

**HARVARD PLANNING BOARD
MEETING MINUTES
AUGUST 1, 2016
APPROVED: SEPTEMBER 19, 2016**

Chair Kara McGuire Minar called the meeting to order at 7:03pm 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 Don Graham

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Lucy Wallace, David Browchuk (GPR, Inc.) and David LeRoy (Ross Assoc.)

Board Member Reports

McBee stated the Town Center Transportation Committee (TC²) has finished up and the final report has been received from the Montachusett Regional Planning Commission (MRPC). McGuire Minar suggested sending thank you note to the TC² members. McBee stated the report should be presented to the Board of Selectmen (BOS) at their next meeting. McGuire Minar asked if there is enough time to apply for funding from the Complete Streets program for the proposed sidewalk from the General Store to the Hildreth Elementary School. Scanlan stated there is no deadline for that program, but the MassWorks program is now open with a deadline of September 2nd; he is not sure the Town is planning to apply. As part of that application Scanlan would need cost estimates to create the sidewalks. It was suggested to contact the Department of Public Works Director for those estimates. McBee will reach out to Selectmen Sklar to attend the August 9th meeting of the Board of Selectmen.

Scanlan stated the report from MRPC has not been accepted as of yet by the Planning Board. Catalina stated timing the construction of the sidewalks should be considered along with the rebuilding of the stonewall in that same area. Scanlan stated he was considering funding from MassWorks for September, which is due September 2nd, and not Complete Streets. It is a tight timeframe, but members agreed to move forward with funding from MassWorks for this project. Scanlan will prepare the application and obtain cost estimates.

Planner Report

Scanlan, McGuire Minar, and two members of the Board of Selectmen met with two members of the Conservation Commission (ConCom) in regards to the proposed roundabout on Ayer Road at Gebo Lane. A letter has since been received from ConCom stating they are open and receptive to the plan, but would like the land of equal value from Lancaster County Road rather than Gebo Lane.

Scanlan contacted the home owners association (HOA) from Stone Cutters Path to convey the Planning Boards (PB) opinion that the road, if accepted by Town Meeting, would need to be compliant with the current subdivision regulations. Scanlan noted if the HOA plans on moving forward the PB would have to vote to modify the decision.

Approve Invoice

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

- William Scanlan - \$2200.00
- Hamwey Engineering - \$420.00
- MRPC - \$1700.32

McBee made a motion to approve the invoice for William Scanlan. Graham seconded the motion. The vote was unanimously in favor of the motion.

Catalina made a motion to approve the invoices for Hamwey Engineering and MRPC. Graham seconded the motion. The vote was unanimously in favor of the motion.

Approval Not Required

- **Sundeen/Sklar/Sullivan, Scott Road**

After review of the plan by the applicant's representative, Catalina made a motion to endorse the Approval Not Required plan as submitted. McBee seconded the motion. The vote was unanimously in favor of the motion.

- **Myllykangas, Westcott Road**

After review of the plan by the applicant's representative, Catalina made a motion to endorse the Approval Not Required plan as submitted. Graham seconded the motion. The vote was unanimously in favor of the motion.

Senior Family Housing Overlay District

Special Town Meeting has been scheduled for October 24th. Catalina had recently raised questions about dividing the lot properly; could it be done by Approval Not Required endorsement or by creating a subdivision. The deed of the land should be checked to be certain there are no restrictions on dividing and selling the land. Catalina asked if anyone has spoken to the Fire Chief in regards to taking a portion of the land the fire station is currently on. No one is aware of any conversations to date.

Members agreed to start the hearing process on September 19th.

Catalina met with members of the Friends of the Council on Aging who suggested to reduce the age restriction to 60 and older, single-level living and would like to see duplexes as opposed to quadplexes. In addition, three-bedroom units are a plus as well.

Lucy Wallace asked if the Planning Board really wants to age restrict the development, as the State may say Harvard already has too much age restricted properties. Wallace suggested not including an age restriction in the bylaw, but detailing that in the request for proposal process. Wallace reviewed the timeline beyond the passing of the amendment. Members would like to further discuss the overlay district with Town Counsel at the August 22nd meeting.

Discuss Condition of Site Plan Approval for Town Hall/Hildreth House Construction Committee, 15 Elm Street (aka the Hildreth House)

Scanlan stated the site plan approval has a condition for sloped granite curb between the Fire Station and the Hildreth House. GPR thought the curbing would be a hindrance of the overall design of the project. Scanlan advised Planning Board to have their consultant, Fred Hamwey, review the driveway curbing. The Fire Chief is seeking unfettered access to the Hildreth House and has concerns with getting the fire truck over the curbing.

After a brief discussion, Catalina made a motion to accept the site plan approval as drafted this evening, which includes the granite curbing. McGuire Minar seconded the motion. The vote was unanimously in favor of the motion.

Approve Minutes

Graham made a motion to approve the minutes of March 21, 2016. McBee seconded the motion. The vote was unanimously in favor of the motion.

McBee made a motion to approve the minutes of March 24, 2016. Catalina seconded the motion. The vote was unanimously in favor of the motion.

McBee made a motion to approve the minutes of March 31, 2016. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Graham made a motion to approve the minutes of April 9, 2016. McBee seconded the motion. The vote was unanimously in favor of the motion.

McBee made a motion to approve the minutes of April 25, 2016. Graham seconded the motion. The vote was unanimously in favor of the motion.

Town Center Transportation Committee Final Report

Members agreed to review the final report on their own prior to the next meeting for approval at that meeting.

Commercial Design Guidelines

Members will review the current design guidelines and submit comments to Scanlan for the next meeting. After October special town meeting the Board will work on developing a design review committee. Members agreed to have these guidelines as a regulation as opposed to a bylaw.

Adjournment

Graham made a motion to adjourn the meeting at 8:51pm. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk