

**HARVARD PLANNING BOARD
MEETING MINUTES
OCTOBER 3, 2016
APPROVED: OCTOBER 18, 2016**

Vice Chair Erin McBee called the meeting to order at 7:03pm in the Town Hall Meeting Room at 13 Ayer Road, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Don Graham, Michelle Catalina and Fran Nickerson

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

Planner Report

Scanlan reported on the meeting attended by McGuire Minar, McBee, the Town Administrator, Rick Maiore and Jack Guswa of the Town Hall & Hildreth House Building Committee, Ken Swanton and Ron Ricci from the Board of Selectmen and the Police Chief, in regards to circulation around the Town Hall, the Fire Station and Hildreth House. Scanlan stated the meeting was very productive in determining the traffic flow around the area. The thought is to make the access at the north side of the Town Hall one-way into the area and access south of Town Hall one-way out of the area, with traffic from Hildreth House and the Fire Station directed to the south side of Town Hall. The plan is to create the proposed pattern with traffic cones to allow for people to get a feel of the flow of traffic. Once the group comes to a consensus on the best flow of traffic a determination will be made as to whether or not the site plan approval needs to be amended.

Scanlan stated he and McGuire Minar attended the recent Montachusett Regional Planning Commission's Joint Transportation Committee meeting on September 21st at which the Town Center Transportation Report was presented. The meeting gave them an opportunity to discuss a possible waiver to MassDOT not allowing for parking along numbered routes, which was part of the original plan as part of the MassWorks application.

Scanlan noted the Board of Selectmen is planning a public forum for the proposed roundabout on Ayer Road for some time in November.

Board Member Reports

There were no reports this evening.

Approve Invoice

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

- William Scanlan - \$2310.00

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

Approve Minutes

Catalina made a motion to approve the minutes of August 29, 2016 as amended. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Catalina made a motion to approve the minutes of September 12, 2016 as amended. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Update on Town Hall & Hildreth House Construction

Please see Planner Report

Update on EPA Grant

Scanlan reported he had reviewed the information provided for the free technical assistance available from the EPA and has determined the assistance provided is in the form of workshops conducted in the community that would generate next-steps on a specific issue. With a deadline of October 12th, Scanlan's vacation schedule, a substantial amount of planning outlined within the newly approved Master Plan, and only twenty-five communities chosen nationwide, members agreed not to pursue the assistance this year. Catalina asked for more information to get a sense as the types of community issues that have been dealt with under this assistance.

Proposed Chapter 125-55 Hildreth House Overlay District Bylaw Amendment

The public hearing for this bylaw amendment was re-scheduled to October 18, 2016. With a member of the public, John Lee, in attendance and interested on commenting on the proposed bylaw the Board discussed his concerns.

Lee had several questions about the proposed overlay district including how is this overlay district different then a normal development, would other adjoining lots be considered as well, his conflict with a developer having run of a Town owned parcel of land, in which a profit will be made, drainage issues, and increased traffic onto a driveway.

Catalina explained the proposed bylaw was undertaken by the Planning Board (PB) at the direction of the Board of Selectmen. Surveys conducted by the Counsel on Aging indicate the need for small, down-sized housing for the aging population of Harvard. The PB really does not know what can be built on the site or if the bylaw will pass at the Special Town Meeting (STM). There has been talk of pulling the article from the warrant for STM and revisiting at the annual town meeting in order to gather more information, included proposed plans of the site. The parcels considered are under the control of the Town, private lots could be included, however, that would reduce the amount received by the Town upon sale to the developer. Catalina further explained creating this district would allow for a development with reduced zoning restrictions. Catalina also stressed the plan is for small houses to be developed, which would be detailed within the Request for Proposal process. Catalina added the funds generated from the sale of the land would be used towards the Phase II renovations of Hildreth House.

Lee stated open space has been a priority in Town; the parcel connects to other trails and he would like to see that remain.

Catalina explained the PB is working with Montachusett Regional Planning Commission on revising Chapter 125-35 the Open Space and Conservation – Planned Residential Development bylaw to determine how and where in Town cluster developments, such as this fit into Town. This overlay district could assist in creating similar districts around town, such as at the Poor Farm.

