

**HAVERHILL PLANNING BOARD  
ORGANIZATIONAL MEETING  
MINUTES**

**Tuesday, April 23, 2024, at 6:00 PM  
J.R. Morrill Building, 2nd fl.  
2975 Dartmouth College Hwy.  
No. Haverhill, NH 03774  
Or on Zoom**

**Tuesday, April 23, 2024**

**CALL TO ORDER**

Board Clerk Bligh called the meeting to order at 6:00 PM.

**ATTENDANCE**

**Planning Board members:**

Matt Bjelobrck (Here), Joe Longacre, ex officio (Here); Vickie Wyman (Here); John Nelepovitz (Here); and Donnie Hammond (Here). A quorum was met.

**Town Employee:**

Joanna Bligh, Board Clerk

**Visitors in person:**

Harry Burgess, Pioneer Land Surveying  
Gregory Chase  
Howard Hatch  
Julie Marsh Harris

**Visitors online:** None.

**ELECTION OF OFFICERS**

- Clerk Bligh opened the nominations for a 1-year term as Chair of the Planning Board.

**Nomination:** Bjelobrck nominated Don Hammond as Chair of the Planning Board, seconded by Longacre.

- Wyman noted that Hammond has no email access and is difficult to contact.
- Longacre stated that Hammond has been a Chair of the Planning Board for many years in the past.
- Bjelobrck commented that Hammond is the most experienced of the members to be Chair.

**Roll Call Vote:** Bjelobrck (Aye), Longacre (Aye), Wyman (Nay), Nelepovitz (Nay), and Hammond (Aye). The nomination passed.

- Chair Hammond opened the nominations for a 1-year term as Vice Chair of the Planning Board.

**Nomination:** Nelepovitz nominated Vickie Wyman as Vice Chair of the Planning Board, seconded by Longacre.

- Nelepovitz noted that Wyman is knowledgeable of real estate issues, which is helpful to the group.
- Longacre commented that Wyman has already been Vice Chair for 1 year.
- Bjelobrk stated that it is important for all the Planning Board members to work together.
- Wyman stated that in the past few years the Board has done just that.

**Roll Call Vote:** Bjelobrk (Nay), Longacre (Aye), Wyman (Aye), Nelepovitz (Aye), and Hammond (Nay). The nomination passed.

## AGENDA APPROVAL

**MOTION #1:** Bjelobrk made the motion, seconded by Vice Chair Wyman, to accept the Agenda written.

- Clerk Bligh asked to add an additional topic under Comments by Town Staff related to the Conservation Commission.

Bjelobrk and Vice Chair Wyman dropped Motion #1.

**MOTION #2:** Bjelobrk made the motion, seconded by Vice Chair Wyman, to accept the Agenda amended.

**Voice Vote:** All in favor, none opposed, none abstained. The motion passed unanimously.

## NEW BUSINESS

### Prospective New Member (Alternate)

Chair Hammond introduced **Julie Marsh Harris** and asked about her interest in being an alternate member of the Planning Board.

Harris stated that she is involved in real estate and is familiar with the rules and regulations of housing development. She is hoping to be on the Planning Board to give the Board a younger perspective.

Chair Hammond asked for comments from the members:

**Bjelobrk:** Welcome!

**Longacre:** For her appointment, Harris will have to attend a Select Borad meeting and will be asked a list of questions.

**Vice Chair Wyman:** As an Alternate, Harris will have to attend every meeting and Vice Chair Wyman asked about her availability. Harris replied that she is available.

**Nelepovitz:** Harris is well qualified and her perspective as a young member is welcomed.

**Chair Hammond:** Welcome!

- Chair Hammond indicated there was a consensus by the Board of her appointment, and she will be invited to the Select Board for an interview, and, if approved, she will be sworn in at the Town Clerk's office.
- Clerk Bligh noted that she cannot confirm which Select Board meeting she will be invited to.
- Howard Hatch commented that Alternates can have input but can't vote, and there was consensus from the Board.

**PRELIMINARY REVIEW:** Four-lot major subdivision; Greg and Jill Chase, 3 Summersell Dr., Hartland, VT; site location -- Court St. Extension; Map 423, Lot 001; Harry Burgess, agent.

Chair Hammond introduced Harry Burgess, agent for Gregory and Jill Chase.

Burgess reported that the Chases applied for a 4-lot major subdivision of a 68-acre parcel on Court St. Extension, which is outside of Haverhill Corner Precinct (HCP) and across the road from the HCP water supply wellhead. The subdivision includes a 600' private road, which could be shortened or approved by waiver of the *Subdivision Regulations*. Chair Hammond noted that the Regulations, section 4.5.3 require a permanent dead-end roadway to be no longer than 500'.

