

**HARVARD PLANNING BOARD
MEETING MINUTES
SEPTEMBER 14, 2015
APPROVED: OCTOBER 5, 2015**

Chair Kara McGuire Minar called the meeting at 7:05pm in the Hildreth House at 15 Elm Street under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Erin McBee, Don Graham, Michelle Catalina and Fran Nickerson

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner) and Maren Caulfield (Harvard Press)

Board Member Reports

McBee stated the Town Center Transportation Committee (TC²) met in August with Brad Harris from Montachusett Regional Planning Commission (MRPC), who presented several conceptual plans to improve traffic flow around the town center. Traffic studies have indicated that truck traffic in the center has risen. The TC² requested the bike analysis that was also completed by MRPC; Harris will bring that information to the September 22nd meeting of the TC². In addition, Harris will be presenting MRPC finds on the traffic flow around the Hildreth House.

McBee has been chairing the meetings of the TC² in place of Catalina who's schedule has not allowed for her to attend the meetings. The members agreed it would be best to appoint McBee as the chair of the TC² and Catalina as the co-chair. Graham made a motion to that effect. McGuire Minar seconded the motion. The vote was unanimously in favor of the motion.

McBee reported the commercial design guidelines are falling behind due to Scanlan working on the Master Plan. Scanlan thinks the Commercial Design Guideline Task Force will be able to meet in early October. Members discussed the options of the guidelines and the approvals needed. If the Board adopts them as regulations it would only require a public hearing; whereas if they were to be part of the Protective Bylaw they would need to be approved by Town Meeting. Scanlan will provide the Board with a draft of the guidelines once they are available for their review.

Catalina reported the Community Preservation Committee is meeting next week and applications are due September 24th.

McGuire Minar stated the Planning Board, through the Town Administrator, has settled with the former Master Plan consultant, RKG, for \$10,000. Information generated by RKG is being used for the Master Plan. Burns & McDonnell (B&M), the consultant working on the Devens aspect of the Master Plan, has provided the Master Plan Steering Committee a review of the master plan elements, an economic report and findings for the Committee to review. The Committee is seeking additional information in regards to the financing piece. Scanlan noted the reports from B&M are status reports and not a final document. Catalina asked if B&M would be providing recommendations. Scanlan stated they will.

Planner Report

Scanlan stated he has been focused on transportation as of late. He updated the members on the proposed improvements for the section of Ayer Road, from Route 2 to Poor Farm Road. The consultant

has suggested a rotary at either Poor Farm Road or Gebo Lane. The consultant proposal is \$13,000 and would include a model of the rotary. This project is being lead by the Board of Selectmen chairman Ron Ricci.

As requested by McGuire Minar, Scanlan has looked into the possibility of a shuttle service to Littleton T-station. George Kahale, Transit Project Director, at Montachusett Regional Planning Commission, has stated Harvard has a transportation assessment of \$42,587 for fiscal year 2015, of which \$32,169 is for the MBTA. According to Mass General Laws Harvard could expand the Town Public Transportation in the amount of MBTA's assessment without any increase in their assessment. Kahale suggested Harvard meet with the local RTA to further explore the possibility.

The Board discussed possible locations for the shuttle pick-up that would contain suitable parking, such as the unused church parking lots which are not used as much during the week or the Fellowship Building lot on Elm Street. It was also suggested that some of the unused parking in the commercial district may be available. McBee suggested the pick-up location include bike racks.

Scanlan stated he is narrowing down a meeting with Arthur Frost, the district engineer for MassDOT; which possible be September 30th. This is the individual at MassDOT who oversees funding of projects for the region.

Approve Minutes

Graham made a motion to approve the minutes of August 24, 2015. McBee seconded the motion. The vote was unanimously in favor of the motion.

Approve Invoice

Allard stated the Board has received the following invoice for inclusion on the next bill warrant.