For the October 18th public hearing the members would like to further discuss the following sections of the proposed bylaw:

- 125-55C(2) the terminology for attached and multifamily dwellings;
- 125-55F Age restriction as detailed in MGL Chapter 151B, section 4, subsection 6; and

- 125-55D(2) the inclusion of three-bedroom units

Proposed Chapter 125-39G Sidewalks Bylaw Amendment

The public hearing for this bylaw amendment was re-scheduled to October 18, 2016. Scanlan stated it is unclear that the bylaw is for the commercial district and suggested including "in the commercial district" after sidewalks in the title and remove the reference to the commercial district out of 125-39G(1). The members agreed. Changes will be made and presented on October 18th.

Devens Zoning Amendments

Members present were comfortable with the proposed zoning amendments, but opted to hold off until the October 18th on a vote of support.

Policy for Providing Documents for Meetings

As discussed last meeting, a revised policy for providing documents for meetings was distributed to the members prior to the meeting. Amendments were made as suggested. Nickerson made a motion to approve the policy for providing documents for meetings as amended this evening. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Review & Approve Letter to MAHT re: Planning Representation on the MAHT

Scanlan had drafted and circulated a response letter to the Municipal Affordable Housing Trust in regards to having a Planning Board member on the Trust. Amendments were made to the draft letter. Catalina made a motion to have a representative of the Planning Board be a member of the Municipal Affordable Housing Trust and to send the letter as amended. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Commercial Design Guidelines

After a brief discussion, Catalina made a motion to approve the Commercial Design Report and the Commercial Design Guidelines. Graham seconded the motion. The vote was unanimously in favor of the motion.

Update on the Proposed Ayer Road Roundabout

Scanlan stated currently the committee has received all of the information from the traffic consultant in regards to the questions generated by the Conservation Commission (ConCom). The ConCom will meet on October 4, 2016 for a final vote on whether or not to remove land from conservation in exchange for another parcel of land.

As mentioned earlier a public forum is being scheduled for November.

Discussion of revisions to Chapter 125-35, Opened Space and Conservation Planned Residential Development Bylaw

Catalina asked Allard if she had an understanding of the final comment made by Chris Tracey in his interview with Shubee Karla, from Montachusett Regional Planning Commission (MRPC). Allard read into the record an email from Tracey in regards to the final comment. Catalina asked if Allard had any indication on the excess money (\$50,000 - \$100,000) Tracey mentioned spending during the development of Deer Run. Allard believed the addition money was spent on engineering of the site for a conventional subdivision as required by the current bylaw. Members discussed determining the number of houses that could be developed on a parcel of land as a formula as opposed to requiring fully engineered plans of a development that will never be built. Scanlan stated the existing bylaw requires that a septic system could be included on any proposed lot. Catalina liked the communities with bylaws

that were allowed by-right based on a fixed density and also included the need for a special permit in order to take advantage of a density bonus.

McBee asked about Tracy's comment in regards to Title V requirements versus local Board of Health (BOH) regulations. Allard stated the Harvard BOH has additional regulations that are more stringent than Title V for septic systems in Harvard. Scanlan explained the requirements of a shared septic system and the approvals required from the Department of Environmental Protection.

Next steps for MRPC would be to determine whether or not to revise the existing bylaw or create an entirely new bylaw. Catalina would be in favor of creating a new bylaw, with a specific district for this type of development. A good start would be with the Poor Farm; if that works perhaps other parcels may be added later on.

Members agreed to further discuss the matter at the October 18th meeting.

Affordable Housing Plan

Catalina asked what needs to be done in order to update the existing affordable housing plan. Scanlan stated he could work on the draft for members to review and then perhaps conduct community outreach. Members agreed there was enough information from the Master Plan to use a starting point on the draft.

Adjournment

Catalina made a motion to adjourn the meeting at 8:26pm. Graham seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Proposed Chapter 125-55 Hildreth House Overlay District Bylaw Amendment

- Hildreth House Overlay District_for warrant_9-22-2016.docx
- Sidewalk Article_for warrant.docx

Proposed Chapter 125-39G Sidewalks Bylaw Amendment

Policy for Providing Documents for Meetings

- PB Policy_Document Submittal_10.03.2016.doc

Review & Approve Letter to MAHT re: Planning Representation on the MAHT

- Representation on MAHTF_draft 9-27-2016.docx