

Action Items	Member/Staff Responsible
Provide comments to ZBA on the 1 Still River Road Variance Application	Ryan

**HARVARD PLANNING BOARD  
MEETING MINUTES  
OCTOBER 7, 2019  
APPROVED: NOVEMBER 18, 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 and Jarrett Rushmore

**Others Present:** Liz Allard (Land Use Boards Administrator/Conservation Agent) and Chris Ryan (Director of Community Economic Development)

**Zoning Board of Appeals (ZBA) Request for Comments – 1 Still River Road**

McBee noted the Planning Board has not received any communications on this project since the Complete Streets grant was received. A question regarding the reduction of the parking stalls and over-sized vehicles was addressed by Ryan, who thought the parking stalls would still be accommodating with the one-foot reduction in length. The proposed plan maintains the same number of parking stalls around the General Store, with three additional stalls along Still River Road. Ryan provided a complete analysis in his “Update”; the Board was in agreement with the comments made within the analysis, which will be forwarded to the ZBA.

**Preparation for Special Town Meeting – October 28, 2019**

Ryan provided the members with a “Consider This” article and “Frequently Asked Questions” and asked for any comments by end of business tomorrow. It was recommended question 2 be revised to just be a why now question and answer. The Board scheduled another public input night at the General Store on the 18<sup>th</sup> of October.

**Discuss Restrictions and Conditions at Shaker Hill Golf Course**

McBee stated the next meeting with the Town of Ayer Planning Board is scheduled for tomorrow in regards to the Mill Pond Estates along Shaker Road. The Board may need to confirm with Town Counsel as to whether or not previous decisions of the Town for the golf course are still valid. Donahue wondered if the owner of the golf course is aware of the potential of losing the access road by this development in Ayer; no one had an answer to this.

**Municipal Vulnerability Preparedness (MVP) Grants**

Ryan stated he has been in touch with Kim Lundgren of Kim Lundgren & Associates (KLA), a planning consulting firm that specializes in MVP planning. KLA prepared the eligibility plans for Concord, Devens, and others and is currently working on Climate Action Plans for those communities as well. Not only can KLA assist with pricing for Harvard’s Climate Action Plan, but that they would write it for us Pro Bono with no strings attached.

Ryan is recommending the Town engage KLA on this plan, which should include a better job of addressing the agricultural component. In addition this plan will include a forestry plan, emergency management coordination component, pest management plan, and other features.

Ryan is seeking direction and authorization to proceed with KLA. The Board provided positive feedback, which included moving forward with engaging KLA.

#### **Board Members Reports – Committee Activities**

Nickerson stated the Harvard Press got it wrong in that the Select Board (SB) did not shutdown the Housing @ Hildreth House Committee, but in fact the Committee itself shut down because there was nothing left to do. Ryan stated he spoke with Rick Maiore today who is going to suggest to SB create a senior housing committee.

McBee stated the Safe Routes to School Program needs some more inter-communication with others such as Department of Public Works and the Planning Board.

McBee stated an over 55 housing event is taking place at Town Hall at 1:00pm on October 16<sup>th</sup>.

#### **Director's Update**

Ryan continues to recommend the establishment of the following committees: Transportation Subcommittee, Sustainability Subcommittee and an Economic Development Group.

#### **Approve Minutes**

Minutes were tabled this evening.

#### **Adjournment**

Donahue made a motion to adjourn the meeting at 8:03pm. Rushmore seconded the motion. The vote was unanimously in favor of the motion.

Signed: \_\_\_\_\_ Liz Allard, Clerk

### **DOCUMENTS & OTHER EXHIBITS**

Planning Board Agenda, dated Monday October 7, 2019

Director of Community and Economic Development UPDATE, September 30, 2019