

**HAVERHILL PLANNING BOARD
MEETING MINUTES**

DATE: Wednesday, February 12, 2020
Place: City Council Chambers, Room 202
Time: 7:00 PM

Members Present: Chairman Paul Howard
Member Nate Robertson
Member Kenneth Cram
Member Karen Buckley
Member April DerBoghosian, Esq.
Member William Evans
Member Ismael Matias

Members Absent: Member Robert Driscoll
Member Karen Peugh

Also Present: William Pillsbury, Jr., Director of Economic Development and Planning

Approval of Minutes: January 8, 2020

January 8, 2020

Member Ken Cram: I just have one comment. On the case of 235 Essex Street the word "site" should be changed to "sight".

Mr. Pillsbury: Duly noted.

After board consideration, Member Nate Robertson motioned to approve the January 8, 2020 minutes. Member Bill Evans seconded the motion.

Karen Peugh – absent
Bill Evans – yes
Karen Buckley – yes
April DerBoghosian, Esq.- yes
Kenneth Cram – yes
Nate Robertson- yes

**Planning Board Meeting
2-12-20**

Robert Driscoll – absent
Paul Howard – yes
Ismael Matias - yes
Motion Passed.

Mr. William Pillsbury: Read the conduct of hearings into the record.

Public Hearings: No Public Hearings

Definitive Escrows:

Augustin Avenue/MacKenzie Way:

The Haverhill Planning Board at its 2/12/20 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. 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 Nate Robertson motioned to reduce the account to a zero balance. Seconded by Member Karen Buckley. All members present voted in favor. Members Absent: Robert Driscoll and Karen Peugh. Motion Passed.

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

- **Escrow Materials**

Catalina Way/Lyons Farm Estates:

The Haverhill Planning Board at its 2/12/20 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. The City Engineer recommended the board reduce the account to a zero

**Planning Board Meeting
2-12-20**

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 William Evans motioned to reduce the account to a zero balance. Seconded by Member Kenneth Cram. All members present voted in favor. Members Absent: Robert Driscoll and Karen Peugh. Motion Passed.

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

- **Escrow Materials**

Scotland Heights Escrow:

Please be advised at the Haverhill Planning Board meeting held on 2/12/20 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 Planning Director, William Pillsbury, 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 February 8, 2021. 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.

After board consideration, Member Ken Cram 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 Nate Robertson seconded the motion. Members Bill Evans, Karen Buckley, April DerBoghossian, Esq., Kenneth Cram, Nate Robertson, Ismael Matias and Paul Howard voted in favor. Member Karen Peugh and Robert Driscoll was absent. **Motion Passed.**

Please be advised, the Haverhill Planning Board at its meeting held on 2-12-20 reviewed the request of Michael Crowe to reduce the amount being held for completion of work within the cited subdivision.

The board advised that the request was referred to the city engineer. The request was to review the work cited as required; advise if all work cited was completed under the approved definitive plan; if the work was completed in accordance with the approvals; and if all required remaining work was listed and if the dollar values were accurate.

**Planning Board Meeting
2-12-20**

Please note that Planning Director William Pillsbury, Jr. recommended that the board vote to reduce the account as recommended by the City Engineer in his report to the board dated 2/20/20.

In consideration of the report from the City Engineer, John Pettis, Member Ken Cram motioned to reduce the amount \$47,046.50 from the \$187,059.00 balance and maintain a balance of \$140,012.50 as recommended by the city engineer in his report to the board dated 2/20/20. Member Nate Robertson seconded the motion. Members April DerBoghossian, Esq., Kenneth Cram, Nate Robertson, Bill Evans, Karen Buckley, Ismael Matias and Paul Howard all voted in favor to reduce the account to the balance of \$140,012.50 as recommended by the city engineer in his report addressed to the board dated 2/12/20. Members Absent: Karen Peugh and Robert Driscoll. **Motion passed.**

As a condition of the board's vote, the **TREASURER is required** to notify the board that the minimum amount of \$140,012.50 is held for the completion of all remaining work. The account shall not be further reduced or released without formal board approval.

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

- **Escrow Materials**

Crystal Springs Escrow:

Please be advised the Haverhill Planning Board at its meeting held on February 12, 2020 at 7:00 pm in the City Council Chambers reviewed the request to endorse the performance guarantee agreement for the above cited development. The City Engineer established the amount of \$992,329.25 (see City Engineer's letter dated , which was set up in an agreement that will expire on February 12, 2022, a release is executed herewith to release the lots 7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24 and 25. The agreement was reviewed and endorsed by the city solicitor as attested to by his signature on said document. Please see the attached recorded agreement.

The board discussed the acceptance of said agreement for the amount cited above which secures the complete construction of the ways and installation of municipal services for the building, as referred to in the above cited plan. It was voted to release the aforesaid lots from the Form F covenant restrictions as to sale and construction only (all other conditions, covenants and requirements remain in full force and effect, if any). Lot release is subject to the terms and requirements of the funds held in the amount of \$992,329.25 to guarantee the completion of the ways and installation of all municipal services referred to a required by the Planning Board. The board agreed to release the aforesaid lots for sale and construction only, upon submission of the properly completed documents endorsed by the board. No occupancy permits issued at this time.

**Planning Board Meeting
2-12-20**

The board now informs you, the building inspector, that the applicant has provided this office with the required recorded documentation that shows the Registry of Deeds recording stamp on the Performance Guarantee Agreement, the recorded covenant and the letter from the city engineer dated. This is your notice to release the lot from the Form F Covenant from the Crystal Springs Definitive Plan for sale and building only. See your endorsed copy of the approved plan, or the endorsed reproducible mylars in the Engineering Office for review or any restrictions.

The board respectfully advises each city department/commission noted below to ensure compliance with the plan before the permits/approvals are issued.

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

- **Escrow Materials**

Form A Plans:

Irene and Francesco Premutico for 106 & 108 Oxford Avenue: It was noted the building inspector commented on 2-5-20 "Both lots as designed comply with area, frontage and access. Lot 1 Oxford Avenue exist with 5.4' non-conforming side yard. Delete and adding parcel "A" brings lot 1 into conformity. Lot 2 existing 8.4' side setback not affected by lot line change." Member Karen Buckley motioned to approve the Form A plan. Seconded by Member Nate Robertson. All members present voted in favor. Motion Passed.

Endorsement: None at this time.

Meeting adjourned.

Signed:

Paul Howard
Chairman