

Action Items	Member/Staff Responsible
Review driveway site standards for additional lot on common driveway	Scanlan
Include driveway requirements in the dimensional table	Scanlan
Meet with Scanlan to finalize Planner contract for FY2018	Maiore

**HARVARD PLANNING BOARD**  
**MEETING MINUTES**  
**JUNE 19, 2017**  
**APPROVED: AUGUST 7, 2017**

Chair Erin McBee called the meeting to order at 7:01pm in the Volunteer Room at Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

**Members Present:** Erin McBee, Fran Nickerson, Michelle Catalina and Rich Maiore

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Stacia Donahue, David De Bay(GPR), Ben Osgood (TTI Environmental), Neil Gorman (Ross Assoc.), Bill Kerns, Victor Normand, Bruce Nickerson, Bob O'Shea (Harbor Master), Wyona Lynch-McWhite (P&R), Frank Culmone (P&R), Steve Victorson (P&R) and Doug Thornton (P&R)

**Preliminary Site Plan Review with Housing @ Hildreth House Committee**

Ben Osgood, of TTI Environmental, who has been working with the Housing @ Hildreth House Committee (H@HHC) on the preliminary site plan, was present. Osgood reviewed the existing parcel and the proposed development of seventeen age-restricted dwellings, each approximately 1200 square feet, with a one car garage. The development will include a general layout roadway at 24 feet with a cul-de-sac. H@HHC has agreed to the footprint of the structures and feel there is an overall good balance of the site. The final parcel is a combination of a portion of the Hildreth House land and the Fire Station land. There will be a need to provide an easement and access for the Town in regards to the storage tent, which houses the fire boat. Turning radius of the cul-de-sac has been displayed on the plans. The grading plan details the profile of the roadway, which follow the existing grades and contains a 1-2% slope along its length. Blasting will be required to keep the roadway at a constant elevation coming into the site. Some housing may require blasting or there is potential to provide crawlspaces to eliminate the need for blasting. Osgood was unable to meet the Subdivision Control regulations in regards to the roadway curve or the cul-de-sac; however both areas are still passable for emergency vehicles. Drainage calculations have not been conducted as those will be based on final designs. The property will be serviced by Town water and sewer.

A proposed fire hydrant will be on the homeowner association land and be their responsibility. The plan does not disturb any of the area being used now for parking when the call firer fighters are responding to a call. Screening can be discussed during final plan. There are no proposed street lights, but each house may have one that is sufficient to light the roadway and side walk. The inclusion of a mail kiosk at the entrance of the development was suggested.

Victor Normand, a member of the H@HHC, suggested in order to make the development of the property as easy as possible that the Planning Board express any and all details they would want as part of the final plan. Catalina suggested a more permanent structure for the fire boat, as the tent being used now

may deter from the value of the land. Catalina asked if there are any changes that are needed to the existing driveway to safely accommodate the increase in traffic. Scanlan thought the new circulation plan around the Town Hall, Hildreth House and the Fire Station should be suitable. The question of guest parking was raised. Osgood stated vehicles can be parked along the roadway during good weather and the final plan could create some bump outs for parking.

The Department of Public Works Director had made a comment in regards to the proposed brick island in the center of the cul-de-sac. It was stated the roadway would be private and maintained by the homeowners association. The Planning Board members agreed they liked the island as it breaks up the asphalt. The Building Commissioner commented the driveways may not be long enough to keep the sidewalk clear. Osgood will take a look to see if more can be done to extend the driveways.

The Fire Chief stated if the project goes forward the width of the access driveway will need to be addressed in order to meet current fire codes.

### **Approval Not Required – Horowitz, 53 Woodchuck Hill Road**

David De Bay, of GPR, Inc., was present to represent the applicants, Adam & Evelyn Horowitz. De Bay explained the existing lot at 53 Woodchuck Hill Road is a total of 12.64 acres. The plan details the creation of two lots, Lot A at 8.90 acres and Lot 53 at 3.74 acres. Lot 53 will retain the existing house. Both lots meet the requirements for a basic lot.

Catalina made a motion to endorse the Approval Not Required Plan for Adam & Evelyn Horowitz at 53 Woodchuck Hill Road. Maiore seconded the motion. The vote was unanimously in favor of the motion.