Burgess stated that the terminus of the dead end is not suitable for an island, so a hammerhead configuration was drawn. Chair Hammond agreed to that. Gregory Chase noted that the road will be commonly owned and is essentially a driveway. Burgess and members discussed the length of the dead end and agreed to measure from the hammerhead center point to Court St. Ext. and the measurement was under 500', which met the Regulation requirement.

Burgess, the members, and Clerk Bligh discussed the following related to this application:

- Pending is the road design and the drainage pattern.
- Test pits are pending.
- Roadway is a 5% grade.
- Lot 1 has wetlands in the NE corner.
- A check of the existing culvert will be done by the Road Agent.
- From Lot 1 to Lot 3 is a 400' rise in elevation.
- Chase confirmed that this road will be a private road, and there is no intention to ask the Town to accept this roadway as a Town road.
- A maintenance agreement will be included in the deeds at sale.
- Regarding utilities, Gregory plans to have underground power lines.
- Clerk Bligh asked about a letter of intent from the power company under the *Subdivision Regulations*, section 4.6 Utilities, and the Board declined requesting that item. Burgess noted that an easement is required, which is on the deed.

Bjelobrck stated that there would be private wells, water, and sewer.

**MOTION #3:** Bjelobrck made the motion, seconded by Nelepovitz, to accept the application for a four-lot major subdivision by owners Greg and Jill Chase, 3 Summersell Dr., Hartland, VT; site location -- Court St. Extension; Map 423, Lot 001, as presented.

**Voice Vote:** All in favor, none opposed, none abstained. The motion passed unanimously.

Clerk Bligh noted that the next meeting of the Planning Board will be a Public Hearing for the public and abutters to review the Chase's subdivision application and for a Board vote.

## **Review of Planning Board Rules of Procedure 2024 with Conduct Statement**

Chair Hammond introduced the discussion of the Rules of Procedure and the Standards of Conduct.

The Board members and Clerk discussed the additional inclusions for this year's Rules of Procedure, as follows:

- Insert the Standards of Conduct at the end of the Rules of Procedure.
- Include excavation RSAs under Duties and Responsibilities.
- Move the 1999 Rules of Procedure statement to the Appendix.
- Revise signature line.

## **Discussion and Timeline for Revisions to Ordinances and Regulations**

Chair Hammond introduced the discussion of the Town ordinances that need revision, including Wetlands and Aquifer (1993), Excavation Regulations (2005), and Telecommunications (2002).

After discussion, the Board asked Clerk Bligh to submit the Wetlands and Aquifer Ordinance (1993) and Excavation Regulations (2005) to the municipal lawyer for updating.

**OLD BUSINESS:** None.

### **COMMENTS BY TOWN STAFF:**

- **Registration now open:** OPD Spring Planning and Zoning Conference 2024, Saturday, May 11, 8:45 AM to 3:30 PM (online). Go to: <https://www.nheconomy.com/office-of-planning-and-development/what-we-do/municipal-and-regional-planning-assistance/osi-planning-and-zoning-conferences>
- **From Webinar 3-21-24:**
  - Preliminary Review of application—Motion and vote for completed application.
  - Important part of the application decision-making process—Site Walk; if a quorum attends, Site Walk requires notice to the public, an agenda, and minutes.
  - Recusal standards: 1) Expect to gain or lose from a case, 2) Is related to either party, 3) Has advised or assisted either party, 4) Has directly or indirectly given an opinion, and 5) When in doubt, recuse yourself.
- **Conservation Commission, RSA 36-A:3.** Clerk Bligh provided the members with the RSA that stated a Conservation Commission member is allowed to sit on the Planning Board and asked if they would be willing to invite a Conservation Commission members to be part of the Planning Board as an Alternate, and the members agreed.

### **COMMENTS BY PLANNING BOARD MEMBERS:**

- Vice Chair Wyman discussed two bills passing through the state legislature that may be of interest to the Planning Board. Especially of interest is **HB 1291** about ADUs (Accessory Dwelling Units). Currently, the accessory dwelling units have to be attached to the existing house. This bill, if approved, will allow up to two unattached ADUs. Discussion continued. HB 538 states that if a structure is changed from commercial to residential, the owner will receive tax relief. Vice Chair Wyman noted that if passed, the bills will be a mandate for the municipalities.

### **MEETING MINUTES APPROVAL**

