

**Town of Haverhill
PLANNING BOARD
WORK SESSION
Meeting Minutes
Tuesday, January 11, 2022, at 6:00 PM
R. E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785
And on Zoom**

1. CALL TO ORDER: Gary Hebert, Chair, called the meeting to order at 6:00 PM.

Housekeeping Items:

Chair Hebert stated that the meeting is being audio and video recorded.

Roll Call Attendance: John Nelepovitz (Here); Howard Hatch, ex officio (Here); Joe Longacre, Vice Chair (Here); Gary Hebert, Chair (Present); Don Hammond (Excused). A quorum was met.

Town Employees Present:

- Jennifer Boucher, Assistant Town Manager (ATM; online)
- Joanna Bligh, Planning Board Clerk

Members of the Public Present In Person: None.

Members of the Public Present Online: None.

2. DESIGNATION OF ALTERNATES: None.

3. AGENDA APPROVAL

MOTION #1: Nelepovitz made a motion and Vice Chair Longacre seconded the motion to approve the Agenda.

- Chair Hebert suggested making the January 25 regular meeting of the Planning Board optional this month with two meetings taking place. The members discussed the option, and Chair Hebert recommended making the decision on the meeting on January 19.

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

4. APPROVAL OF MINUTES FROM THE PREVIOUS MEETINGS

- Chair Hebert offered clarification on page 1.

MOTION #2: Vice Chair Longacre made a motion and Nelepovitz seconded the motion to approve the Minutes from **December 28, 2021**, as amended.

Voice Vote: The vote passed unanimously.

5. PUBLIC APPEARANCES (previously scheduled): None.

6. PUBLIC HEARING: None.

7. NEW BUSINESS: None.

8. PENDING BUSINESS:

Town of Haverhill Subdivision Regulations

(Red font in the text indicates the recommended changes.)

Chair Hebert opened the discussion of the Subdivision Regulations beginning on page 16 to address the annotated revisions by the Town's council.

p. 8, 3.1.3, Key Steps, Table 1

Vice Chair Longacre asked to go back to page 8 and noted that there was a statutory error in the table under line 6, Lot Line Adjustment column. The box text should read **Not required** per RSA 676:4,(e), (1).

p. 16, footnotes

Clerk Bligh suggested removing the footnotes and incorporating them into the text, which will make formatting the text easier. The members agreed.

p. 17, 4.1.6, Ordinance Conformance

Vice Chair Longacre discussed this section stating that the wording "flip-flops." ATM Boucher suggested the Board reference the RSA. The members agreed and revised as follows:

- Delete the section "Where strict conformity ... welfare not be adversely affected."
- Add the wording: **For provisions of waiver, refer to RSA 674:36, II(n)(1)(2).**

p. 17, 4.1.7, Covenants

Vice Chair Longacre noted that the Board cannot standardize covenants. Discussion continued about the covenants at the Business Park, which is owned by the Town. Wording changes were considered, and Chair Hebert concluded after the members' discussion that the section should be deleted. The members agreed.

p. 17, 4.1.8 Irregular Lots

Nelepovitz suggested a wording change to **approved or accepted**. The members agreed.

p. 18, 4.1.12A, Driveways

Chair Hebert asked for a definition of frontage road, and ATM Boucher read: a street or a through street parallel to a main road to furnish access to lots or services.

Chair Hebert brought up the language: “A driveway cannot be extended into an abutting lot,” and he stated unless the abutting lot is owned by the adjacent property owner or has a proper easement.

The members agreed to change “...approved by the Planning Board” to ... approved by the Road Agent.

p. 19, 4-1-14, Lighting

Chair Hebert asked if the Board believes there is a safety issue. ATM Boucher suggested pulling the footnote reference on that section.

p. 19, 4.2 Staged (Scattered) Subdivision Development

Chair Hebert noted that the term phased can replace the “staged” or “scattered” wording. The members agreed.

p. 20, 4.2, #10, Staged (Scattered) Subdivision Development

The members agreed to delete the item “10. Any other potential ... Village or District.”

p. 20, 4.2.1, Exaction for the Cost of Off-Site Improvement Needs

The members discussed this section focusing on the use of the term “exaction.” ATM Boucher noted that the developer pays for the contracted services of the “Off-Site Improvement Study” to discover the cost of off-site improvements. Chair Hebert suggested a rewrite and he will begin the process. The footnote on that section will also be researched by Clerk Bligh.

p. 21, 4.3, Open Space

Chair Hebert agreed with the legal council’s opinion to delete item #3. The members agreed.

p. 21, 4.3.1, Community Open Space Shown on Town Master Plan

Nelepovitz noted that the Master Plan is not regulatory and suggested agreement with the Town’s council to delete this and other Master Plan references in this document. The entire section was deleted. Clerk Bligh noted that the renumbering of the sections will be completed for the final draft.

p. 21, 4.3.2, Subdivision Open Space

Chair Hebert suggested deleting from “If not such community open space ... subdivision as open space or park.” The members agreed to retain the final sentence in that section relating to 15% of total subdivision area as open space.

p. 22, 4.5.1, Road Design Standards

Chair Hebert stated the Master Plan language will be deleted and asked the members if the term “proposed streets” should be reworded. Hatch brought up the road construction specifications. Discussion continued. The “proposed streets” wording was retained.

p. 22, 4.5.1.2, Dead-End Streets

Nelepovitz and Chair Hebert suggested corrections to the footage sizes of the turnarounds.

p. 24, 4.5.1.8, Geometric and Structural Guide, Table 2

The members discussed the specifications of road and street construction. Clerk Bligh will research the NHDOT construction specifications and locate the cross-sectional diagram of construction layers.

p. 27, 4.5.2.3, Sub-Grade Preparation – Roads

Chair Hebert suggested the discussion of this section be on hold until the next meeting pending more research.

Chair Hebert noted a spelling correction from “wavered” to **waived** in the last paragraph of the section.

p. 28, 4.5.2.6, Construction Supervision and Inspection

The members agreed to delete the sentence that reads “The cost of such inspections by the Road Agent ... shall be a condition of subdivision approval.”

p. 29, 4.5.2.7, Subdivision As-Built Plans

The members agreed to add wording at the end of the paragraph to read: ... **or at the Haverhill Town Meeting by petitioned warrant article.**

9. PUBLIC COMMENTS (not previously scheduled): None.

10. CORRESPONDENCE / COMMUNICATION: None.

11. COMMENTS OF TOWN STAFF:

- Clerk Bligh stated that she will incorporate these changes into the master copy of the Regulations.

12. COMMENTS of the PLANNING BOARD MEMBERS:

Nelepovitz: None.

Hatch: None.

Vice Chair Longacre: Vice Chair Longacre reminded the Board of the requested review of *But, It’s Grandfathered! Six Common Myths About Nonconforming Uses*. The discussion was tabled.

Chair Hebert: None.

