

**Town of Haverhill
Dean Memorial Airport Zoning Commission
Meeting Minutes
Wednesday, June 11, 2020
6:00 PM**

(All members attended via videoconference/teleconference)

Members of the Commission present: Susie Tann, Chair; Cliff Batchelder, Vice Chair

Airport Manager: Ralph Crosswell (absent)

Airport Technician: Dan Freeto

Selectboard Liaison: Matthew Bjelobrk, ex officio

Members of the public present: Dennis Cunningham

CALL TO ORDER: The meeting was Called to Order at 6:39 PM by Susie Tann, Chair. A quorum was met.

Susie: Per Gov. Sununu Meeting Compliance CHECKLIST to Ensure Meetings are Compliant with the Right to Know Law During the State of Emergency (abbreviated)

- **June 11, 2020, Airport Zoning Commission Meeting**
- Executive Order—This public body is authorized to meet electronically
- Confirming a) providing public access by telephone, with additional access by video or other electronic means, ZOOM conferencing is being used. All members of the Select Board have the ability to communicate contemporaneously, the public has the ability to contemporaneously listen and, if necessary, participate in this meeting; b) providing public notice has been provided of the necessary information for accessing the meeting though ZOOM or telephonically. Instructions have also been provided on the website of the Town of Haverhill at www.haverhill-nh.com; c) providing a mechanism for the public to alert the public body if there a problems with access; and d) adjourning if the public is unable to access the meeting. In the event that the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes taken during this meeting will be taken by ROLL CALL vote.

ROLL CALL for ATTENDANCE

Susie Tann (No one in room), Cliff Batchelder (No one in the room), Matthew Bjelobrk (By himself), Dan Freeto (Alone), and Dennis Cunningham (In the room by himself)

Matt noted that the disclaimer of being alone in the room is applicable if the meeting is a nonpublic, confidential session.

AGENDA APPROVAL

Susie asked the members for additions to the agenda, and there were none.

APPROVAL OF MINUTES

MOTION #1: Susie made the Motion to accept the minutes from the February 12, 2020, of the Town of Haverhill Airport Zoning Committee meeting as written. Cliff seconded the motion.

Roll Call vote: Susie Tann (Yes), Cliff Batchelder (Yes), Matthew Bjelobrk (Accepted).

The Motion passed unanimously.

MOTION #2: Susie made the Motion to accept the minutes from the March 11, 2020, of the Town of Haverhill Airport Zoning Committee meeting as written. Cliff seconded the motion.

Roll Call vote: Susie Tann (Yes), Cliff Batchelder (Yes), Matthew Bjelobrk (Aye).

The Motion passed unanimously.

AIRPORT MANAGER'S REPORT and AIRPORT TECHNICIAN'S REPORT

Susie read the **June 1** report from Ralph.

1) The trees and picnic tables are gone thanks to Dan and the Highway Department; 2) Flowers were planted into the trough thanks to donations from the Green Thumb. [Susie requested a Thank You note to be sent the Green Thumb for their donation of flowers. Matthew suggested that the information be sent to him, and he will forward it to the Town offices to prepare a Thank You letter, then the Select Board will sign it.]; 3) Electric is being supplied to Hanger 1, and the sign will be lit on a timer. [Susie thanked Dan and Cliff. Dan noted that the light overhangs the sign.]; 4) Layering pavers for 4 picnic tables is being done. Donated pavers and work is being done by Joe Longacre. [Also, a letter needs to be sent to Joe Longacre for his help.]; 5) Recertification of the fuel pump validation was ordered and to be done in 30 days. Beardsley Company is looking into a card reader. [Susie asked about the Beardsley Company. Dan affirmed that the Town previously worked with Beardsley.]; 6) Highway Department laid loam at the barn house site; 7) John Deere dealership has changed ownership, which impacted our mower delivery. Trying for a delivery date of June 15; 8) Wi-Fi for Dean Memorial Airport is not working; HughesNet service is blocked by trees, so the Airport is mostly offline; and 9) A copy of the FAA approval has been requested from Public Service of NH for the poles on Benton Road [Susie stated that this is a safety issue].

Runway Lights

Dan noted that the runway light have been installed.

OLD BUSINESS

Commission Reappointments

Commission reappointments were approved by the Select Board: Susie as Chair for 3 years and Cliff as Vice Chair for 3 years.

Rules of Procedure and Zoning Regulations

Susie proposed that the Commission members have extra meetings because there is a lot of catch up on. Susie suggested a working meeting for the Commission and Matt noted that it has to be open to the public, but does not allow public input. Susie proposed that the Commission meet

Wednesday, June 17, at 7:00 PM and on Wednesday, June 24, for work sessions. There was consensus among the members. Priorities for work session began with a discussion of airport zoning issues.

Feasibility Study

Matthew provided an update on the study stating that it is on hold due to COVID-19.

Card Reader

Susie stated that money was obtained from the Cares Act for the card reader. Matt stated there was an approximately \$18,000 grant for airports that was our portion from the State through COVID funding. Matt noted that the Town will be using that money for a card reader.

Hanger Leases

Matt stated that the Select Board reviewed the hanger leases and found they were all in violation because they were 45 year terms. The Town via the Select Board has to make the leases in compliance with the RSAs.

Community Awareness Day in September 2020

Susie asked the members if the Awareness Day should be canceled or planned. Big gatherings (more than 25 people) are still not allowed. Cliff stated that it is too close to call. Matt suggested canceling the event this year.

MOTION #3: Susie made the Motion to not plan for or hold a Community Awareness Day in September 2020. Matt seconded the motion.

Roll Call vote: Susie Tann (Agree), Cliff Batchelder (Agree), Matthew Bjelobrk (Agree to cancel). The Motion passed unanimously.

Thank You to Bart Mann

Susie stated that Bart Mann resigned from the Commission, and she requested that a Thank You note be sent from the Select Board for his service to the Town.

NEW BUSINESS

Next Meeting In Person

Susie stated that the members' consensus was to meet via ZOOM for the next 2 meetings, June 17 and June 24 unless restrictions change.

Public Discussion

Susie introduced Dennis Cunningham. Dennis asked about trading in the valuable zero-turn equipment. Matt replied that the equipment needed to be more efficient because they're looking at a wider tractor tow-behind for cutting grass. Susie stated that the decision has been made, and Matt stated that this Commission was not the decision-makers in this transaction.

Dennis stated that the measure on tanks has expired stickers. Susie stated that the Beardsley Company will be addressing this within 30 days

Also, Dennis asked if storm water inspections are up to date.

Feedback on the Commission's ZOOM Meeting

There was consensus among the members that the ZOOM meeting worked well.

ADJOURNMENT

MOTION #4: Susie made the Motion to adjourn the meeting at 7:22 PM. Cliff/Matt seconded the motion.

Roll Call vote: Susie Tann (Yes), Cliff Batchelder (Yes), Matthew Bjelobrck (Yes). The Motion passed unanimously.

Joanna Bligh, Transcriptionist

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