- William Scanlan - \$2400.00

McBee made a motion to approve the above invoice. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Meet with Laura Silk to discuss Volunteering with the Commercial Design Guidelines Task Force

Catalina stated she has been unable to get a hold of Laura Silk, who had previously indicated she would be interested in volunteering with the task force. McGuire Minar asked if Silk is interested in volunteering as a way to get a sense of the role of the Planning Board before deciding whether or not to become the associate member. Catalina will attempt to contact Silk again to determine her desire.

Protective Bylaw Amendments

A request had been sent out to all the Boards and Committees stating if they are interested in any amendments to the Protective Bylaw to please have those requests in by October 15th. Members reviewed potential amendments, which include the addition of assisted living facilities as an allowed use; revisions to 125-35 Open Space & Conservation – Planned Residential Development; an erosion control bylaw being proposed by the Conservation Commission; and the amendment of the zoning map to include proposed changes to the historic districts by the Historical Commission. Additional information on each amendment is as follows

- Assisted Living Use

McBee will track down additional information on continuum care facilities. Catalina and Nickerson will follow up on what size of such a facility will residents be acceptable with; the types of facilities; the needs in Town; and how these types of facilities are taxed. Members discussed

trying to determine a way for residents to take advantage of Chapter 125-18.2 or perhaps amending that provision of the Protective Bylaw to make it user friendly.

- 125-35 Open Space & Conservation – Planned Residential Development
There has been limited use of the provision. McGuire Minar is not sure about amending the provision in its entirety. Catalina will research other communities such as Concord to determine how they create cottage-like developments.
- Erosion Control Bylaw
Allard explained the Conservation Commission is the only board in Town that requires the use of erosion controls during development. That jurisdiction is limited to development within the 100' of a wetland resource area; any development outside that area is outside of their control until it affects the wetland. Allard has found the Town of Stow has an erosion control bylaw that she would like to be incorporated into the Protective Bylaw as well as the Board of Health regulations. The Stow bylaw requires a lot that is under development to use erosion controls based on the slope of the property. Allard stated there have been several occasions over the past year in which properties under development have become an issue with silt ending up on either the roadway or in an adjacent wetland. Allard is suggesting creating a provision, which is by-right, that will require the installation of erosion controls based on either the slope of the property or the percentage of clearing to take place. Members were amenable to this provision. Allard will reach out to Stow to determine how it is working there and will draft language for the October 5th meeting of the Planning Board.
- Zoning Map
The Historical Commission is seeking to increase the Historic Districts, which would require the wireless overlay district to be adjusted on the zoning map to reflect the exemption of the historic districts from wireless communication towers.

Littleton Water Department Request for Water Resource Protection

Scanlan previously sent the members a summary of the land within Harvard that is part of the Littleton's Zone II. Members discussed the possibility of creating an overlay district to further protect Littleton public water supply and the fact that Harvard does not currently have an overlay district for the existing public water supplies. Scanlan stated a provision of the overlay district would require a Special Permit for any new development that would have more than 2,500 square feet of impervious surface.

McGuire Minar stated the options are to not create an overlay district as requested by the Littleton Water Department, create an overlay district just for the area covered by Littleton's Zone II, create an overlay district that includes the Littleton Zone II area and the public water supplies around Bare Hill Pond, of which are mostly municipal, or create an overlay district for all of the public water supply areas in Harvard. Catalina stated she needs to know what impact of these options will be before making and decision. Scanlan will follow up with additional information at the next meeting.

Review & Update FY16 Calendar

Members reviewed upcoming key dates for Fiscal Year 2016. Allard will continue to keep the calendar updated.

Review Updates to Chapter 133 Planning Board Procedural Rules & Regulations

Members reviewed sections 133-20 to 133-28 of Chapter 133. Scanlan will review the language in 133-25A, as the deleted language may be necessary.

Adjournment

Graham made a motion to adjourn the meeting at 9:00pm. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk