

**HAVERHILL PLANNING BOARD
MEETING MINUTES**

DATE: Wednesday, June 12, 2019

Place: City Council Chambers, Room 202

Time: 7:00 PM

Members Present: Member Robert Driscoll
Member Karen Buckley
Member April DerBoghosian
Member Bill Evans
Member Alison Colby-Campbell
Member Kenneth Cram
Chairman Paul Howard

Members Absent: Member Karen Peugh

Also Present: William Pillsbury, Planning Director

Approval of Minutes: May 8, 2019

May 8, 2019

After board consideration, Member April DerBoghosian, Esq. motioned to approve the May 8, 2019 minutes. Member Karen Buckley seconded the motion. Members present voted in favor: April DerBoghosian, Esq., Karen Buckley, Robert Driscoll and Karen Peugh. Members Absent: Karen Peugh. **Motion Passed.**

Planning Director William Pillsbury: Read the conduct of hearings into the record.

Public Hearings:

Definitive Plan for Marbles Lane:

Chairman Howard: I declare the hearing open. Does anyone from the public wish to speak? Seeing none, I will close the public portion of the hearing and open it up to comments from the Planning Director.

William Pillsbury: We have a request from the applicant of Marbles Lane because they have not made any affirmative progress, they have filed a request to withdraw and I

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would concur with that recommendation and therefore would recommend a motion to allow the withdrawal of Marbles Lane definitive plan.

After board consideration, Member April DerBoghosian, Esq. motioned to withdraw the plan for Marbles Lane as recommended by the Planning Director William Pillsbury. Member Alison Colby-Campbell seconded the motion.

Members that voted in favor:

Bill Evans-yes

Karen Buckley – yes

April DerBoghosian, Esq. – yes

Kenneth Cram – yes

Alison Colby-Campbell – yes

Robert Driscoll – yes

Paul Howard – yes

Members Absent:

Karen Peugh.

Motion Passed.

List of all documents and other exhibits used by the public body during the meeting.

- **Supplemental Engineering Report, 10-4-18**
- **Form F**
- **Form D**
- **Form D-1**
- **Form C**
- **Comments Due**
- **Comment, Building Inspector, 11-27-18**
- **Letter, Fire Department, 11-19-18**
- **Letter, Conservation, 12-7-18**
- **Email, Jill Dewey, 12-12-18**
- **Letter, Stephen Sawyer, 12-12-18**
- **Continuance, 12-13-18**
- **Email, John Pettis, 12-12-18**

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- Letter, Glenn Smith, 11-16-18
- Letter, Carrie Prescott, 11-26-18
- Letter, Robert Ward, 12-13-18
- Letter, Carrie Prescott, 12-18-18
- Letter, Robert Ward, 12-18-18
- Continuance, 1-7-19
- Continuance, 1-14-18
- Continuance, 2-14-18
- Letter, James Melvin, 3-7-19
- Continuance, 3-14-18
- Letter, James Melvin, 4-9-19
- Continuance, 4-11-19
- Letter, Stephen Sawyer, 6-12-19
- Definitive Plan improvements plan, 9-4-18

Definitive Plan for 316 Gile Street:

Chairman Howard: I will open the public portion of the hearing. Does anyone from the public wish to speak? Seeing none, I will close the public portion of the hearing and open it up to comments from the Planning Director.

William Pillsbury: We have had a long review of this project which has not been progressing for several months now. No new information has been forthcoming from the applicant. There have been many, many issues with this project. Because of the lack of new information on this definitive plan, we have been pushing for a withdrawal and we received a request this afternoon to withdraw the project in total from the Planning Board agenda. I concur with that recommendation and recommend the withdrawal of the definitive plan for 316 Gile Street.

After board consideration, Member Karen Buckley motioned to withdraw the plan for Zachary Heights/316 Gile Street as recommended by the Planning Director William Pillsbury. Member Alison Colby-Campbell seconded the motion.

Members that voted in favor:

Bill Evans-yes

Karen Buckley – yes

April DerBoghosian, Esq. – yes

Kenneth Cram – yes

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Alison Colby-Campbell – yes

Robert Driscoll – yes

Paul Howard – yes

Members Absent:

Karen Peugh.

Motion Passed.

List of all documents and other exhibits used by the public body during the meeting.

- Sample abutters letter, 1-10-19
- Stamski and McNary letter, 12-28-18
- Form F Covenant, 1-10-19
- Form D
- Form D-1
- Form C
- Comment Due Sheet
- Email, Michael Furlong, 1-30-19
- Email, Lori Robertson, 1-29-19
- Comments, Building Inspector, 2-12-19
- Letter, Carrie Prescott, 2-8-19
- Letter, Glenn Smith, 3-13-19
- Letter, Carrie Prescott, 1-22-19
- Letter, Conservation, 1-29-19
- Letter, Fire Department, 1-29-19
- Letter, abutter, 1-29-19
- Email, Michael Furlong, 2-26-19
- Email, Lori Robertson, 2-26-19
- Email, Michael Furlong, 2-8-19
- Email, William Pillsbury, 2-11-19
- Letter, Michael Furlong, 2-11-19
- Continuance, 2-14-19
- Email, Michael Furlong, 2-26-19
- Email, John Pettis, 3-13-19
- Letter, Michael Furlong, 3-13-19
- Letter, City Engineer, 3-13-19
- Continuance, 3-14-19

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- Email, George Dimakarakos, 3-20-19
- Grading and drainage plan, 12-27-18
- Email, Michael Furlong, 4-8-19
- Email, William Pillsbury, 4-8-19
- Email, Michael Furlong, 4-9-19
- Letter, Michael Furlong, 4-9-19
- Letter, Michael Furlong, 4-10-19
- Continuance, 4-11-19
- Email, Lori Robertson, 5-22-19
- Email, William Pillsbury, 5-22-19
- Email, Lori Robertson, 5-22-19
- Email, Michael Furlong, 5-22-19
- Withdrawal, 6-12-19
- Digital submission of definitive plans
- Application for approval of definitive plan packet
- Stormwater management Report, 12-27-18
- Definitive plans for Zachary Heights, 12-27-18

Definitive Escrows:

Vincent Avenue Escrow:

The Haverhill Planning Board at its 6/12/19 meeting held on Wednesday evening at 7:00 pm reviewed the request to reduce the account to a zero balance in return for the completion of all work.

