (Aye), Joe (Aye). The vote was unanimous. The Motion passed.

9. CORRESPONDENCE/COMMUNICATIONS

Nothing to report

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10. COMMENTS OF THE CLERK

Connie stated that CAI has sent the updated maps from 2019 showing all the lot line adjustments and subdivisions, which are available for review in the Town office.

Connie requested from all Board members their phone numbers, email addresses, and preferences on how to communicate. Joe will follow up.

11. COMMENTS OF THE PLANNING BOARD MEMBERS

- Donnie stated he'd like to get the lawyers moving on the gravel pit issues.
- Howard stated that he doesn't communicate by email or text.

12. ADJOURN MEETING:

MOTION #7: Donnie made a motion to adjourn the meeting, and Joe seconded the motion.

Roll Call Vote: Howard (Aye), Donnie (Aye), Joe (Aye). The vote was unanimous. The Motion passed.

NEXT REGULAR MEETING: May 26, 2020

Transcribed by Joanna Bligh