

**HARVARD PLANNING BOARD
MEETING MINUTES
DECEMBER 19, 2016
APPROVED: JANUARY 9, 2017**

Chair Kara McGuire Minar called the meeting to order at 7:03pm in the Old Library, 7 Fairbank Street, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Erin McBee, Don Graham, Fran Nickerson and Rich Maiore (Associate Member)

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Jack Guswa and Pam Brown

Board Member Reports

McBee attended the Central Massachusetts Regional Planning Commission's informational session in regards to the recently passed Question 4 –The Regulation and Taxation of Marijuana Act. The State is recommending cities and towns adopted a moratorium, which will allow for the development of regulations and licensing. A timeline for completion of these regulations has been established. McBee will circulate the PowerPoint© presentation to the members.

Nickerson stated she has reviewed senior housing locations with Sue Guswa, along with some floor plans for what people here in Harvard will be looking for at the housing at Hildreth House. The Housing @ Hildreth House Committee (H@HHC) needs to make a report to the Board of Selectmen by February 7th. H@HHC is seeking an engineering consultant to design a site plan. The proposals are due back January 2nd. A conceptual plan will be available by April for the Planning Board to review. McGuire Minar stated there were a number of items that had been discussed during the public hearings that were determined to be better suited to being included in the final Request for Proposals; Scanlan was asked to provide that information to H@HHC.

McBee noted the Harvard Energy Advisory Team had brought forth recommendations for the Commercial Design Guidelines; McBee wondered if the Planning Board should re-open the hearing and modify the document. Scanlan stated the Planning Board had approved the document and can modify it as it sees fit.

McGuire Minar stated the \$28,000 assessment the Town pays toward Massachusetts Bay Transit Authority services can be directed to provide a shuttle service to the Littleton train station. A discussion on this matter was held last Friday and included representatives from Montachusett Regional Transit Authority (MART), Montachusett Regional Planning Commission, the Planning Board, the Council on Aging (COA) Director, and two COA members. The existing MART van used by the COA would be available for this service. A survey of the residents will need to be conducted to determine the desired use, as well as finding a central location for parking. The COA Director stated the addition of this service would require the employment of an additional individual by the COA. McGuire Minar noted as a requirement of re-directing those funds, the service shall be provided continuously. A breakdown of the associated costs was also part of the discussion; Scanlan will provide that to the members.

Planner Report

Scanlan stated he and Board of Selectmen member, Ron Ricci, spoke with the property manager for the Post Office on Ayer Road in regards to the "taking" of part of the parcel for the proposed roundabout along Ayer Road. The manager did not see any issues with the request as long as it does not interfere

with postal operation. Technical review from the United States Post Office is required, but is not a significant obstacle to get this project completed.

Scanlan stated the Planning Board is on the Board of Selectmen's (BOS) agenda tomorrow night in regards to the matter of the Complete Streets Program. It is a decision of the BOS as to whether or not the Town will participate in the Complete Streets Program; if so, Montachusett Regional Planning Commission can assist in developing a plan as required by the program.

Annual Town Meeting 2017 Bylaw Amendments:

Montachusett Regional Planning Commission Update

Members briefly reviewed the documents sent today by Montachusett Regional Planning Commission for the Natural Resource Zoning (aka Open Space Design) and the Poor Farm Overlay District. Members were asked to further review this information and provide feedback at the January 9th meeting. Scanlan stated he has not received a response as of yet from Town Counsel on the matter of whether or not the overlay district for the Poor Farm property would be considered spot zoning.

Discussion of Hildreth House Driveway Circulation

Jack Guswa, a member of the Town Hall and Hildreth House Construction Committee, was present to discuss the changes that have been developed to the driveway site plan; what is different is that it has been decided to have counter-clockwise flow of traffic around town hall. Signage and road stripping will delineate road passage. The Fire Chief does not want anything that would impede the vehicles from getting straight to the Hildreth House driveway.

January 10th is the substantial completion date for Hildreth House. January 17th is the date upon which the project is turned back over to the Town. Guswa stated paving cannot be completed until mid-April, so there is plenty of time to have a site walk with the interested parties. Guswa will try and schedule a walk between Jan 3rd & 17th. McGuire Minar suggested there be clear stripping from Elm Street to the Hildreth House. Guswa will pass that suggestion along.

Discuss Commercial Design Guidelines Review Board

Members discussed the proposed make up of the Design Review Board (DRB). All agreed that all of the DRB members shall be Town residents and language stating that shall be included. Other minor changes were made to the document. The members will approve the final draft in January.

Affordable Housing Plan Update

Scanlan stated he has completed the required analysis for the Planned Production Plan for Affordable Housing (f/k/a Affordable Housing Plan) and the information provided is preliminary as he is still working on other updates to the Plan.

Approve Invoices

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

- William Scanlan - \$2310.00
- Hamwey Engineering - \$60.00

Graham made a motion to approve the above invoices. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Minutes

Graham made a motion to approve the minutes of November 21, 2016. Nickerson seconded the motion. The vote was unanimously in favor of the motion amongst members eligible to vote on this matter.

McBee made a motion to approve the minutes of December 5, 2016. McGuire Minar seconded the motion. The vote was unanimously in favor of the motion amongst members eligible to vote on this matter.

Adjournment

Graham made a motion to adjourn the meeting at 8:36pm. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Annual Town Meeting 2017 Bylaw Amendments:

Montachusett Regional Planning Commission Update

- Harvard Draft Open Space Design, prepared by MRPC, second draft, December 19, 2016

Discuss Commercial Design Guidelines Review Board

- Proposal for a Design Review Board, undated
- Excerpts from Harvard's Zoning By-Law – Design Review, undated

Affordable Housing Plan Update

- Town of Harvard, Planned Production Plan for Affordable Housing, prepared by the Harvard Planning Board and the Municipal Affordable Housing Trust, undated