

<b>Action Items</b>	<b>Member/Staff Responsible</b>
Invite local Town Planner to attend PB Meeting to discuss their role	Scanlan
Send Marie Sobalvarro revised job description, along with comments on the process	Catalina
Send letter inviting property owners in the Groundwater Protection Overlay District to public meeting on January 22, 2018	Scanlan
Follow-up with Ag Commission re: Farmer Survey	Scanlan

**HARVARD PLANNING BOARD  
MEETING MINUTES  
DECEMBER 4, 2017  
APPROVED: DECEMBER 18, 2017**

Chair Erin McBee called the meeting to order at 7:03pm 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, Fran Nickerson, Rich Maiore, Michelle Catalina, and Stacia Donahue

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Matthew Flokos (Harvard Press), John & Carol Thorburn and Bruce Nickerson (Husband)

**Board Members Reports – Committee Activities**

Donahue stated she recently attended the Park & Recreation Commission Meeting at which there was no resolution to the placement of additional canoe racks. A question did arise as to whether or not there is a master plan for Bare Hill Pond. The Commission discussed their finances and how much time it takes for them to administrate the fees they collect.

Nickerson stated the Housing @ Hildreth House Committee has requested the Board of Selectmen (BOS) allow the Committee to continue to work on senior housing, which will include modifying the Request for Proposals. The BOS approved this request.

McBee and Maiore updated the Board on the recent Land Use Boards (LUB) meeting which was convened to discuss the organization of the Land Use Office for next fiscal year. The main focus of the discussion at that meeting was the merits of the Planning Board's desire to present a full-time Director of Planning Position at Annual Town Meeting 2018. The Zoning Board of Appeals was supportive of a full-time position, but felt they have not had an overwhelming need for the Town Planner services over the past four years. Paul Willard, chairman of the Conservation Commission, did not support a full-time Planner.

McBee and Maiore explained to those present at the LUB meeting that there is a backlog of work that the current Planner is unable to complete. In addition, the Master Plan was recently completed with a number of Planner orientated goals. Furthermore, the achievements of having a Planner over the past four years, such as obtaining grant funding for various studies and bylaw amendments, was detailed.

Members of the Planning Board agreed additional information supporting the need of a Town Planner needs to be gathered. Additionally, the role of the Planner may need to be better defined as it pertains to

the existing Land Use Administrator/Conservation Agent position. Scanlan recommended a Town Planner from an abutting community attend a Planning Board meeting to allow for the Planning Board members to get a sense of the role of a Town Planner. Members agreed with this recommendation.

### **Planner Report**

Zoning Board of Appeals has received a Comprehensive Permit application for the development of an eighteen single-family dwellings along Ayer Road at the town line. This development is known as Craftsman Village Harvard. The public hearings will open on January 10, 2018. Input from the Planning Board on the development would be appreciated. Scanlan has received a copy of the plans, which will be available on the Town website for members to review within the next week.

### **Approve Invoice**

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

- William Scanlan - \$2640.00

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

### **Approve Minutes**

Maiores made a motion to approve the minutes of November 13, 2017 as drafted. Catalina seconded the motion. The vote was unanimously in favor of the motion.

### **Continuation of a Special Permit & Driveway Site Plan Approval – Dana Fairbanks, 133 Brown Road.** Opened at 7:30pm

### **Review Proposed Ground Water Protection Overlay District**

As written section 125-56H(1)(c) of the proposed bylaw requires that if a use would render impervious 15% of a lot or 2,500 square feet, an applicant must obtain a special permit or build an artificial recharge system. However, it is unclear on how it would be vetted; a consultant may be needed to review a proposed system. As an alternative, the bylaw could require site plan review, which would need to be reviewed by an independent consultant. Members discussed not wanting to impose additional cost on applicants. After a brief discussion the members agreed to only require Site Plan Approval and to not waive any fees so that the Board could obtain professional advice on the application. Members also further discussed the fact that as drafted the bylaw would apply to the entire parcel, as opposed to only the portion of the lot that is within the district. Members agreed the language should be clear that the requirements of the bylaw apply to the entire impervious area on a parcel within, partially or fully, the overlay district.

The letter and frequently asked questions drafted to the property owners within the district was approved for distribution.

