

**HARVARD PLANNING BOARD  
MEETING MINUTES  
AUGUST 29, 2016  
APPROVED: OCTOBER 3, 2016**

Vice Chair Erin McBee called the meeting to order at 7:03pm 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, Don Graham and Fran Nickerson

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), John Osborne (Harvard Press), Connie Larrabee, Beth Williams, Deb Thomson, Jack & Sue Guswa, Lucy Wallace and Mark Lanza (Town Counsel)

**Planner Report**

Scanlan stated he has been working on completing the application for MassWorks, which is due this Friday, for funding to provide safety features in the Town Center.

Scanlan has been in touch with Montachusett Regional Planning Commission (MRPC) in regards to the District Local Technical Assistance they are providing for the update of Chapter 125-35, Open Space and Conservation Planned Residential Development Bylaw. MRPC has prepared questions for developers who have worked in Town to get feedback on the current bylaw. MRPC will present early findings at the September 12<sup>th</sup> meeting.

Scanlan has been working with Allard and Wendy Sisson of the Conservation Commission on developing GPS skills for the mapping of invasive plant species.

Scanlan stated a proof of the Master Plan has been received from the printers. Minor amendments are needed to some of the maps. Final version should be available by the end of next week.

**Approve Invoice**

Liz Allard stated the following invoice has been received for inclusion on the next bill warrant:

- William Scanlan - \$4620.00

Catalina made a motion to approve the invoice for William Scanlan. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

**Board Member Reports**

Catalina reported the Community Preservation Committee (CPC) met last week to review an off cycle request from the Conservation Commission (ConCom) for \$200,000 for the purchase of 48 acres of land on Sherry Road. The CPC determined their existing funds were slightly over \$100,000. A final vote approved \$100,000 for the project. These funds will require Town meeting vote, along with other funding requests the ConCom is seeking. This land purchase will be completed in conjunction with a State Land Acquisition for Natural Diversity grant.

**MassWorks Application**

Scanlan stated he has been drafting the application for a program under the Executive Office of Housing and Economic Development known as MassWorks. This program provides funding up to one million dollars for road safety improvements in communities with less than 7,000 residents. The

application is due September 2<sup>nd</sup>. Scanlan has been working with Woodward & Curran to obtain cost estimates on the sidewalks, cross walks and curb ramps along Massachusetts Avenue. Scanlan explained the proposed parking along Massachusetts Ave is not allowed by the State; therefore it has been removed from the scope. If the application is approved, the Town would be able to immediately implement recommendations from the Town Center Transportation Study report. Scanlan noted that a Town can only apply for these funds every three years.

### **Approve Minutes**

The members agreed to table minutes until the next meeting, with the approval of four sets at that time.

### **Review & Approve Letter to the Conservation Commission RE: Ayer Road Roundabout**

McGuire Minar explained the reasoning for the letter to the Conservation Commission to help further clarify the process, with the removal of land from conservation as one step in a long process. McGuire Minar made a motion to approve the letter as drafted. McBee seconded the motion. The vote was unanimously in favor of the motion.

### **Devens Zoning Amendment Update**

McGuire Minar stated she is uncomfortable with the amending of Chapter 498 as it pertains to affordable housing at Devens. Catalina stated she is in support of proposed zoning amendments as presented by MassDevelopment. Catalina further stated she thinks the change of the affordable requirements is not the matter at hand and may confuse the residents. Catalina agrees that it is an issue to be dealt with, but thinks it needs to be kept separate from the proposed zoning amendments. McGuire Minar thinks the zoning amendments are the Town's bargaining chip for additional affordable units. Nickerson recalled MassDevelopment agreed to not put Harvard in a greater need for affordable units.

Members further discussed asking that the remaining units to be developed within the historic boundaries of Harvard at Devens be affordable.

### **Charter Commission Meeting – September 8, 2016**

Just a reminder of this meeting for the members to attend

### **Nomination to the Historical Commission - Daria Swanton**

Pam Marston, acting chair of the Harvard Historical Commission (HHC), explained Daria Swanton has served as an alternate to the HHC and is interested in becoming a member. Swanton lives in the district and resides in a historic house; she has been in Town six years and believes she now has the time to give back to the Town.

