

**HARVARD PLANNING BOARD  
MEETING MINUTES  
NOVEMBER 2, 2015  
APPROVED: DECEMBER 21, 2015**

Chairperson Kara McGuire Minar called the meeting at 7:02pm in the Hapgood Room at 7 Fairbank Street under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

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

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

**Board Member Reports**

Catalina stated the Community Preservation Committee will be making its decisions on the application received for funding in fiscal year 2017 on November 11<sup>th</sup>. The Committee needs to determine what to do with the existing funds and the bond for the renovations to Town Hall.

McBee stated the Commercial Design Guidelines Task Force has recently met and will be looking to wrap up the document soon. The next scheduled meeting is November 19<sup>th</sup>.

McBee stated the Town Center Transportation Committee will be meeting on December 1<sup>st</sup> with Montachusett Regional Planning Commission to discuss pedestrian and bike use in the Town Center.

McGuire Minar stated the Master Plan Steering Committee (MPSC) has reviewed the economic findings from Burns & McDonnell (B&M). Members of MPSC conducted a conference call today with representatives from B&M, who have agreed to tighten up this section of their report. B&M will take base elements from a municipal budget and try to forecast out ten years to provide an idea of what Harvard would be facing if it resumed its historical boundaries at Devens. McGuire Minar stated the contract with B&M may need to be amended to get the extensive review expected by the MPSC.

**Planner Report**

Scanlan stated Rich Nota has not heard back from State in regards to the use of Chapter 90 funds for the proposal to conduct a traffic study for solutions to traffic issues along Ayer Road between Poor Farm Road and the Route 2 overpass. Once the approval is received the contract can be signed.

Scanlan is scheduled to attend the upcoming Water & Sewer Commission meeting to talk about the overlay districts for water resource protection. Members of the Planning Board (PB) agreed if the Water & Sewer Commission is not interested in adopting such a district then the PB should not consider creating one for the Town of Littleton.

**Approve Minutes**

Nickerson made a motion to approve the minutes of October 19, 2015. Catalina seconded the motion. The vote was unanimously in favor of the motion.

**Approve Invoices**

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

- William Scanlan - \$3000.00
- J&S Business Products \$1012.83

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

### **Protective Bylaw Amendments**

- **Zoning Map**  
This item is in a holding pattern until the Planning Board hears from the Historic Commission and their desire to increase the existing historic districts. McGuire Minar asked about the possibility of adding Still River as part of the historic district. A discussion as to the reasoning behind not allowing cell towers in historic districts was had. Scanlan will look into whether or not there is an exemption of cell tower use within historic districts. Scanlan will also determine if there are any available maps for Still River in regards to a historic district.
- **Assisted Living Use** – Catalina has been doing research on this type of facility. She has learned that in some cases the facility is operated by a non-profit entity that does not pay a lot in taxes. In some case where a facility provides a memory care unit the facility may qualify for certain tax breaks. In addition, Catalina is finding the average size of these facilities is about 40,000 square feet. Catalina will continue with her research and have more to present at the next meeting.
- **125-35 Open Space & Conservation – Planned Residential Development (PRD)**  
Catalina requested from Scanlan a list of land in Town that are 50, 40, 30, 20 and 10 acres in size. Scanlan will provide Catalina with this information.
- **Erosion Control Bylaw**  
Town Counsel has stated this bylaw should be a general bylaw and not a part of the zoning bylaw. Allard will follow back up with the Conservation Commission to see if they are willing to be the one responsible for this bylaw. Allard will report back at the next meeting of the Planning Board.
- **125-3 Non-conforming Structures and Uses**  
With nothing further to discuss in regards to this amendment, the members agreed to schedule the public hearing for the December 21<sup>st</sup> meeting.
- **125-32 Sewage and Other Potential Sources of Contamination**  
With nothing further to discuss in regards to this amendment, the members agreed to schedule the public hearing for the December 21<sup>st</sup> meeting.

### **ZBA Request for Comments – CHOICE, 105 Stow Road**

Allard explained the application before the ZBA is for final plan approval as required by the Comprehensive Permit for the project at 105 Stow Road. The Planning Board had no comments in regards to the proposed plan as submitted.

### **Town Planner FY17**

Minar McGuire sated the Planning Board (PB) will need to determine how the Town Planner position will be funded next year. Will it continue as a consultant or will the PB request the Town to accept the position as an employee of the Town. Town Planner job descriptions were developed a few years ago and will be circulated to the members for further discussion at a later date.

**Adjournment**

McBee made a motion to adjourn the meeting at 9:08pm. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

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