

Action Items	Member/Staff Responsible
Review Farm to Table Bylaw from Bolton	Maiore/Scanlan
Recreational Marijuana – cultivation facilities sizes & ability to grow for retail sale within residential district	Catalina
Breweries and waste product check with MRPC	Scanlan
Apply Chapter 125-35 Open Space & Conservation – Planned Residential Development to available land in Town	Catalina
Meet & Greet with Design Review Board & other interested parties	September/October
Finalize Town Planner Job description	Catalina
Review Dimensional Table	All

**HARVARD PLANNING BOARD**  
**MEETING MINUTES**  
**AUGUST 7, 2017**  
**APPROVED: AUGUST 21, 2017**

Chair Erin McBee called the meeting to order at 7:02pm in the Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

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

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner) and Tola Myczkowska

**Board Members Reports – Committee Activities**

McBee stated the MassWorks grant application for sidewalks around town center has been approved by the Board of Selectmen (BOS). Additionally, the BOS may develop a working group focused on the disposition of Devens as approved at the annual town meeting this past spring.

**Planner Report**

Scanlan stated the grant to MassWorks for one million in funding, for sidewalk improvements in Town Center, has been submitted. If the grant is approved, The Engineering Corporation (TEC) can amend the plan based on local preferences. The grant funding announcements will be made in October.

TEC is in the pipeline for the Complete Streets funding as well, which will focus on town center and Ayer Road. Scanlan stated the plan may segment Ayer Road, as this is more desirable to the grant program.

The District Local Technical Assistance grant from Montachusett Regional Planning Commission (MRPC) for the groundwater protection plan is underway, with the first task being the research of groundwater techniques. Karen Chapman, of MRPC, will attend the September 18<sup>th</sup> meeting to present findings to date and discuss the range of techniques available to Harvard. .

**Approve Invoices**

Allard stated the following invoices have been received for inclusion on the next bill warrant.

- William Scanlan - \$1750.00
- William Scanlan - \$2200.00

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

Catalina made a motion to authorize the Land Use Administrator to approve and submit invoices for payment that are associated with Planning Board escrow accounts, including the driveway inspection account, that do not exceed \$2,000.00. Maiore seconded the motion. The vote was unanimously in favor of the motion.

### **Approve Minutes**

Catalina made a motion to approve the minutes of June 19 and July 10, 2017. Maiore seconded the motion. The vote was unanimously in favor of the motion.

### **Review & Approve Preliminary Site Plan for Housing @ Hildreth House**

Eligible members signed the decision drafted by Scanlan for the Preliminary Site Plan for Housing at Hildreth House.

### **2018 Protective Bylaw Amendments for Annual Town Meeting**

- Chapter 125-35 Open Space & Conservation – Planned Residential Development
  - Need to complete an economic analysis
  - Need to show how the formula suggested by Montachusett Regional Planning Commission (MRPC) will look on existing lots
  - Review at next meeting
- Farm to Table Restaurants
  - Review Bolton's Bylaw as a good starting point
- Recreational Marijuana
  - 3% local tax needs to be voted in by the Town
  - Regulations by April 1<sup>st</sup> from the cannabis control commission
  - If Harvard votes to be a "host community" an impact fee could be required and would be permitted by the Board of Selectmen
  - Retail within the commercial district and perhaps allowing cultivation in other districts
  - Determine the general size of a cultivation facility to see how the use would fit within the commercial district.
- 125-31 Driveways
  - This is a potential update to the provision depending on National Fire Code and the required widths of a driveway
- Bungalow Bylaw
  - Allow two small structures, size to be determined, on back land lots
  - Chapter 40A allows the ability to restrict house sizes on multi-family dwellings
  - Determine how many lots are larger than six acres that don't already have a house
  - Continue to work on this, but may not be ready fully until annual town meeting 2019

### **2017 Protective Bylaw Amendments for Special Town Meeting**

- Brewery Use
  - Board of Health has confirmed this type of use will require a holding tank which has to be emptied routinely
  - Check with MRPC if other towns have such a bylaw

### **Review Goals from Planning Board Retreat (continued from July 10, 2017 meeting)**

Additional goals have been achieved by the Planning Board since the spring retreat includes:

- Sent letter to Charter Commission with comments the draft Charter for the Town of Harvard
- Sent letter to Cruft Land property owner in regards to Scenic Road Enforcement
- Contracted an additional year of Town Planner Services with Bill Scanlan
- Created a 5-year plan for the Land Use office, by determining roles of a Planner and the Conservation Agent

Ron Ostberg is interested in creating a vision for the commercial district. It was suggested Ostberg review the new design guidelines for the commercial district in creating this vision. Maiore also suggested Ostberg review the information provided by the Master Plan visioning sessions, as well as the Economic Development Committee reports.

A September/October timeframe was suggested for a design guidelines get together, with members of the review board and other interested parties, such as developers and engineers.

### **Review Town Planner Job Description**

Catalina reviewed edits provided by former Planning Board member, Joe Hutchinson. McBee will send Catalina additional language from previous job description for inclusion in this version. Maiore suggested adding the Master Plan as a function of the Planner. Members agreed to finalize the job description at the August 21<sup>st</sup> meeting and to send to Marie Sobalvarro by August 22<sup>nd</sup> to be put on the Personnel Board's agenda.

### **Review Dimensional Table**

Members agreed to review at the next meeting. Scanlan noted he had added the driveway standards as requested.

### **Adjournment**

Maiore made a motion to adjourn the meeting at 8:29pm. Catalina seconded the motion. The vote was unanimously in favor of the motion.

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

## **DOCUMENTS & OTHER EXHIBITS**

### **Planning Board Agenda, dated Monday August 7 2017**

#### **Review & Approve Preliminary Site Plan for Housing @ Hildreth House**

- Harvard Planning Board: Decision on the Application of the Town of Harvard Preliminary Site Plan Approval for a Senior Housing Development, dated August 7, 2017

#### **Review Goals from Planning Board Retreat**

- Harvard Planning Board Strategic Planning Session Meeting Minutes, April 24, 2017

#### **Approve Invoice**

- INVOICE – William Scanlan, Consulting Planner, dated July 14, 2017
- INVOICE – William Scanlan, Consulting Planner, dated July 28, 2017

**Approve Minutes**

- Draft minutes of June 19, 2017 prepared by Liz Allard
- Draft minutes of July 10, 2017 prepared by Liz Allard

**Review Town Planner Job Description**

- Director of Planning Town of Harvard, MA, undated

**Review Dimensional Table**

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