

**Town of Haverhill Airport Zoning Commission**  
**Meeting Minutes**  
**January 8, 2020**  
**Wednesday 6:00 PM**

**Draft Subject to Review by the Commission**

**Members of the Commission Present:** Susie Tann and Cliff Batchelder

**Members not Present:** Ezra Mann

**Airport Manager:** Ralph Croswell

**Airport Technician:** Dan Freeto

**Select Board Liaison:** Matt Bjelobrk

The meeting was called to order at 6:02 PM.

**Zoning Regulations:**

During a review of the Airport Zoning Regulations two minor things were picked out. Height restrictions and variances needed to be changed in terms of wording and the height restrictions. Mrs. Tann says that next month the agenda should be dedicated to going over the regulations and fixing everything.

**Business:**

The Commission just received their 2020 FAA Certification, but will be amended to include Ralph Croswell as the new Airport Manager.

The Commission is looking at new and better ways to communicate with tenants, such as a new bulletin board. Mrs. Tann suggests going to the high school or someone in town for making something. This was they keep the town involved.

There are some filters out of date on the fuel farm. There is a service provider coming to fix that on January 16th. All forms for the fuel farm will be given to the State Inspectors whenever they come. Ralph wants to be able to hand them the yearly inspections when they arrive.

Ralph ordered fuel on January 8th at the price of \$3,800 and it will be delivered on January 10th.

They were finally able to install a camera on the premises and get it up and running.

**Scholarship:**

There was some discussion on who had applied, visiting the high school, and accountability. There needs to be accountability for the people who are receiving the scholarship funds, because there have people who abused it in the past. There could possibly be a contract put in place.

**Previous Meeting Minutes:**

Mrs. Tann makes a motion to approve the minutes from the previous meeting. Matt seconded the motion and it passed unanimously.

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**Business cont.:**

The Town Manager had previously explained that the Airport Zoning Commission would need to redevelop their rules of procedure.

**Rules of procedure:**

1. Make sure there is an agenda a few days before each scheduled meeting.
2. Starting and ending on time.
3. Having a timekeeper for when public wants to address the board.
4. Leave with an action plan.

Ralph's number goals in priority order are safety, then compliance, and then the community.

**Awareness day:** Ralph would like to do one in the springtime and the helicopter group would like to be a part of it. There was further debate on when the event would be held, but no conclusions were come to.

**Business:** Winston Currier sent Cliff an email stating that Steve Wheeler had approached the Select Board about non-resident Airport Zoning Commissioners. However, Mr. Currier provided a letter that he had written to the Selectboard on the December 7, 2010 advising the board that he was retiring as of December 31, 2010. Mr. Wheeler implied that the Commissioner was forced out, but he in fact had retired. Matt requested the letter and he would bring it to the Select Board for correction of the information.

**Adjourn:** Matt made a motion to adjourn. Mrs. Tann seconded the motion and it passed unanimously. The meeting was adjourned at 6:39 PM.

*Minutes Provided by Alex Collins*