

**Town of Haverhill
Dean Memorial Airport Zoning Commission
MEETING MINUTES
R.E. Clifford Memorial Building
65 South Court St.
Woodsville, NH 03785
And on ZOOM
Wednesday, May 10, 2023
5:00 PM**

CALL TO ORDER: The meeting was called to order at 5:00 PM by Susie Tann, Chair.

Members of the Airport Zoning Commission (AZC):

Chair: Susie Tann

Vice Chair: Cliff Batchelder

Member: Matthew Bjelobrk

Ex officio: Phil Blanchard

Airport Manager: Dennis Cunningham

Airport Technician: Dan Freeto

In-Person Visitor: Sherri Sargent

Online visitors: None.

ROLL CALL ATTENDANCE

Phil Blanchard (Here), Dennis Cunningham (Here), Cliff Batchelder (Here), Susie Tann (Here), Matthew Bjelobrk (Absent). A quorum was met.

Chair Tann noted that the Commission needs to elect officers.

ELECTION OF OFFICERS

Nomination for Chair of the Airport Zoning Commission

Blanchard nominated Susie Tann as Chair of the Commission for 1 year, seconded by Batchelder.

Voice Vote: All in favor, none opposed, none abstained. The nomination passed unanimously.

Nomination for Vice Chair of the Airport Zoning Commission

Cunningham nominated Cliff Batchelder as Vice Chair of the Commission for 1 year, seconded by Blanchard.

Voice Vote: All in favor, none opposed, none abstained. The nomination passed unanimously.

APPROVAL OF THE AGENDA

Chair Tann asked the members for changes to the Agenda, and there were none.

MINUTES REVIEW

MOTION #1: Blanchard made a motion and Batchelder seconded the motion to approve the Minutes from the **April 12, 2023**, meeting as written.

Voice Vote: All in favor, none opposed, none abstained. The motion passed unanimously.

AIRPORT MANAGER’S REPORT

Cunningham stated that it is going to be a busy season at the airport. Sherri Sargent stopped in briefly to suggest a hot air balloon event or the inclusion of a hot air balloon at the Airport Community Awareness Day in September.

Cunningham reported that:

- The Town Manager encouraged more activities at the airport. Cunningham is looking towards mid-June, July, and August for raffles to be held for flights. Advertisements will go out with the help of Brittany Grant in the Town offices.
- The idea of a hot air balloon event or inclusion on Airport Community Awareness Day was discussed with concern about the surrounding geography and wires. Chair Tann will give the pilots at Post Mills airport a call to inquire about any interest and safety issues.
- Cunningham will contact Franconia Airport about the possibility of glider rides.
- The fuel needs replenishment shortly with 1,000 gallons presently in storage.
- Anne Hatch brought the middle school six students to the airport this week, which was a successful visit and presented Cunningham with a Thank You card.

PENDING BUSINESS

Aviation Scholarship Program

Melissa Ulery

Chair Tann updated the Commissioners on Ulery’s activities stating that she is still on the injured list but is hoping to complete ground school in June and July. Chair Tann noted that the Commission will support her efforts to continue her training.

Easton–Dean Memorial Scholarship Trust Fund

Chair Tann noted the Frank Easton–Dean Memorial Airport Scholarship Trust income balance as of April is \$7,996.74. This amount includes the addition of \$2,800 that was returned to the fund due to overpayment to Emerson Aviation.

Chair Tann met with the Trustees and Jennifer Boucher, Assistant Town Manager, on May 8, 2023, and reported the following:

Scholarship questions posed to the Town of Haverhill Trustees regarding the Frank Easton-Dean Memorial Airport Scholarship Trust:

1. Fee for withdrawal?
Outcome: No transaction/withdrawal fee.
2. Withdraw income balance to be deposited into the Town of Haverhill to avoid fees?
Outcome: By law, the Income Balance has to be held by the Trustees.
3. Confirm management fee based on percentage of principal? So, we can calculate future costs regarding how much money is available to give to recipients.
Outcome: The Trustees will get this clarified from Bar Harbor Bank & Trust. The Town formerly paid a sizable management fee for all of the Trusts, and then it was voted on at Town Meeting to transfer the management fee to the individual accounts rather than the

taxpayers.

