

Action Items	Member/Staff Responsible
Send comments on revised waivers for Craftsman Village, Ayer Road	Ryan

**HARVARD PLANNING BOARD
MEETING MINUTES
MAY 20, 2019
APPROVED: JULY 1, 2019**

Chair Erin McBee called the meeting to order at 7:02pm in the Town Hall Meeting Room, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Fran Nickerson, Stacia Donahue (arrived at 7:17pm), Jarrett Rushmore (departed at 7:24) and Kristin Kelly-Munoz (associate member, arrived at 7:24pm)

Others Present: Liz Allard (LUB Admin), Chris Ryan (DCED), Mark Wheeler (Ross Associates), Don Ritchie (Conservation Commission), Peter Dorward (Harvard Conservation Trust), Brother Anthony (St. Benedict's), Peter Deng and Matt Flokos (Harvard Press)

Approval Not Required – Deng, Littleton and Pinnacle Road (Assessor’s Map 13 Parcels 28 & 28.A)

Mark Wheeler, of Ross Associates, explained the plan before the Board was for the creation of parcels and not building lots to be deeded to the abutter’s. Rushmore made a motion to endorse “Plan of Land in Harvard, Mass. owned by Peitao Deng”, prepared by Ross Associates, Inc., Job No. 32483, dated May 2019. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Input on Conservation Commission’s Proposal of an Open Space Committee

Don Ritchie, chair of Conservation Commission (ConCom) and Peter Dorward, in lieu of Tom Cotton, from Harvard Conservation Trust (HCT), were present to discuss the proposed Open Space Committee (OSC). Ritchie explained the ConCom time is consumed with wetland protection tasks, which leaves little or no time to focus on open space; therefore the ConCom thought this committee would be a better as opposed to another task of the ConCom.

Donahue stated Park & Recreation (P&R) Commission is activity working on a vision for the future; Donahue feels strongly there should be representation from P&R on the OSC. Dorward stated he is not in favor of P&R as a member of the OSC, because the role of land needs and uses is very different for P&R then the ConCom and HCT. However, the OSC would provide feedback on land that may be available for P&R use. The OSC could also be an advocate for funding of a constant revenue stream for land preservation. Rushmore stated he supports such a committee and would be willing to be a member. After a brief discussion Rushmore made a motion to send a letter to Select Board in support of the proposed Open Space Committee. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Informal Site Plan Review – St. Benedict’s, 282 Still River Road

Brother Anthony, representing the Slaves of the Immaculate of Mary (SIM), was present to informally review the proposed site improvements on the property containing the school building and church. The recent purchase of the abutting property will create one large parcel under the control of the SIM. Site improvements include an addition to the existing school to incorporate new classrooms, a new kitchen

and dining rooms for the religious staff. Additional parking will be added to the site as well. With the proposed increase of 100 students, Donahue suggested the Board request this area for a traffic count through Montachusett Regional Planning Commission. The Board recommended any exterior lighting on the property comply with the Town's bylaw, otherwise there were no comments from the Board.

ZBA Request for Comments – Revised Waivers Craftsman Village, Ayer Road

Ryan reviewed the requested waivers as they relate the Protective Bylaw, along with his recommendations. A letter to this effect will be sent to the ZBA.

Ayer Road Project Proposal

Comments on the proposal have been received from Brown and Rushmore. Ryan will reach out to members not present this evening for any additional comments before releasing to others.

Agenda Items for the June Retreat

The retreat has been set for June 3rd; Topics will include Devens, Transportation Committee, Zoning Bylaw Amendments, priority plan from Complete Streets, dealing with difficult people at meetings, Master Plan action items, housing grant, senior housing development bylaw and amending building height.

Fall Town Meeting Bylaw Amendments

- **Open Space Design Bylaw**
 - No comments to date from the Board

- **Rural Life Preservation Bylaw**
 - No comments to date from the Board

Discuss Potential Transportation Committee

Ryan detailed additional purposes for this committee including brainstorming and conceptualization of future road system and transportation projects for the Town; coordinate disparate projects emanating from different agencies and groups; and serving as a point for transportation planning, keeping prior planning efforts active, including those in the 2016 Master Plan.

Board Members Reports – Committee Activities

Kelly-Munoz attended the recent Community Preservation Committee meeting, at which potential funding for future applications and the outcome of annual town meeting.

Nickerson reported Housing@Hildreth House Committee has determined the property is undevelopable as duplexes and will seek other alternatives.

Director's Update

Ryan recommended age-friendly community goals be incorporated into the 2016 Master Plan.

The "Open for Business Breakfast" has about 47 participants thus far. The Chamber of Commerce is developing the program guide for this event.

Approve Minutes

Nickerson made a motion to approve the minutes of May 4, 2019 as drafted. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Adjournment

Donahue made a motion to adjourn the meeting at 8:50pm. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planning Board Agenda, dated Monday May 6, 2019

Director of Community and Economic Development Update, May 6, 2019

DRAFT HARVARD PLANNING BOARD MEETING MINUTES, MAY 4, 2019, prepared by Erin McBee

Approval Not Required – Deng, Littleton and Pinnacle Road (Assessor’s Map 13 Parcels 28 & 28.A)

- Plan of Land in Harvard, Mass. owned by Peitao Deng”, prepared by Ross Associates, Inc., Job No. 32483, dated May 2019