

Action Items	Member/Staff Responsible
Invite Design Review Board to September 11 th meeting for formal kick-off	Maiores
All Board's Meeting September 6 th – Town Hall – 7pm	All
Charter Commission Public Hearing September 13 th – Town Hall – 7pm	All
Invite Ag Commission to September 11 th meeting to discuss farm to table restaurants and cultivation of recreational marijuana	Allard
Apply to Poor Farm using the formula suggested by MRPC for open space development	Scanlan
What does Gibbet Hill & Herb Lyceum at Gilson's in Groton fall under in regards to a farm to table bylaw	Scanlan
Check to see if local breweries are using holding tanks	McBee
Recreational Marijuana setbacks, sizes of facilities can location be restricted	Catalina

**HARVARD PLANNING BOARD
MEETING MINUTES
AUGUST 21, 2017
APPROVED: SEPTEMBER 11, 2017**

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

Members Present: Erin McBee, Michelle Catalina and Rich Maiore

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

Board Members Reports – Committee Activities

Members agreed to invite the members of the Design Review Board to attend the September 11th meeting as a formal kick-off.

Members were reminded of the All Board's meeting on September 6th, at which the Board of Selectmen will discuss the budget process for fiscal year 2019.

Members were also reminded of the public hearing being held by the Charter Commission on September 13th. Catalina has begun to draft a letter to the Commission in regards to the Town Planner position.

McBee stated she had recently responded to questions asked by Eric Ward in regards to the available associate member position.

Catalina will be attending the Community Preservation Committee meeting this Wednesday, August 23rd.

Scanlan has responded to a survey on regional development data as requested by Montachusett Regional Planning Commission.

Planner Report

Scanlan stated the Board of Selectmen are meeting tomorrow to decide if the land within the Hildreth House Overlay District is surplus. The Request for Proposals (RFP) for the purchase and development of the land is set to appear in the Central Register on Wednesday. A legal notice in regards to the RFP will appear in the Harvard Press twice. Victor Normand, a member of the Housing @ Hildreth House Committee, will list the units on Multiple Listing Service. An appraisal of the property is to be conducted by Avery Associates, and should be complete in two to three weeks.

Scanlan stated National Grid has a tree planting grant in the amount of \$6000. Scanlan is talking with the Tree Warden about this grant for the planting of trees in the islands of the new parking lot at Bromfield. A Letter of Intent is due to National Grid by September 30th, with a December due date for the application. The grant is a matching or in-kind; perhaps the Department of Public Works can provide the man power for in-kind services.

Scanlan has been in communication with the Old Library Accessibility Committee as it pertains to an ADA grant program. The Town needs a self-evaluation and transition plan, which it appears that no one knows if this plan exists. The plan evaluates the accessibility of all public buildings. There is available funding to create that plan; however the Old Library Committee would not be able to apply for the construction grant this year.

Approve Invoice

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

- William Scanlan - \$2585.00

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

Approve Minutes

McBee made a motion to approve the minutes of August 7, 2017 as amended. Maiore seconded the motion. The vote was unanimously in favor of the motion.

2018 Protective Bylaw Amendments for Annual Town Meeting

- Chapter 125-35 Open Space & Conservation – Planned Residential Development
 - Apply to Poor Farm using the formula suggested by MRPC
 - What is the % of open space
 - Return to in October
- Farm to Table Restaurants
 - What does Gibbet Hill & Herb Lyceum at Gilson's in Groton fall under?
 - What if they just want a one time event such as a wedding?
- Recreational Marijuana
 - Reach out to Agricultural Commission in regards to allowing cultivation within the AR district
 - Retail establishment regulations are available and could be vetted by the Board
 - What are the parameters for a facility – size allowed within the commercial district may deter a facility without a special permit
 - Siting the retail locations
 - As an allowed use the Town would get the 3% tax
 - As a host community an impact fee can be applied
 - Can it be restricted like medical marijuana
 - What is the distance from a school & would this preclude the stores in the town center

Maiores made a motion to approve the letter to the boards, committees and departments in regards to the 2018 Bylaw Amendments, as amended this evening. Catalina seconded the motion. The vote was unanimously in favor of the vote.

2017 Protective Bylaw Amendments for Special Town Meeting

- Brewery Use
 - waiting to hear back from Montachusett Regional Planning Commission on other communities that have these types of businesses
 - check to see if there others out there that are using holding tanks

Review Town Planner Job Description

After a review of the revised Town Planner job description and the letter to the Assistant Town Administrator, Catalina made a motion to approve both documents. McBee seconded the motion. The vote was unanimously in favor of the motion.

Charter Commission – Elected vs. Appointed

Members discussed the proposal of the Charter Commission to change the Planning Board from an elected board to a board appointed by the Board of Selectmen. Maiores made a motion that it is the opinion of the current Planning Board that membership remain elected and not appointed as proposed by the Charter Commission. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Review Dimensional Table

Maiores made a motion to approve the Dimensional Table as amended this evening. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Adjournment

McBee made a motion to adjourn the meeting at 9:11pm. Maiores seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planning Board Agenda, dated Monday August 21, 2017

Approve Invoice

- INVOICE – William Scanlan, Consulting Planner, dated August 11, 2017

Approve Minutes

- Draft minutes of August 7, 2017 as prepared by Liz Allard and amended by Bill Scanlan

Review Town Planner Job Description

- Director of Planning Town of Harvard, MA, undated

Review Dimensional Table

- Dimensional Requirements for the AR District, draft, dated June 2017