Outcome: The Trustees will check this. Would taxpayers agree to paying the management fees again? Probably not.

4. Can the 3-year's minimum/5-year maximum criteria for Committee membership be defined by sitting out one meeting a year?

Outcome: Jennifer will check with the Town lawyer, but she thinks that the Scholarship Committee can consist of members other than Commission members, e.g., a committee with a representative from the Commission.

5. Can Trustees amend a Trust? Outcome: Jennifer will find out.

6. How is the money invested?

Outcome: All of the trust funds are invested together totaling \$2.1 million. The money is conservatively invested in corporate bonds and U.S. bonds.

Discussion: The Trustees asked Chair Tann to clarify the following with Annemarie Godston:

- How did the Trust come about?
- If she was a co-creator, would she be willing to release some of the principal into the Income Balance to give the Committee a larger sum of money to distribute.
- Would Annemarie develop a new trust that would name someone to carry on in the event of her death or amend the present trust stating what can and cannot be amended in the future?

Notes prepared by S. Tann, 5-8-23

Discussion, cont.:

- Chair Tann asked for any comments from the Commissioners. Blanchard asked about the perpetuity of the Trust after Annmarie Godston is gone. Tann responded that this needs to be clarified as there are several Town-held Trust Funds that are not being used or are no longer applicable to present-day circumstances.
- Blanchard asked about adding a member to the Scholarship Committee, and he stated that he will find someone to make five members.
- The members discussed having an adult applicant versus a youth applicant, and what that means to the application process.

Aviation Scholarship Program Revisions

Chair Tann provided the members with an updated draft of the Airport Scholarship Program (Working DRAFT Outline 4-12-23; see Addendum A).

Chair Tann opened the discussion of the Aviation Scholarship Program revisions.

Discussion:

- Under Description of Scholarship, paragraph 6, Chair Tann suggested that the nontransferable criterium should include persons and institutions. The Commissioners were in consensus.

- Under Description of Scholarship, paragraph 7, Chair Tann suggested that the Committee receive the letter of acceptance before approving the scholarship and that the monies not spent by July 1 of the following year will be returned to the Town. The Commissioners were in consensus.
- Under Requirements, #1, Chair Tann used the municipal definition of *region*, which is two towns away from your town. The included towns will be listed at the next meeting. The Commissioners were in consensus. The members discussed new wording, “If there’s a change in residency, the Committee must be notified, and the application may need to be reviewed by the Committee.
- Under Requirements, #6, Chair Tann suggested removing this requirement, and the Commissioners were in consensus.
- Under Timeline and Duration of Award, Chair Tann opened discussion of items #1 through #6, and there were no changes.
- Under How to Apply, Chair Tann opened discussion of items 1 through 3. The Commissioners agreed that the words, “but is not limited to” be added to the first sentence. Question #3 was revised to an open-ended question by starting the sentence with “How.”
- Under How To Apply, #4 and #5 were added by Chair Tann for Commissioners’ review. Blanchard discussed writing the essay and suggested having no word count or page limit. The members discussed the wording, “...having concurrent obligations,” and the Commissioners agreed to the change.
- Chair Tann opened discussion on scholastic achievement, especially in regard to an adult applicant. Cunningham noted that scholastic achievement tells a lot about a young person, and Chair Tann modified wording to include requesting a formal school document or transcript, and if employed, the Committee will ask for a letter of reference or approve a phone call. If an adult applies, a letter of reference or telephone interview from the employer and two other reference-check names would be required.
- Chair Tann opened the discussion of the Checklist for the Committee when the application is reviewed. In response to the question, “Is the candidate likely to advance and succeed in aviation?” Chair Tann listed the applicants’ skill set be reviewed, and the Commissioners agreed on attention to detail; ability to multitask; able to maintain composure in challenging circumstances; clear decision-making process; risk assessment; and with the additional qualities of integrity, excellence, and respect. Volunteering for aviation events and/or giving back to the community in some ways were also discussed.
- Chair Tann suggested creating a checklist for simplifying the scholarship application process and providing an easy way to clarify candidate suitability.