Catalina made a motion to recommend to the Board of Selectmen Daria Swanton as the Planning Board nominee to the Harvard Historical Commission. McGuire Minar seconded the motion. The vote was unanimously in favor of the motion.

### **FY17 Calendar Updates**

- A letter requesting any suggested bylaw amendments will be sent out this week to Town departments, boards and committees
- McGuire Minar will attend the September 27<sup>th</sup> Montachusett Regional Planning Commission MJTC meeting
- Hearings for the bylaw amendments for special town meeting will begin on September 19<sup>th</sup>

### **Proposed Chapter 125-55 Hildreth House Overlay District Bylaw Amendment**

Catalina asked about removing the age restriction. Sue Guswa thinks it great to have an age restriction and is what has been recommended by the Friends of the Council on Aging. Members agreed the age restriction should be set at 60+. Catalina asked if the Planning Board has received confirmation in writing of the availability of water & sewer capacity. Scanlan stated the Town Administrator has confirmed 3000 gallons/day is available. Scanlan has spoken to the Fire Chief about the area directly behind the Fire Station as part of this overlay district; the issues with this area are beyond the Planning Board; there would be a need to find an alternative for storing what is there now in order for the Fire Chief to be supportive of the request.

125-55B terrifies Catalina in regards to the underlying districts; Town Counsel Mark Lanza suggested language. Lanza stated he has some additional points he will send along, which are of legal form and administrative. Lucy Wallace asked why in 125-55C the units are referred to as single-family; shouldn't they be multi-family. Scanlan stated that it is the typical language used.

A discussion of the look of the development was had and determined this is best detailed within the Request for Proposal process rather than within the bylaw.

Deb Thomson stated there is a need for first floor master with full bath and access to parking that would not require going outside in the snow and ice.

Attorney Lanza will confirm whether this type of development will count towards the multi-family district requirements.

### **Proposed Chapter 125-39G Sidewalks Bylaw Amendment**

McGuire Minar explained the purpose behind the proposed amendment. It was recommended to tie in the grass buffer as detailed in the design guidelines. Attorney Lanza stated he would review and send his comments along in regards to this amendment. Language detailing the connection to current sidewalks will need to be included as well.

### **Town Center Transportation Committee Final Report**

Tabled until next meeting

### **Commercial Design Guidelines**

Tabled until next meeting

### **Adjournment**

Graham made a motion to adjourn the meeting at 9:02pm. McGuire Minar seconded the motion. The vote was unanimously in favor of the motion.

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

## **DOCUMENTS & OTHER EXHIBITS**

### **Review & Approve Letter to the Conservation Commission RE: Ayer Road Roundabout**

- Letter to Paul Willard, Chair Harvard Conservation Commission, dated August xx, 2016

### **Devens Zoning Amendment Update**

- An Overview to Article 1: Devens – Revisions to the Devens By-laws, Devens Zoning Map, and Devens Reuse Plan – Expanding the Innovation and Technology Business Zone, undated
- Tentative Timeline, October 24, 2016 Super Town Meeting, undated
- Warrant Language, Revisions to the Devens By-laws, Devens Zoning Map, and Devens Reuse Plan – Expanding the Innovation and Technology Business Zone, undated

### **Nomination to the Historical Commission - Daria Swanton**

- Daria Swanton Volunteer Form, dated May 27, 2016

### **Proposed Chapter 125-55 Hildreth House Overlay District Bylaw Amendment**

- ARTICLE xxx: PLANNING BOARD – Amend the Protective Bylaw by adding a new Section 125-55, Hildreth Housing Overlay District, dated 8-15-2016

### **Proposed Chapter 125-39G Sidewalks Bylaw Amendment**

- ARTICLE xxx: PLANNING BOARD – Amend §125-39, Site Standards, of the Protective Bylaw, by adding a new subsection G, Sidewalks, dated 8-15-2016