

**HARVARD PLANNING BOARD
MEETING MINUTES
JANUARY 30, 2017
APPROVED: FEBRUARY 6, 2017**

Chair Kara McGuire Minar called the meeting to order at 7:06pm 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, Michelle Catalina, Fran Nickerson and Rich Maiore (Associate Member)

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Steve Hierman, Janet Fradenburg, John Osborne (Harvard Press), Pam Brown and Jennifer March (Harvard Press)

Board Member Reports

McBee stated she will be meeting with Maiore this week to review the policies and procedures for the Design Review Board.

Nickerson stated the Council on Aging (COA) received three proposals for the preliminary site plan for phase two at the Hildreth House. A decision will be made at the February 9th COA meeting.

Catalina stated the Community Preservation Committee (CPC) met last Wednesday and voted in favor of the restoration of the stone wall along Mass Ave from the high school entrance to the walkway at the library. The CPC determined that by voting for this project it would allow for the Town to make the decision at town meeting as to whether or not they want to pay \$80,000 for this project. The Historical Commission is now going to take over this project due to the importance of the wall to the historic character of the Town Center. The CPC also voted in favor of \$100,000 for the Conservation Commission toward the preservation of open space.

McGuire Minar stated the Attorney General has approved the Hildreth Housing Overlay District; however the approval cautions that town counsel should be consulted when developing a project as it pertains to the regulating of the size of the units.

McGuire Minar stated the Town Hall and Hildreth House Construction Committee (T3HCC) has requested the Planning Board indicate on the site plan what it is they are seeking in regards to the curbing along the driveway at the Hildreth House. McGuire Minar stated there has been discussion of the use of a wooded guardrail to overcome the safety concerns the Planning Board has. Catalina thought the guardrail would be good, especially in inclement weather. Catalina stated landscaping under the guardrail would also break up the sea of asphalt in that area. McGuire Minar thinks there needs to be a fair look at the entire town hall campus, but the first step should be to suggest the guardrail; then perhaps send a co-letter with the T3HCC to Board of Selectmen to get the bigger picture of circulation straightened out at Town Hall. McGuire Minar noted a discussion with the Fire Chief should take place before a final decision. McGuire Minar requested members of the T3HCC be invited to the February 3rd meeting to further discuss the matter.

McGuire Minar attended the Finance Committee (FinCom) meeting last week to discuss the joint clerical position with the Board of Health and the other three Land Use Boards. The position would be a total of nineteen hours, with four hours per week spent on zoning, planning and conservation activities. The

Conservation Commission has not made a final approval of the memorandum of understanding, but should do so this week.

The FinCom also discussed the Planning Board request for another year of contracted services at \$60,000 for the Town Planner.

Planner Report

Scanlan stated he has drafted the survey in regards to a transit service shuttle from Harvard to one of the local train stations. The survey will assist in determining the demand for such a service. The survey has been shared with the ad-hoc committee. McGuire Minar suggested circulating that survey to the Planning Board for comments as well. Scanlan stated he is also looking into potential parking locations around town. Members agreed that it seems reasonable to find a Town-owned site for parking. Scanlan will send the analysis completed by Montachusett Regional Planning Commission (MRPC) along with the draft survey to the members.

Scanlan stated he has received a request from MRPC for any potential trail connections in Town. Scanlan noted the Master Plan indicates a desire to connect a trail to Devens. McGuire Minar stated connecting the trail segments around the Pond would be great to see as well. It was suggested studying the proposed trail from the Pond to the Ryan playing fields, McCurdy Track and possibly to Devens.

Annual Town Meeting 2017 Bylaw Amendments:

- **Poor Farm Overlay District**
- **Natural Resource Zoning**

McGuire Minar stated Town Counsel has responded to the question as to whether or not an overlay district at the Poor Farm property would be considered spot zoning. Counsel stated the district has to have a public benefit in order to comply with zoning and not be considered spot zoning. McGuire Minar stated the public benefit could involve affordable housing, open space, or other factor.

Members determined there are still too many unanswered questions to move forward with this amendment for the annual town meeting (ATM) in April. It was agreed there needs to be financial modeling for the land with an affordable component to assist in determining the best use for the property. Correspondence will need to be had with the Municipal Affordable Housing Trust Fund (MAHTF) to explain the delay in legal advice and the need for financial modeling has hindered the ability of the Planning Board to move forward on the matter for ATM. A request should be made to the MAHTF for funding a study for financial modeling. McGuire Minar will reach out to the Finance Committee chair, Don Ludwig, about the ability to apply for funding from ATM. Scanlan will research any other funding sources.

Catalina made a motion that Planning Board will not proceed with a bylaw amendment for an overlay district at the Poor Farm at this time. McBee seconded the motion. The vote was unanimously in favor of the motion.

After a brief discussion, Catalina made a motion that the Planning Board will not proceed with a bylaw amendment to Chapter 125-35 Open Space & Conservation – Planned Residential Development at this time. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Complete Streets Program Update

After a brief discussion, McBee made a motion to accept and recommend the Complete Streets Policy, as amended in the handout, to the Board of Selectmen. Graham seconded the motion. The vote was unanimously in favor of the motion.

Discuss Commercial Design Guidelines Review Board

A public hearing was scheduled for February 27th to accept the proposal for a Design Review Board as drafted as part of Chapter 133 Planning Board Procedural Rules and Regulations.

Discussion of Hildreth House Driveway Circulation

See Board member reports above.

2016 Annual Report

After a brief discussion, Graham made a motion to accept the 2016 Planning Board annual report. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Montachusett Regional Planning Commission District Local Technical Assistance Grant

After a brief discussion of potential uses of this grant, including improvements to existing fire ponds and water protection, the members agreed to review this matter in a month since the application deadline for the second round is not until April. The Master Plan and the Open Space & Recreation Plan should be reviewed to determine if these funds could assist with any of those goals.

Approve Invoices

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

- William Scanlan - \$1980.00
- Harvard Press - \$204.00

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

Minutes

Catalina made a motion to approve the minutes of January 9, 2017 as amended. Graham seconded the motion. The vote was unanimously in favor of the motion.

Adjournment

Graham made a motion to adjourn the meeting at 8:27pm. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS**Complete Streets Program Update**

- Complete Streets Policy, Draft, dated January 19, 2017