

Action Items	Member/Staff Responsible
establish a meeting with MassDOT to discuss improvements to the sidewalks on Mass Ave	Scanlan
draft a letter to property owners within the overlay district requesting they attend a discussion on the matter at the January 22 nd meeting of the Planning Board	Scanlan

**HARVARD PLANNING BOARD
MEETING MINUTES
NOVEMBER 13, 2017
APPROVED: DECEMBER 4, 2017**

Chair Erin McBee called the meeting to order at 7:01pm 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, Fran Nickerson and Stacia Donahue

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Matthew Fiokos (Harvard Press), Dana Fairbanks, Bruce Ringwall (GPR, Inc.), Nicholas Daigle (GPR, Inc.), Steve Daman, Carol and John Thorburn

Board Members Reports – Committee Activities

Nickerson stated the Municipal Affordable Housing Trust (MAHT) has not met in some time; Nickerson is trying to reach Alice von Loesecke to determine when MAHT will be meeting again. The Housing @ Hildreth House Committee (H@HHC) expressed a great deal of frustration after Special Town Meeting (STM) voted against the surplus of land that this project was proposed on. H@HHC feels strongly that the proposal was a good one and they need to work with the Fire Chief to address issues raised at STM. H@HHC voted to bring the matter to the Board of Selectmen with a request to continue working on the project.

McBee reported she will be meeting with the Finance Committee, and the chairmen from Conservation Commission and Zoning Board of Appeals this week to discuss the Director of Planning position. McBee also reported that at the request of the Town Administrator the Personnel Board re-graded the Director of Planning position to a grade 9, with a starting salary range of \$68,249 - \$71,355. All non-union positions are currently being reviewed by an outside contractor, which could change this grade.

Planner Report

Scanlan stated he has been working with the Elm Commission on a grant to assist with the purchasing of nineteen trees for the parking lot at Bromfield, the library and the Ryan playing field. The grant has been submitted with a request for \$5000 in funding.

The Prioritization Plan for Complete Streets has been approved by the Board of Selectmen and has been submitted.

Scanlan met with Mass Department of Transportation (MassDOT) today to discuss placing an Ayer Road improvement project on the TIP. TEC had prepared a Project Need Form, the first step in the process. The Town's approach is to phase the project, with the portion north of Poor Farm Road completed first,

and the portion from the interchange to Poor Farm Road tackled at a later time due to the complexities of the roundabout near the Post Office. MassDOT was generally supportive of the project, and suggested its score could be increased if the Town contacted Ayer to make it a regional project. The Ayer stretch from the rotary to the town line is about .2 miles and would benefit from sidewalks and re-paving. Tim Kilhart will contact his counterpart in Ayer to open a dialogue to assess Ayer's interest.

Scanlan was requested to try to establish a meeting with MassDOT to discuss improvements to the sidewalks on Mass Ave.

Scanlan meet with the Water & Sewer Commission this afternoon, which has a number of concerns in regards to the proposed Groundwater Overlay District, particularly with the special permit effect on homeowners in the district. Scanlan suggested the Planning Board call a meeting of the land owners within Groundwater Overlay District. For more information see Review Proposed Ground Water Protection Bylaw, below.

Approve Invoices

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

- William Scanlan - \$2585.00
- William Scanlan - \$2640.00

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

Approve Minutes

Donahue made a motion to approve the minutes of October 16 and November 6, 2017 as amended. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Special Permit & Driveway Site Plan Approval – Dana Fairbanks, 133 Brown Road. Opened at 7:30pm

Site Plan Review – Goldsmith, Prest & Ringwall, Inc., 202 Ayer Road

After a brief discussion of the final comments received from Hamwey Engineering, and deciding on an amount of \$5,000 to place into the escrow account for the installation of the sidewalk, Catalina made a motion to approve the Site Plan Approval decision as written. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Review Proposed Ground Water Protection Bylaw

As previously stated Scanlan meet with the Water & Sewer Commission this afternoon, which has concerns with the special permit requirement under 125-56H(1)(c) and with parcels that are partially within the district. Catalina suggested requiring a special permit only if the grading property is in a manner that would affect ground water. Scanlan was asked to determine how many parcels are partially in the district and/or have grades that would affect ground water. With a large portion of this overlay district within an area of a number of pre-existing non-conforming structures, Catalina asked for language to be added that would allow the Zoning Board of Appeals to permit activity in the overlay district at the same time they are issuing a Special Permit for activity on a pre-existing non-conforming structure, thereby eliminating the need to obtain a separate Special Permit from the Planning Board.

Members agreed to send a letter to property owners within the overlay district requesting they attend a discussion on the matter at the January 22nd meeting of the Planning Board. Scanlan will draft a letter for review at the next meeting.

