

**HAVERHILL PLANNING BOARD  
MEETING MINUTES**

**DATE: Wednesday, June 14, 2023**

**Place: City Council Chambers – Room #202 City Hall**

**Time: 7:00 PM**

Members Present:           Member William Evans  
                                  Member Karen Buckley  
                                  Member Michael Morales  
                                  Member Bobby Brown  
                                  Member Ismael Matias  
                                  Member April DerBoghosian, Esq.  
                                  Member Carmen Garcia

Members Absent:           Chairman Paul Howard  
                                  Member Nate Robertson

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

**Approval of Minutes:**

**May 10, 2023**

After board consideration, Member Michael Morales motioned to approve the May 10, 2023, meeting minutes. Member William Evans seconded the motion.

Carmen Garcia – yes

Bill Evans – yes

Karen Buckley – yes

April DerBoghosian, Esq.- yes

Bobby Brown – yes

Nate Robertson- absent

Michael Morales – yes

Paul Howard – absent

Ismael Matias - yes

**Motion Passed.**

**Planning Board Meeting  
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**Public Hearings:**

**Frontage Waiver for 119 Hyatt Avenue:**

Member Karen Buckley: Read rules of public hearing into the record.

Robert Lavallee of 16 Alfred Park addressed the board. I am here tonight with my wife Jennifer. I went in front of the zoning board to request a variance for frontage. I am here tonight to seek approval by the Planning Board. I appreciate it.

William Pillsbury, Acting Chairperson/Planning Director: Is there anyone from the public who wishes to speak? I 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 issue whether there is adequate access provided to the site via the reduced frontage. This project has been reviewed by the City Departments, by the Building Inspector, City Engineer and there is adequate access via the reduced frontage and I would recommend approval.

After board consideration, Member William Evans motioned to approve the frontage waiver for 119 Hyatt Avenue as recommended by the Planning Director, William Pillsbury. Member Ismael Matias seconded the motion.

Member Nate Robertson: absent

Member Bobby Brown: yes

Member William Evans: yes

Member Karen Buckley: yes

Member April DerBoghosian, Esq.: yes

Member Carmen Garcia: yes

Member Michael Morales: yes

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 filing PBFW-23-2

**Frontage Waiver for Curtis Street (0, 29-31, 33-35):**

Member Karen Buckley: Read rules of public hearing into the record.

Keith Hartman, Director of Construction for Essex County Habitat for Humanity. We are looking for a waiver frontage on Curtis Street to construct a duplex building. I'm sorry the engineer is running late, so I am stepping in. Our frontage based on Curtis Street is just over 41'. The property actually extends further but the road ends. We are looking for the variance to...

Planning Director William Pillsbury: You already have the variance you are looking for the frontage waiver?

Keith Hartman: I'm sorry, the frontage waiver.

Planning Director William Pillsbury: Questions? Anyone from the public who wishes to speak? Seeing none we will now close the public portion of the hearing. Again, I would indicate the same issue here whether there is adequate access to the buildable portion of the lot via the reduced frontage. It has been reviewed by the City Departments and found to be so. With that I would recommend approval of the frontage waiver for Curtis Street.

After board consideration, Member Carmen Garcia motioned to approve the frontage waiver for Curtis Street as recommended by the Planning Director, William Pillsbury. Member Ismael Matias seconded the motion.

Member Nate Robertson: absent

Member Bobby Brown: yes

Member William Evans: yes

Member Karen Buckley: yes

Member April DerBoghosian, Esq.: yes

Member Carmen Garcia: yes

Member Michael Morales: yes

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 PBFW-23-3

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**Definitive Escrows:**

**O'Leary Way/1240 Boston Road:**

Please be advised, the Haverhill Planning Board at its meeting held on 6-14-23 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 6.14.23.

In consideration of the report from the City Engineer, William Evans motioned to reduce the amount \$104,723.60 from the \$175,720.58 balance and maintain a balance of \$70,996.98 as recommended by the city engineer in his report to the board dated 6-14-23. Carmen Garcia seconded the motion. All members present voted in favor to reduce the account to the balance of \$70,996.98 as recommended by the city engineer in his report addressed to the board dated 6-14-23. Members Absent: Nate Robertson and Paul Howard **Motion passed.**

As a condition of the board's vote, the **BANK is required** to notify the board that the minimum amount of \$70,996.98 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**

**Reminders for expiring definitive escrows: None at this time.**

**Form A Plans:**

**TopNotch Homes, LLC for 66 Riverdale Avenue (PBFA-23-7):** Member Michael Morales motioned to endorse the Form A for 66 Riverdale Avenue. Seconded by Member William Evans. All members present voted in favor. Motion Passed.

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**Endorsement:**

**Scotland Hill Road/Snow Road Definitive Plan (PBDP-23-1):**

Member William Evans motioned to endorse the definitive plan for Scotland Hill Road/Snow Road. Seconded by Member Michael Morales. All members present voted in favor. Members absent: Paul Howard and Nate Robertson.

**Montrose Avenue/4 Newburg Street (aka 5 Newburg Street) Revere Avenue (PBDP-23-3):**

Member William Evans motioned to endorse the definitive plan for Montrose Avenue/4 Newburg Street (aka 5 Newburg Street) Revere Avenue. Seconded by Member Michael Morales. All members present voted in favor. Members absent: Paul Howard and Nate Robertson.

**Any other matter:**

**Meeting adjourned.**

Signed:

*William Pillsbury*

William Pillsbury, Jr.

Acting Chairperson/Planning Director