

<b>Action Items</b>	<b>Member/Staff Responsible</b>
Inform BOS no available member for MAHT	McGuire Minar
Resubmit Complete Streets Policy w/ map to BOS for Approval	Scanlan
Follow-up with MRPC re: other communities with commuter shuttle and the potential for an additional MART van for Town	Scanlan
Provide Housing Production Plan in WORD	Scanlan
Provide Scanlan w/ revised Subsidized Housing Inventory for Housing Production Plan	Allard

**HARVARD PLANNING BOARD  
MEETING MINUTES  
MARCH 6, 2017  
APPROVED: MARCH 20, 2017**

Chair Kara McGuire Minar called the meeting to order at 7:02pm in the Town Hall Meeting Room, 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, Don Graham and Fran Nickerson

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Jack Maloney (Ducharme & Dillis) and Bruce Nickerson

**Approval Not Required – Shelia Anderson, 277 Still River Road**

Jack Maloney, of Ducharme & Dillis, was present to represent the applicant, Shelia Anderson. Maloney explained the applicant is selling excess backland to St. Benedict Abbey. The parcel created by this division will not be a buildable lot, which is noted on the plan before the Board. McBee made a motion to endorse Plan of Land in Harvard, Massachusetts, for Shelia Sokolowski AKA Shelia Anderson, 277 Still River Road, prepared by Ducharme & Dillis Civil Design Group, Inc., Job No. 3690, and dated February 22, 2017. Catalina seconded the motion. The vote was unanimously in favor of the motion.

**Approve Invoice**

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

- William Scanlan - \$2310.00

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

**Minutes**

McBee made a motion to approve the minutes of February 27, 2017 as amended. Graham seconded the motion. The vote was unanimously in favor of the motion for those members eligible to vote.

**Select Planning Board Representative to the Municipal Affordable Housing Trust**

A new charter is being drafted that reduces the membership of the Trust from seven to five members and recommends one of the five members be a Planning Board (PB) member. It is the understanding of the PB that the Trust will no longer be developing affordable housing, but simply subsidizing projects as requested. Catalina suggested since the MAHTF will now be subsidizing projects and not developing

housing there is no need to have a PB member as one of the five members. In addition, none of the current PB members have the time to attend additional meetings, therefore McGuire Minar will inform Ron Ricci, of the Board of Selectmen, that at this point the PB has chosen not to have a representative on the Trust.

### **Complete Streets – Addressing Concerns of the Board of Selectmen**

The Board of Selectmen (BOS) felt the draft policy of the Complete Streets Program was too broad as it included all of the streets in town. The BOS requested the policy focus on the Town Center and Ayer Road. McGuire Minar explained the Complete Street policy in regards to prioritizing streets within Town; by doing so the Town could make themselves ineligible for grant opportunities. Scanlan had sent the members a Complete Streets Policy Map that highlighted the Town Center and Ayer Road as priority locations. The Board suggested some changes to the map for clarity. Catalina made a motion to send the revised map and policy to BOS for approval and submission to MassDOT. McBee seconded the motion. The vote was unanimously in favor of the motion.

### **Board Members Reports**

The online survey in regard to a commuter shuttle to local rail stations is still available on the Town website. There are still a number of factors to work out in order to determine if this will be a service that will be provided in Harvard. Scanlan will follow up with Montachusett Regional Planning Commission (MRPC) on the question of are there other communities offering a similar service, and if so, how is it working? In addition, the Council on Aging is also concerned about the use of the existing MART van for this service. There is a possibility that if this shuttle service is provided an additional van will be needed in the Town. Scanlan will follow-up with MRPC on the ability to have two MART vans for a community the size of Harvard.

McBee stated the meeting with the Building Commissioner, Gabe Vellante, in regards to the commercial design guidelines went well. Vellante will have information added to the website to direct developers to the guidelines.

### **Review & Discuss Housing Production Plan**

Members reviewed and commented on the first twenty pages of the draft Housing Production Plan. The goals within the 2016 Master Plan as they pertain to housing should be included in this plan. Scanlan will make the recommended revisions to the Plan, as well as provide the document in a Word format.

### **Adjournment**

Graham made a motion to adjourn the meeting at 8:30pm. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

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

## **DOCUMENTS & OTHER EXHIBITS**

### **Planning Board Agenda, dated Monday March 6, 2017**

#### **Approval Not Required – Shelia Anderson, 277 Still River Road**

- Town of Harvard, The Commonwealth of Massachusetts, Form A and Check List, dated Feb 28, 2017
- Plan of Land in Harvard, Massachusetts, Shelia Sokolowski AKA Shelia Anderson, 277 Still River Road, prepared by Ducharme & Dillis Civil Design Group, Inc., Job No. 3690, dated February 22, 2017

#### **Review & Discuss Planned Production Plan for Affordable Housing**

- Town of Harvard Housing Production Plan , dated March xx, 2017

#### **Complete Streets – Addressing Concerns of the Board of Selectmen**

- Complete Streets Policy Map, Harvard, Massachusetts, prepared by Harvard Planning Dept., dated February 2017

#### **Approve Invoice**

- INVOICE – William Scanlan, Consulting Planner, dated February 17, 2017

#### **Approve Minutes**

- Harvard Planning Board Meeting Minutes, prepared by Liz Allard, dated February 27, 2017 and revised by Bill Scanlan