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

- Chapter 125-35 Open Space & Conservation – Planned Residential Development
  - Case Study, Westward Orchard, Oak Hill Road, Number 2
    - Scanlan applied the formula for an open space development to Carlson Orchard on Oak Hill Road
    - The existing parcel is 34 acres with minimal slopes greater than 15% at the rear of the property
    - Scenario 1 details a conventional subdivision with 19 lots, each lot having a minimum of 1.5 acres and 180 feet of frontage

- Scenario 2 details an open space design with 15 three-bedroom dwellings covering 5.4 acres of developed area, with each lot being 0.40 acres or less, resulting in 27 acres (80%) of open space
- Scenario 3 details an open space design with a mix of two- and three-bedroom dwellings for a total of 18 lots covering 9.7 acres of developed area, with the largest lot size at 0.57 acres, resulting in 24.3 acres (71%) of open space
- MassDevelopment Technical Assistance Program
  - Application due later this month
  - Scanlan will be attending an information session this Thursday
- Public Forum
  - Members agreed to hold off until the financial analysis is completed
- Farm to Table Restaurants
  - Have not heard back from Ag Commission on proposed survey
  - Need to determine if the bylaw will be allowed Town-wide or on specific lots; if specific lots would that be spot zoning?
  - Suggest requiring that the % of items being served/sold are local to Massachusetts
  - If local farms are not interested then should the Planning Board continue
- Recreational Marijuana
  - Central Mass Regional Planning Commission is working on a model bylaw for towns to adapt that would set standards and regulations for controlling recreational marijuana facilities. This will be a great help in drafting a Harvard bylaw to cover the topic.

### **Review New Job Descriptions for Land Use Administrator and Director, Town Planning**

The members had concerns regarding the new job description for the Town Planner and the shortened time frame to provide feedback. The Director of Planning job description created by the Planning Board was for a leadership position and the consultant's description seems to allow for little initiative on the part of the Planner. Members made revisions and added comments to the draft Town Planner description. Although time did not allow for a complete review of the Land Use Administrator description, it was noted that there, as in the Town Planner description, there is a lot of repetitiveness. In addition, the job title of Conservation Agent is missing.

Catalina offered to send an email to Marie Sobalvarro, the Human Resource Director, detailing the Board's concerns with the job descriptions, the shortened time frame to submit comments and information on the overall process for this review.

### **Adjournment**

Nickerson made a motion to adjourn the meeting at 9:10pm. Donahue seconded the motion. The vote was unanimously in favor of the motion.

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

Harvard Planning Board

Continuation of a Public Hearing for a Special Permit & Driveway Site Plan Approval

Dana Fairbanks, 133 Brown Road

December 4, 2017

Chair Erin McBee opened the hearing at 7:30pm in the Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125-31B and 125-38

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

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Matthew Flokos (Harvard Press), John & Carol Thorburn

This hearing was continued from November 13, 2018 on a Special Permit and Site Plan Approval filed on behalf of Dana Fairbanks for the creation of a common driveway at 133 Brown Road, Harvard.

Bruce Ringwall, from GPR, Inc., requested the hearing be continued to December 18, 2017. GPR had recently provided revised plans to Hamwey Engineering, which did not have sufficient time to complete its review of the project. Maiore made a motion to continue the hearing to December 4, 2017 at 7:30pm in the Town Hall. 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 December 4, 2017**

#### **Approve Invoice**

- INVOICE – William Scanlan, Consulting Town Planner, dated November 17, 2017

#### **Approve Minutes**

- Draft minutes of October 16, 2017 as prepared by Liz Allard and amended by Bill Scanlan

#### **Special Permit & Driveway Site Plan Approval – Dana Fairbanks, 133 Brown Road**

- Email to Liz Allard, from Bruce Ringwall, subject: 133 Brown Rod., Harvard, dated Mon, Dec 04, 2017

#### **Review Proposed Ground Water Protection Bylaw**

- Draft letter to residents in the proposed ground water protection overlay district, dated December 11, 2017
- Possible Revisions to the Ground Water Protection Overlay District, undated

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

- Chapter 125-35 Open Space & Conservation – Planned Residential Development
  - MassDevelopment Technical Assistance Program – Text Answers, undated
  - Open Space Design Draft, §125-35, dated November 28, 2017-12-04
  - Memo to the Planning Board, from Bill Scanlan, Open Space Design Case Study, Oak Hill Road Number 2, dated November 28, 2017

#### **Review New Job Descriptions for Land Use Administrator and Director, Town Planning**

- Director, Town Planning, Harvard, MA, DRAFT, Nov 2017
- Land Use Administrator, Harvard, MA, Draft, Nov 2017