

Action Items	Member/Staff Responsible
None	

**HARVARD PLANNING BOARD
 MEETING MINUTES
 JULY 15, 2019
 APPROVED: AUGUST 19, 2019**

Chair Erin McBee called the meeting to order at 7:03pm 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, Justin Brown Jarrett Rushmore and Kristin Kelly-Munoz (associate member)

Others Present: Liz Allard (LUB Admin), Seth Donahue (Ducharme & Dillis) and Matt Flokos (Harvard Press)

Approval Not Required Endorsement – Maxant/Delker, Ayer Road (Map 2 Parcel 8)

Donahue made a motion to endorse the plan entitled “Plan of Land in Harvard, Massachusetts” owned by Theodore Maxant, Valerie Delker and Zero Ayer Road Trust, prepared by Ducharme & Dillis Civil Design Group, Inc., dated July 1, 2019. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Escrow Account Refund – Coil Brothers

Donahue made a motion to approve the refund of \$15.93 to Coil Brothers. Brown seconded the motion. The vote was unanimously in favor of the motion.

Board Members Reports – Committee Activities

McBee updated the Board on the Land Use Boards meeting held last week. The site work at Pine Hill Village had stalled due to non-compliance with the Order of Conditions issued by the Conservation Commission (ConCom). The developer has since been allowed to re-start the site work. Septic plans for Craftsman Village Harvard are still under review by the Board of Health. The Department of the Army is providing for the opportunity to submit input on the “Community Involvement Plan” by way of a questionnaire, which will be available on the Town of Harvard website. No update as of yet on the Permitting Guide being prepared by Montachusett Regional Planning Commission. The Open Space Committee requested by the ConCom has morphed into an ad-hoc committee by the Select Board; this committee will determine all of the land needs in town whether it be open space, recreation land or other municipal use. The Poor Farm at 166 Littleton Road has been sold; current owners are seeking to create four condominium units within the existing structure; a special permit is being sought from the Zoning Board of Appeals as this is a change in use; structure historical had three units.

A discussion in regards to moving all bylaw amendments to the fall town meeting was had. Members had mixed reaction to this suggestion.

Approve Minutes

Minutes were not available for approval this evening.

Approve Invoice

Brown made a motion to approve the invoice from Hamwey Engineering in the amount of \$260.00. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Fall Town Meeting Bylaw Amendment

➤ **Rural Life Preservation Bylaw**

- Provide Historical and Conservation Commission a copy of the bylaw for comments
- 125-58B(3) add “by limiting development” after “Water supply protection”
- Caretaker cottage will need further discussion
- Re-order “Types” to be A-C as opposed C-A
- Change “or less” to “or more” for allowed land area under each type
- Consider limiting the number of attendees at a “Rural Retreat” or “Conference Center”
- Delete “limited to 20 guest rooms” under “Country Inn”, not consistent with definition
- Confirm other necessary permits from the Select Board for outdoor functions
- Add setbacks and buffers to abutting property under Type B “Outdoor function space”
- Under 125-58F Type A “donate to conservation” improve language
- Remove “Maximum Number of Buildings” under 125-58F
- Search and replace “feature” with “element”
- Remove “commercial” from 125-58H(11); need to better understand how grandfathering a use would work under this section
- How does 125-58H(15) & (16) compare to 125-39A
- Add “Town of Harvard” before “Police Department” under 125-58H(18)
- How are 125-58I(5) & (6) different from 125-39
- How is 125-58I(7) different from 125-41
- How is 125-58-I(8) different from 125-40

Adjournment

Brown made a motion to adjourn the meeting at 8:24pm. 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 July 15, 2019

Approval Not Required Endorsement – Maxant/Delker, Ayer Road (Map 2 Parcel 8)

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125-58, Rural Life Preservation Bylaw Special Permit v 3.0, undated