### **Approve Minutes**

Maiore made a motion to approve the minutes of May 22, 2017 as amended. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Catalina made a motion to approve the minutes of June 5, 2017 as amended. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

### **Approve Invoice**

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

- William Scanlan - \$2420.00

Catalina made a motion to approve the above mentioned invoice. Maiore seconded the motion. The vote was unanimously in favor of the motion.

### **Recommendations of Historical Commission Appointment – Daria Swanton**

Catalina made a motion to recommend to the Board of Selectmen the re-appointment of Daria Swanton to the Historical Commission. Maiore seconded the motion. The vote was unanimously in favor of the motion.

### **Appoint Commercial Design Review Board**

McBee made a motion to appoint the following individuals to the Commercial Design Review Board: Suzanne Dutkewych, Rocelle Greayer, Wendy Magan, Al Combs and Rich Maiore, who will chair the Board. Maiore seconded the motion. The vote was unanimously in favor of the motion.

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

There were no committee reports from the members this evening.

### **Planner Report**

Scanlan stated the Town's Complete Streets Policy has been approved by the Massachusetts Department of Transportation (MassDOT). The next step is to create a Prioritization Plan. This plan will prioritize improvements within Town Center and the Ayer Road corridor. A scope of work has been obtained from Mike Meyers at The Engineering Corporation for this plan is in the amount of \$30,000. The funding would come from MassDOT. Authorization from the Board of Selectmen will be required for this plan.

Scanlan stated he will be reapplying to MassWorks this year for funding. There is a workshop next week, which Scanlan will be attending. The application deadline is August 4<sup>th</sup>.

### **Informal Discussion re: Common Driveway - 140 Bolton Road**

Neil Gorman, of Ross Associates, was present to discuss with the Board the addition of a fourth driveway to an existing common driveway to serve a new lot on Tahanto Trail. Gorman explained the existing driveway provides access for three existing houses, two with frontage along Bolton Road and a third with frontage along Tahanto Trail. The new lot would have frontage on Tahanto Trail. Due to the topography of Tahanto Trail the new lot in question would require a double switchback driveway on a very steep slope. This driveway would require the existing wooded slope to be cleared as well, potentially causing erosion control issues for that area.

Gorman stated the addition of a fourth lot would require minimal change to the existing common driveway. There would be no need to extend the existing common driveway as the new lot would be prior to the last existing lot. Therefore the common driveway would only require an additional branch off of it to serve the new lot. The proposed plan includes a new turnout for emergency vehicles. The new branch of the driveway would be 50-60' in length.

The members had a number of concerns and questions in regards to meet the conditions of the Bylaw for a driveway special permit. Input from the Fire Chief would be necessary as to whether or not the driveway is grandfathered and will not be required to meet the standards under the National Fire Code.

Scanlan will review the Bylaw to determine the ability to add the fourth lot and if so what approvals will be required by the Planning Board. Gorman will complete some additional research and be in touch with the Fire Chief to review the site with him. This matter will be further discussed at the July 10<sup>th</sup> meeting.

### **Meet with Park & Recreation Commission re: Planner Flowchart**

Members of the Planning Board (PB) joined the Park & Recreation (P&R) Commission meeting in the main meeting room to discuss the Planner flowchart. Catalina stated the PB is looking at the role of the Town Planner in regards to the support to other boards and committees provided by the Planner. The Finance Committee has been seeking the creation of a position as opposed to a contractor for the Planner.

The flowchart drafted by Catalina details the addition of administrative help for P&R who could attend meetings, transcribe minutes and facilitate P&R goals, as well as have a consistent in-house presence at Town Hall.

Bob O'Shea, the Harbor Master, stated clerical help would be great, however if that individual is going to be supervising the Beach Director then they will need the appropriate safety training. When asked who supervises the Beach Director now it was stated a member of P&R fulfills that role currently. Catalina wondered if long term would that be best kept with a volunteer or to an employee.

Wyona Lynch-McWhite, the chair of P&R, stated on the surface this raises some concerns for P&R, who believe they have enough work to support, at a minimum, a part-time employee. Lynch-McWhite did not feel the proposed flowchart provides a solution to the issues of the P&R. P&R was willing to share the document that details the tasks to be completed by a director. Catalina thanked P&R for their time and input.

#### **Review Dimensional Table**

Scanlan reviewed the draft document. Nickerson asked if the driveway requirements were included. Scanlan stated no, but he can try to incorporate them. Scanlan will circulate the document for comments from others and will flush out any flexibility the Planning Board has within the Bylaw.

