

**HAVERHILL PLANNING BOARD
MEETING MINUTES**

DATE: Wednesday, June 8, 2022

Place: City Council Chambers – Room #202 City Hall

Time: 7:00 PM

Members Present: Member William Evans
 Member Ismael Matias
 Acting Chairperson Karen Buckley
 Member Bobby Brown

Members Absent: Member Robert Driscoll
 Chairman Paul Howard
 Member Carmen Garcia
 Member April DerBoghosian, Esq.
 Member Nate Robertson

Also Present: William Pillsbury, Jr., Director of Economic Development and
 Planning
 Lori Robertson, Head Clerk

Approval of Minutes:

May 11, 2022

After board consideration, Member Ismael Matias motioned to approve the May 11, 2022, meeting minutes. Member Bobby Brown seconded the motion.

Carmen Garcia – absent

Bill Evans – yes

Karen Buckley – yes

April DerBoghosian, Esq.- absent

Bobby Brown – yes

Nate Robertson- absent

Robert Driscoll – absent

Paul Howard – absent

Ismael Matias - yes

Motion Passed.

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Public Hearings:

Frontage Waiver for 4-6 Garfield Street: Mr. Pillsbury: The attorney has stipulated into the reading of the rules of public hearing.

Mr. William Pillsbury, Planning Director addressed the board. The role of the Planning Board is very limited to just looking at whether there is adequate access from the reduced frontage. It has already been approved by the Board of Appeals.

Attorney Caitlin Masys addressed the board on behalf of the applicant. This project has been before the Board of Appeals, the appeal period has expired and I have recorded that decision. This is a frontage waiver as required by the Haverhill zoning code.

Mr. Pillsbury: Any questions from the board? We will close the public portion of the hearing. The role of the Planning Board in acting on a frontage waiver is limited to one specific item which is to confirm that there is access to the buildable portion of the site via the reduced frontage. The review of all the city departments indicates that it is the case. With that I would recommend approval of the frontage waiver as presented.

After board consideration, Member William Evans motioned to approve the frontage waiver for 4-6 Garfield Street as recommended by the Planning Director, William Pillsbury. Bobby Brown seconded the motion.

Member Nate Robertson: absent
Member Bobby Brown: yes
Member William Evans: yes
Member Karen Buckley: yes
Member April DerBoghosian, Esq.: absent
Member Carmen Garcia: absent
Member Robert Driscoll: absent
Member Ismael Matias: yes
Chairman Paul Howard: absent
Motion Passed.

City department reports are attached to and considered part of this board's decision and notice of decision. Any appeal of this board's decision and notice of decision shall be taken in accordance with M.G.L. Chapters 40A and 41 within twenty (20) days of the board's filing of this decision/notice of decision with the city clerk.

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

**Frontage waiver plan, 3.22.22
Frontage waiver application
Form D
Form D-1
Letter, Caitlin Masys, Esq., 12.27.21
BOA decision, 3.16.22**

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Sylvan Hill Bond Reduction:

Please be advised, the Haverhill Planning Board at its meeting held on 6-8-22 reviewed the request of Kristen Andrews 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. 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 5-11-22.

In consideration of the report from the City Engineer, John Pettis, Member Bobby Brown motioned to reduce the amount \$299,402.50 from the \$1,055,150.30 balance and maintain a balance of \$755,747.80 as recommended by the city engineer in his report to the board dated 5-11-22. Member William Evans seconded the motion. All members present voted in favor to reduce the account to the balance of \$755,747.80 as recommended by the city engineer in his report addressed to the board dated 5-11-22. Members Absent: Nate Robertson, Paul Howard, April DerBoghossian, Robert Driscoll and Carmen Garcia. **Motion passed.**

As a condition of the board's vote, the **BANK is required** to notify the board that the minimum amount of \$755,747.80 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

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1240 Boston Road/O'Leary Way: Please be advised, the Haverhill Planning Board at its meeting held on 6-8-22 reviewed the request of Steven Paquette 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. 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 6-8-22.

In consideration of the report from the City Engineer, John Pettis, Member Bobby Brown motioned to reduce the amount \$100,464.00 from the \$354,984.88 balance and maintain a balance of \$254,520.88 as recommended by the city engineer in his report to the board dated 6-8-22. Member William Evans seconded the motion. All members present voted in favor to reduce the account to the balance of \$254,520.88 as recommended by the city engineer in his report addressed to the board dated 6-8-22. Members Absent: Nate Robertson, Paul Howard, April DerBoghossian, Robert Driscoll and Carmen Garcia. **Motion passed.**

As a condition of the board's vote, the **BANK is required** to notify the board that the minimum amount of \$254,520.88 is held for the completion of all remaining work. The account shall not be further reduced or released without formal board approval.

Reminders for escrow: Reminder will be sent.

Form A Plans: Greg Saab for Sylvan Hill Crossing: Member Bobby Brown motioned to approve and endorse the Form A for Sylvan Hill Crossing. Seconded by Member Ismael Matias. All members present voted in favor. Members Absent: Carmine Garcia, Nate Robertson, Karen Buckley, April DerBoghossian, Esq., Robert Driscoll and Paul Howard. Motion Passed.

Thomas Riley for 195 Kingsbury Avenue: Member Bobby Brown motioned to approve and endorse the Form A for 195 Kingsbury Avenue. Seconded by Member Ismael Matias. All members present voted in favor. Members Absent: Carmine Garcia, Nate Robertson, Karen Buckley, April DerBoghossian, Esq., Robert Driscoll and Paul Howard. Motion Passed.

Endorsement:

Any other matter:

Greening the Gateway Community Grant:

The Haverhill Planning Board held their regularly scheduled meeting on Wednesday evening, June 8, 2022, held in Room 202, City Council Chambers at 7:00 pm. William Pillsbury, Planning Director addressed the board. We had called around and polled several of you that the city was applying for a grant to plant 1,000 trees at various

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locations throughout the city. The grant had to go in and we needed to hold a hearing. These would go on just about every street you could think of in the inner city. That is going to be targeted for planting of trees. They did want the review of the Planning Board to plant the 1,000 trees in the city. If you are so willing to do that, I would recommend to approve the city's plan to plant up to 1,000 trees at various locations in the city.

In consideration of the Planning Director's recommendation, Member Bobby Brown motioned to approve the City's plan to plant up to 1,000 trees at various locations in the city. Seconded by Member Ismael Matias. All members present voted in favor. Members absent: Paul Howard, Robert Driscoll, April DerBoghosian, Nate Robertson and Carmine Garcia. **Motion Passed.**

Meeting adjourned.

Signed:

Karen Buckley

Karen Buckley

Acting Chairperson