Economic Development/Planning Director William Pillsbury, Jr. advised the board members to reduce the account to a zero balance as recommended by the City Engineer in his email to the board dated June 12, 2019. The City Engineer recommended the board reduce the account to a zero balance. The City Engineer had reviewed the subject bond, inspected the roadway and associated improvements, and compared the quantities to the roadway definitive plan. The calculations indicated that all items had been completed and therefore recommended that the board reduce the cited escrow account to a zero balance.

In consideration of the City Engineer's recommendation along with the Planning Director's recommendation, Member Robert Driscoll motioned to reduce the account to a zero balance. Seconded by Member Bill Evans. All members present voted in favor. Members Absent: Karen Peugh. Motion Passed.

List of all documents and other exhibits used by the public body during the meeting:

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- Escrow Material

Emma Rose Modification:

Please be advised the Planning Board at its 6-12-19 regular scheduled meeting considered your request to establish the bond amount for the above cited development. No lots are to be released until the required funds are submitted along with a properly executed escrow agreement in exchange for the release of said lots from the Form F Covenant for the above cited development. The board reviewed your cited request along with the report dated 5-8-19 from the City Engineer, which is in the established amount of \$162,782.50 that will guarantee the completion of all required work for the lots within the above cited development.

Please note, that no lots will be released until a properly, executed performance guarantee agreement is submitted and is approved as to form by the city solicitor in the above cited amount in a report from the city engineer dated 5-8-19, along with a written request to be placed onto the next scheduled planning board agenda. Once the agreement is endorsed by the Planning Board said agreement would be required to be recorded at the Registry of Deeds and recorded copy provided to the board that shows the registry's recording stamp.

After board consideration, Member Karen Buckley motioned to approve the established amount of \$162,782.50 that was recommended by the City Engineer. Seconded by Member Bill Evans. All members voted in favor. Members was absent. Karen Peugh. Motion Passed.

List of all documents and other exhibits used by the public body during the meeting:

- Escrow Material

Delhaven Estates:

Please be advised at the Haverhill Planning Board meeting held on 6/12/19 at 7:00 pm in the City Council Chambers reviewed the request to endorse the extension of the agreement for the above cited development.

The Chairman advised the board that the agreement was reviewed by the City Solicitor as to form and was approved as attested to by his signature on said agreement. The new expiration date for performance is **December 1, 2019**. The Planning Director recommended that the Planning Board vote to endorse the extension agreement. It was noted, that the developer must record the extension of the agreement at the Registry of Deeds and provide proof of said recording to the Planning Office for its file.

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After board consideration, Member Robert Driscoll motioned to endorse the above cited agreement and that the developer provide the Planning Office with a recorded copy of said agreement as required. Member Bill Evans seconded the motion. All members present voted in favor. Member Karen Peugh was absent. **Motion Passed.**

List of all documents and other exhibits used by the public body during the meeting:

- Escrow Material

Reminders for expiring Definitive Escrows: None at this time.

Endorsement: 659 Salem Street Frontage Waiver: Member Robert Driscoll motioned to endorse the mylar for the 659 Salem Street frontage waiver. Seconded by Member Bill Evans. All members present voted in favor. Member Absent: Karen Peugh. Motion Passed.

Form A Plans:

Steve Franciosa/Ann and Robert Hackett for 1007 Boston Road: It was noted the Building inspector commented on 6-7-19 stating “meets zoning requirements – frontage, area, depth and access.” After board consideration Member Robert Driscoll motioned to approve the Form A for 1007 Boston Road as recommended by the Planning Director, William Pillsbury. Member Bill Evans seconded the motion. All members present voted in favor. Member Absent: Karen Peugh. Motion Passed.

Carolina Properties, LLC for 146 Crosby Street: It was noted the Building Inspector commented on 6-7-19 stating “ Lot B-1 complies in frontage, area and access. Proposed parcel “Y” declared unbuildable. Non-compliant with frontage and area Will require relief from the BOA for further use.” After board consideration Member Robert Driscoll motioned to approve this Form A for 146 Crosby Street as recommended by the Planning Director, William Pillsbury. Member Bill Evans seconded the motion. All members present voted in favor. Member Absent: Karen Peugh. Motion Passed.

RKACO, LLC/Junkins Family Nominee Trust for 841 West Lowell Avenue: It was noted by the Building Inspector commented on 6-7-19 stating “proposed Lot12A and proposed Lot 12 complies with area, access and frontage of the prevailing zone RR.” After board consideration, Member Karen Buckley motioned to approve this Form A for 841 West Lowell Avenue as recommended by the Planning Director, William Pillsbury. Member Bill Evans seconded the motion. All members present voted in favor. Member Absent: Karen Peugh. Motion Passed.

Meeting adjourned.

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Signed:

Paul Howard
Chairman