NEW BUSINESS

Clarification of Attendance

Chair Tann read from the Town of Haverhill Policy Appointments to Town Boards, Commissions, and Committees: “Members may be removed for cause by the Select Board. Cause for removal may include inefficiency, inappropriate conduct, or more than 25% of unexcused absences from scheduled meetings. Excused absences shall include weather emergencies, medical emergencies, or child-care needs.”

Young Eagles WEBINAR

Recipients are selected on the basis of merit and financial need.

The purpose of this document is to clarify the process by which scholarships are awarded and to ensure the continuity and equity of their distribution.

[KEY: *Red font* indicates Committee revisions; *blue font* indicates Chair Tann's notes.]

DESCRIPTION OF THE SCHOLARSHIP

The scholarship will have a monetary value **not to exceed \$3,000**. This can be used for instruction and/or training, **academic materials, oral and practical testing** fees, medical exam, and/or check ride.

The scholarship may be applied to the cost of attendance only at an accredited program, **training from an accredited instructor**, school, or college.

The recipient must submit a **description of how their scholarship money was expended including written proof of the expenditure(s)**.

The recipient agrees to a picture and story in two local newspapers and agrees to attend the Dean Memorial Airport Community Awareness Day the year the scholarship is awarded.

Recipients may reapply for continuing financial support through graduation.

Awarded scholarships are not transferable. **To other individuals or other institutions?**

Scholarships to selected recipients will be paid to their school **or training program** directly. **Upon written acceptance into a program, school, or college? With the understanding that if the money is not spent by July 1st of the following year it will be returned to the Town of Haverhill?**

REQUIREMENTS

The applicant must:

1. Be a full-time resident of **Haverhill, and the contiguous towns that define the immediate regional two-state area: Benton, Piermont, Warren, or Lyman, New Hampshire, or Bradford or Newbury, Vermont.** **At the time of application? What if they move to another town or state?**
2. Be at least 18 years old at the time of application or have their parents written permission to apply.
3. Demonstrate a strong interest in aviation.
4. Submit a resume and descriptive essay.
5. Be able to travel to and from training/school at their own cost and have time available to attend training and study.
6. Have successfully completed their first semester or logged _____ hours of flight time before their scholarship money is released to their institution.

TIMELINE and DURATION OF AWARD

The annual process begins in the spring when the Commission sets the number of scholarships and the amounts. Applications are available at the Town Office, as well as, on the Town of Haverhill website.

1. Scholarship applications will be available for download in March of each year.
2. Applications are due by April 1st as stated on the application and received applications are reviewed in April.
3. Candidates are interviewed in May.
4. Final selection is made in June.
5. On June 15th the recipient is notified by phone with their name posted on the Town of Haverhill website.
6. The recipient must schedule and complete his/her studies/training and use their scholarship prior to June 30th of the following year. Unused monies revert back to the Trust. Students may reapply in subsequent years.

HOW TO APPLY

Descriptive essay must include the answers to the following questions but not limited to:

1. Why do you want to pursue your aviation goal?
2. How will this scholarship impact your short- and long-term aviation related goals?
3. Have you been involved in aviation activities?
4. **Demonstrate a strong interest in aviation.**
5. **Describe how they will travel to and from training/school at their own cost and have time available to attend training and study. What other concurrent obligations will they have at this time?**

Additional NOTES:

FAA Definition of "aeronautical activity": Any activity that involves, makes possible, or is required for the operation of aircraft, or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on airports, include activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities. (FAA AC 150/5190-7)

When making recipient selections the Trust states that the selections are "based upon scholastic achievements, and/or financial need". Will both scholastic achievement and financial need always be the determinants? Or will it be one or the other? Will it fluctuate depending on the candidate?

CHECKLIST for the Commissioners when reviewing applications:

Is the candidate likely to advance and succeed in aviation?

Who has a plan that includes giving back?

[The scholarship Program is currently under review: scholarships will not be available in 2023.]