2018 Protective Bylaw Amendments for Annual Town Meeting

- Chapter 125-35 Open Space & Conservation – Planned Residential Development
Scanlan is developing a case study for the Westward Orchard property on Oak Hill Road
- Farm to Table Restaurants
Members reviewed a survey Scanlan has prepared for local farms reviewed, which will be sent to the Agricultural Commission for comments
- Recreational Marijuana
Nothing new to report

Land Use Budgets & the Director of Planning Position

The Fiscal Year 2019 budget and narrative was submitted last Thursday. The Zoning Board of Appeals and the Conservation Commission have submitted a letter to the Board of Selectmen stating they are not in agreement with the hiring of a full – time Planner.

The Board of Selectmen will be reviewing the Land Use Board budget tomorrow night. Questions about the budget have been received and responses are being formulated. In general, the questions focus on the addition of the Director of Planning.

Post-Special Town Meeting Update

Special Town Meeting (STM) approved the removal of the provision that the primary residence shall have been established as a single-family residence at least five years prior to the date of application for an accessory apartment. In addition, STM approved the addition micro-brewery, micro-cidery, micro-winery and micro-meaderies as an allowed medium-scale commercial use.

Complete Streets Update

See Planner Report above

Adjournment

Nickerson made a motion to adjourn the meeting at 9:10pm. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

Harvard Planning Board

Public Hearing for a Special Permit & Driveway Site Plan Approval

Dana Fairbanks, 133 Brown Road

November 13, 2017

Chair Erin McBee opened the hearing at 7:30pm in the Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125-31B and 125-38

Members Present: Erin McBee, Michelle Catalina, Fran Nickerson and Stacia Donahue

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Matthew Fiokos (Harvard Press), Dana Fairbanks, Bruce Ringwall (GPR, Inc.), Nicholas Daigle (GPR, Inc.), Steve Daman, Carol and John Thorburn

This hearing is for a Special Permit and Site Plan Approval filed on behalf of Dana Fairbanks for the creation of a common driveway at 133 Brown Road, Harvard.

Bruce Ringwall, from GPR, Inc., was present to represent the applicant, Dana Fairbanks, who was also present. Ringwall detailed the variance Fairbanks received this summer from the Zoning Board of Appeals in regards to there being no frontage for the parcel in question. Ringwall explained the plan proposes a shared driveway from Brown Road by upgrading the existing driveway to meet the requirements of the Protective bylaw. Three eight-foot wide passing areas have been provided every 300 feet for a distance of twenty-five feet each. A stormwater analysis has been conducted and determined an increase of stormwater due to the addition of impervious area. Ringwall mentioned that in a 10-year storm water would flow over the emergency spillway of the detention basin and flow across the driveway. When questioned about this, Ringwall stated it would not cause erosion of the driveway. Although stormwater management standards do not apply to a single-family dwelling, the Protective Bylaw requires the mitigation of the increased volume discharge. These mitigations are detailed on the submitted plan.

On behalf of the Planning Board, Hamwey Engineering has reviewed the information provided with the application and had subsequent questions that are being addressed by GRP, Inc. With the review process still being completed, Ringwall requested a continuation of the hearing.

McBee read comments received from other Boards and Committees into the record. Scanlan requested that GPR add the driveway easement through the entire length of the Fairbanks property to the boundary of the Thorburn property. There were no comments from those in attendance.

Nickerson made a motion to continue the hearing to December 4, 2017 at 7:30pm in the Town Hall. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planning Board Agenda, dated Monday November 13, 2017

Approve Invoice

- INVOICE – William Scanlan, Consulting Town Planner, dated October 202017
- INVOICE – William Scanlan, Consulting Town Planner, dated November 3, 2017

Approve Minutes

- Draft minutes of October 16, 2017 as prepared by Liz Allard and amended by Bill Scanlan

Special Permit & Driveway Site Plan Approval – Dana Fairbanks, 133 Brown Road

- Residential Development Special Permit, 133 Brown Road, Harvard, MA, prepared fro Dana Fairbanks, prepared by GPR, Inc., JOB 00136A, dated September 2017

Site Plan Review – Goldsmith, Prest & Ringwall, Inc., 202 Ayer Road

- Decision on the Application of Sweeney Properties Harvard, LLC for Site Plan Approval for an Addition of a New Storage Building, 202 Ayer Road, Harvard, MA 01451, dated November 13, 2017

2018 Protective Bylaw Amendments for Annual Town Meeting

- Farmer Survey, undated
- Map of Farms in Harvard 2017, prepared by Harvard Planning Dept., November 2017