

**HARVARD PLANNING BOARD
MEETING MINUTES
MAY 2, 2016
APPROVED: SEPTEMBER 12, 2016**

Chair Kara McGuire Minar called the meeting to order at 7:00pm in the Haggood 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, Don Graham, Erin McBee and Fran Nickerson

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Maren Caulfield (Harvard Press), Connie Larrabee and John Lee

Election of Officers

After a brief discussion, McBee made a motion to elect McGuire Minar as the Chair, McBee as Vice Chair and Allard as the Clerk of the Planning Board. Graham seconded the motion. The vote was unanimously in favor of the motion.

McBee volunteered to be the Planning Board representative on the Open Space & Recreation Plan Update Committee.

Administrative Matters

- Vacations get those to Allard; will be key to working out amendments
- Notifications of Absences; provide as much advance notice as possible
- Meeting & Sub-committee Material; material should be received no later than the Thursday before the meeting

Board Member Reports

McBee stated the Town Center Transportation Committee (TC²) met with Montachusett Regional Planning Commission (MRPC) to review the final report; next step is the public meeting. Funding to develop the recommendations within the report could be provided by the Complete Streets Program. Scanlan stated MRPC would be able to help Harvard enter this program. The program can provide annually up to \$400,000 per town. The Town would need to create a policy on Complete Streets to move forward on applying for funds. The program could be used for sidewalks in Town Center and along Ayer Road within the commercial district, as well as the proposed roundabout on Ayer Road.

Town Planner Report

Scanlan stated he met with Fire Chief and Kyle Burchard, from GPR, in regards to the curb between the access driveway and the fire station parking lot. The Site Plan Approval has been revised based on that meeting. The changes are consistent with the Town Center Transportation Committee report. Nickerson commented that the exiting traffic from the Hildreth House is far more important to consider, as that is typically the higher volume of traffic as opposed to people coming to an event. Nickerson continues to have a concern with the aging population and Harvard does not have adequate roads and parking will cause more chances for accidents. Nickerson stated a survey in 2007 of the seniors indicated the need for more parking and this plan does not accommodate that response.

McGuire Minar suggests better delineating the area between the fire station and the access driveway, especially in winter when roadway marking may not be visible. Also McGuire Minar thinks the Planning

Board should be mindful of the potential for future development of housing on the Hildreth property. Graham agreed the traffic flow is challenging with the number of cars that will be flowing through there. Scanlan will follow-up with GPR and the Fire Chief to determine the cost associated with including some additional precautions along the access drive.

Scanlan stated he had received comments from Bruce Leicher, the chair of the Bare Hill Pond Watershed Management Committee, in regards to the Master Plan. Members agreed these comments could be discussed when the Board reviews the associated chapters of the Master Plan.

Review & Approve Special Permit– SBA 2012 TC, LLC, Old Shirley Road (Map 8 Parcel 70)

McGuire Minar requested a condition be added in regards to the pro-rated filing fee to be provided by the applicant. With no other comments, McBee made a motion to approve the Special Permit as amended this evening. Graham seconded the motion. The vote was unanimously in favor of the motion.

Review and Approve Site Plan - Town Hall/Hildreth House Construction Committee, 15 Elm Street (aka the Hildreth House)

Scanlan will revise the draft as discussed this evening under the Town Planner Report, which will need consultation with Council on Aging, Fire Department, Board of Selectmen and Town Administrator.

Review District Local Technical Assistance Proposed Scope

With Catalina absent this evening the members agreed to table this matter until next meeting.

Master Plan Review

Members reviewed Chapter 1 and 2 of the Master Plan and made minor edits, which Scanlan will incorporate. The Board will review Chapters 3 and 4 at the May 16th meeting.

MassDevelopment Zoning Amendment in the Devens Regional Enterprise Zone

McGuire Minar noted MassDevelopment is conducting a balloon test this Thursday between 3:00pm to 6:30pm. Scanlan explained the proposed amendment would increase the innovation and technology district; within that district a structure is allowed at a height of 75'. The "balloon test" will allow for residents to have a visual of that height. This is not say there is a proposal to have a development at this height.

Commercial Design Guideline Review

Members discussed the possibility of creating a design review board. Members had concerns with a review board accepting a plan that would not meet the requirements of zoning. Review of the design guidelines will take place at future meetings.

Review & Approve Town Planner Request for Proposals

The request for proposals (RFP) has been revised to remove the update of the master plan to implementation of the master plan. Developing a policy for Complete Streets will be added as discussed this evening. With no further comments, McBee made a motion to accept the RFP as amended this evening. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Adjournment

Graham made a motion to adjourn the meeting at 9:12pm. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk