

**HARVARD PLANNING BOARD  
MEETING MINUTES  
JUNE 27, 2016  
APPROVED: SEPTEMBER 19, 2016**

Chair Kara McGuire Minar called the meeting to order at 7:05pm in the Town Hall at 13 Ayer Road 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 and Fran Nickerson

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

McBee stated she reviewed the Commercial Design Guidelines with Catalina and Scanlan today. McBee and Scanlan will look at reducing the length of the document.

McBee stated the Town Center Transportation Committee will be holding its final meeting tomorrow night, with its approval of the report from Montachusett Regional Planning Commission likely.

McBee stated the draft Open Space & Recreation Plan is available on the Town's website and the Conservation Commission (ConCom) will be holding a public meeting on Thursday evening. The hope is it will be ready for submittal to the State for approval by next week. The acceptance of this Plan will allow the Town to apply for certain State grants. Currently the ConCom is seeking a Land Acquisition for Natural Diversity grant for the protection of 48 acres of land along Sherry Road.

**Senior Family Housing Overlay District**

Scanlan has created a map of the proposed Senior Housing Overlay District which details the two parcels, those being the existing fire station and Hildreth House locations. As proposed the district would not require frontage. As for existing sewer capacity, the current system can accommodate a twenty-unit development. There may be some adjustments needed to the lot configuration in order to sell the parcels to a developer. Catalina believes that the Town will want to have control over the roadway; therefore it would need to be up to zoning standards.

Questions about restricting the district to those over 62 years of age and the need for owner occupied units were discussed. Catalina stated Harvard Green has a good homeowners association that should be reviewed. Nickerson suggested preference to those of a certain age. Catalina wondered if local preference could be considered for the sale of these units. Scanlan stated that once the request for proposals (RFP) is awarded it would be under the control of the developer, so these matters would need to be clear in the RFP.

Scanlan asked if Planning Board (PB) would like there to be site plan approval only or require special permit as well. McGuire felt site plan approval may not be enough. Catalina stated with the requirement of town meeting vote to create the district, the PB will get a sense of whether or not this is the type of development the residents are will accept in the Town Center; therefore site plan approval may be all that is necessary. McBee stated that a special permit would be the back stop to undesirable development. Scanlan was asked to see if this could be considered as multi-family district under new zoning reform.

**Approve Invoice**

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

- William Scanlan - \$240.00

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

**Review/Approve Town Planner Contract**

McGuire Minar stated she and Catalina met with the Finance Director today in regards to the price proposal for the Town Planner contract. The current price proposal of \$62/hour would equal to 18 hours/week. The proposed \$40/hours by the Finance Committee (FinCom) prior to Town Meeting would be 30 hours/week. The FinCom is meeting on Wednesday and will further discuss the options. Members agreed to meet on Thursday morning to finalize the contract.

McGuire Minar stated space for the Town Planner is being figured out within the renovated town hall. Members discussed the option of re-advertising the request for proposals and the limitations to find an individual with experience if they are required to maintain a \$40/hour salary.

**Adjournment**

McBee made a motion to adjourn the meeting at 7:58pm. Catalina seconded the motion. The vote was unanimously in favor of the motion.

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