

**HVERHILL PLANNING BOARD  
MEETING MINUTES**

**DATE: Wednesday, August 8, 2018**

**Place: City Council Chambers, Room 202**

**Time: 7:00 PM**

Members Present: Bill Evans, Karen Buckley, April DerBoghossian, Esq., Alison Colby Campbell, Bob Driscoll, Paul Howard and Kenneth Cram

Members Absent: Karen Peugh and Jack Everette

Also Present: William Pillsbury, Planning Director

Member Paul Howard read the conduct of hearings into the record.

**Approval of Minutes:** July 11, 2018 – no vote taken

**Any Other Matter:** Citizen made a written request to speak to the Planning Board about the Crystal Springs booster station.

Chairman Howard stated, the first item tonight will be a discussion item under any other matter to address the board about the crystal springs booster station. Please note that this is NOT a public hearing and there are no action items before the board tonight. Leota Surette, and/or her representative and those wishing to speak in favor of moving the booster station will be given a maximum of 30 minutes to address the board. And then those wishing to speak against the moving of the booster station will be given a maximum of 30 minutes to address the board.

Those who spoke against the location of the booster station, Attorney Andrew Caffrey, Jr. on behalf of the Leota Surrette and Lisa Palmisano, John Butler on behalf Leota Surrette, Lisa Palmisano, Kiki Bernard and Wayne Bernard.

Chairman Howard stated at this time we would like to hear from people who are opposed to moving the station. They have a maximum of 30 minutes.

Those who spoke in favor of the location of the booster station due to issues with safety and water pressure, Vance Grazio, Charles Patras, David Wallace, James Remmes, Connie Halkes, Vinny Pendelton.

Chairman Howard stated there is no action item before the board. Thank you for taking the time to address the board.

**Planning Board Meeting  
8-8-18**

**Public Hearings:**

**Definitive Plan for West Gile Street:** Please be advised, the Haverhill Planning Board at its meeting held on 8/8/18 at 7:00 p.m. in the City Council Chambers continued the above cited definitive plan to the 9-12-18 meeting. It was noted by the Planning Director that the applicant has filed a definitive Plan to create a roadway and one lot on West Gile Street. Upon review by the City Departments the Fire Department and other departments have raised several issues. The applicant has requested that the hearing be postponed to the September meeting to allow time to address the city department concerns.

After board consideration, Member Bill Evans motioned to continue the hearing to the September 12, 2018 Planning Board meeting at 7:00 pm in the City Council Chambers. Member Karen Buckley seconded the motion. Members present voted in favor: Bill Evans, Karen Buckley, April DerBogohosian, Ken Cram, Alison Colby Campbell, Paul Howard and Bob Driscoll. Members Absent: Karen Peugh and Jack Everette. **Motion Passed.**

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

- Continuation request from the applicant dated August 8, 2018

**Special Permit for 432 Washington Street and 0 Gilbert Avenue:** Please be advised, the Haverhill Planning Board at its meeting held on 8/8/18 at 7:00 p.m. in the City Council Chambers continued the above cited definitive plan to the September 12, 2018 meeting. It was noted by the Planning Director that the applicant has filed a special permit and the developer has requested to postpone to the September meeting.

After board consideration, Member Bill Evans motioned to continue the hearing to the September 12, 2018 Planning Board meeting at 7:00 pm in the City Council Chambers. Member Karen Buckley seconded the motion. Members present voted in favor: Paul Howard, Ken Cram, Bill Evans, Karen Buckley, April DerBogohosian, Alison Colby Campbell and Bob Driscoll. Members Absent: Jack Everette and Karen Peugh. **Motion Passed.**

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

- Continuation request from the applicant dated August 8, 2018

**Definitive Plan for 108 Harrison Street:** Please be advised, the Haverhill Planning Board at its meeting held on 8/8/18 at 7:00 p.m. in the City Council Chambers continued the above cited definitive plan to the September 12, 2018 meeting. It was noted by the Planning Director that the applicant has filed a definitive plan and the developer has requested to postpone to the September meeting to work out concerns with the City Departments.

After board consideration, Member Bill Evans motioned to continue the hearing to the September 12, 2018 Planning Board meeting at 7:00 pm in the City Council Chambers. Member Karen Buckley seconded the motion. Members present voted in favor: Paul Howard, Ken Cram, Bill Evans, Karen Buckley, April DerBogohosian, Alison Colby Campbell and Bob Driscoll. Members Absent: Jack Everette and Karen Peugh. **Motion Passed.**

**Planning Board Meeting  
8-8-18**

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

- Continuation request from the applicant dated August 8, 2018

**Definitive Escrows:**

**Augustin Avenue/Mackenzie Way Escrow:** Developer requested a bond reduction for Augustin Avenue/Mackenzie Way Escrow.

In consideration of the report from the City Engineer, John Pettis, Member Bill Evans motioned to reduce the amount \$31,487.00 from the \$160,402.00 balance and maintain a balance of \$128,915.00 as recommended by the city engineer in his report to the board dated 8/8/18. Member Karen Buckley seconded the motion. All members present voted in favor to reduce the account to the balance of \$128,915.00 as recommended by the city engineer in his report addressed to the board dated 8/8/18. Members Absent: Jack Everette and Karen Peugh. Motion passed.

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

- Escrow Materials

**Form A Plans:** None

**Frontage Waivers:** None

**Reminders for expiring Definitive Escrows:**

**Tenny Place Phase I and Phase II:** Remind the developer that the performance guarantee agreement expires on 9/30/18. Letter of Credit runs with the project. The developer is required to submit and extension agreement for performance or bond attachment might be a board consideration.

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

- Escrow Materials

**Lyons Farm Estates (Catalina Way and Hyatt Avenue):** Remind the developer that the performance guarantee agreement expires on 9/12/2018 and funding on 10/12/2018. The developer is required to submit an extension agreement for performance or bond attachment might be a board consideration. An agreement was submitted by the applicant's attorney 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 **September 11, 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.

After board consideration, Member Bill Evans 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 Karen Buckley seconded the motion. All members present voted in favor. Member Jack Everette and Karen Peugh were absent. **Motion Passed.**

**Planning Board Meeting  
8-8-18**

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

- Escrow Materials

Meeting adjourned.

Signed:

Paul Howard  
Chairman