#### **Recommendation to Approve DLTA Grant Contract**

After a brief discussion, Maiore made a motion to approve the Agreement by and Between the Town of Harvard and Montachusett Regional Planning Commission, dated June 21, 2017. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

#### **Bylaw Amendment for Special Town Meeting – Breweries**

The production of more than 5,000 barrels of distilled products requires the distribution through a wholesaler. Scanlan stated the operation of a brewery will require various one-day permits from the Board of Selectmen (BOS) and are limited to 25 permits per establishment each calendar year. The BOS would also issue common victualler licenses to these establishments as well. Board of Health would be responsible for permitting the food service. BOS issues pouring licensees.

#### **Fiscal Year 2018 Town Planner**

After a brief discussion of the one Request for Proposal received for the Town Planner, McBee made a motion to accept the proposal of William Scanlan for fiscal year 2018. Maiore seconded the motion. The vote was unanimously in favor of the motion.

Maiore will meet with Scanlan to work the final contract.

#### **Adjournment**

Catalina made a motion to adjourn the meeting at 9:18pm. 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 June 19, 2017**

##### **Preliminary Site Plan Review with Housing @ Hildreth House Committee**

- Preliminary Design Submittal 11 & 15 Elm Street, Harvard, MA 01451; Submission date: June 15, 2017, prepared for: Town of Harvard, Hildreth House Housing Overlay District, 13 sheets, Project 17-004, prepared by TTI Environmental, Inc., dated 2017-06-15
- Application to the Harvard Planning Board, received by Town Clerk June 15, 2017

**Approval Not Required – Horowitz, 53 Woodchuck Hill Road**

- Plan of Land in Harvard, Mass., owned by Adam & Evelyn Horowitz at 53 Woodchuck Hill Road, Job 091073, prepared by GPR, Inc., dated June 2, 2017

**Meet with Park & Recreation Commission re: Planner Flowchart**

- Untitled, single page detailing the hierarchy of a Town Planner and Conservation Agent, dated 07June2017

**Informal Discussion re: Common Driveway - 140 Bolton Road**

- Letter to the Planning Board Re: Additional Lot to an Existing Common Driveway, 112 Bolton Road, Harvard, MA, D.E.R.A. Project #31740, prepared by Neil T. Gorman, Project Manager
- Attachment A: Town of Harvard Assessor Map 27, with Parcels 42, 43 and 60.1 highlighted
- Attachment B: Land Court Document #41750, dated Mar 23 1988
- Attachment C: Land Court Document #67738, dated Jul 16 1998
- Attachment D: Land Court Document #67742, dated Jul 16 1998
- Site Plan, Plan of Land in Harvard, MA prepared for William Kerns, Job No. 13038, Plan No. L-7156, prepared by David E. Ross Associates, Inc., dated October 2001
- Sewage Disposal System Plan, Lot 1 Tahanto Trail, Map 27, Parcel 43 (Portion of), Harvard, MA, designed for William Kerns, Job No. 13038, Plan No. L-5732, prepared by David E. Ross Associates, Inc., dated 12-3-01
- Conceptual Site Plan (Not for Construction), Williams Kerns, 106, 112 & 114 Bolton Road & Proposed Lot 1 Tahanto trail, Harvard, MA, Job No. 31740, Plan No. L-13142, prepared by David E. Ross Associates, Inc., dated June 2017

**Approve Invoice**

- INVOICE – William Scanlan, Consulting Planner, dated June 9, 2017

**Approve Minutes**

- Harvard Planning Board Meeting Minutes, prepared by Liz Allard, dated May 22 & June 5, 2017 as revised by Bill Scanlan

**Fiscal Year 2018 Town Planner**

- Town of Harvard, Planning Board, Request for Proposals, Town Planner, dated May 12, 21017
- Proposal, Town of Harvard Consulting Services, Harvard, Massachusetts, submitted by William Scanlan, dated June 3, 2017-06-19
- Price Proposal, Town Planner, Harvard, Massachusetts, submitted by William Scanlan, dated June 3, 2017

**Review Dimensional Table**

- Dimensional Requirements for the AR District, Draft, dated June 2017

**Review & Approve DLTA Grant Scope of Work**

- Agreement by and Between the Town of Harvard and Montachusett Regional Planning Commission, dated June 21, 2017

**Bylaw Amendment for Special Town Meeting – Breweries**

- Draft Zoning Amendment for Breweries, Cideries and Wineries, dated June 6, 2017