

**HARVARD PLANNING BOARD
STRATEGIC PLANNING SESSION
MEETING MINUTES
JUNE 23, 2018
APPROVED: AUGUST 13, 2018**

Chair Erin McBee called the meeting to order at 8:23am in the conference room of Suite 4 at 206 Ayer Road, Harvard

Appoint Liaisons & Representatives

ACTION ITEM	Member/Staff Responsible
Determine if an Associate Member can be the town representative	Allard

Director of Community and Economic Development

- Planning Board Responsibilities until New Director comes on-board

ACTION ITEM	Member/Staff Responsible
Include attending Montachusett Regional Planning Commission Meetings and highlight planner role in draft job description	Allard

Master Plan

- Reviewed progress of implementation
- Set Priorities for FY2019

ACTION ITEM	Member/Staff Responsible
Apply to Capital Planning & Investments Committee this fall for funding to codify Protective Bylaw	Unassigned
Determine why the Commercial District is recommended for reduction	Maiores
Review Chapter 125-52 ARV-SP for determining the allowance of mix-use buildings by right in Commercial district	All
Provide developers & engineers with revised Open Space Design bylaw for comment	Allard
Send follow-up letter to all boards/committees	Scanlan
Create Multi-family District	Director of Community & Economic Development
Continue Implementation of Town Center Action Plan	Brown
Feasibility of a bikeway connecting Devens and Harvard	Donahue with Park & Rec
Determine goal for the Hazel property with the Hazel's	McBee
Scenic road enforcement - wait until later	N/A
Add update of Master Plan Action Plan to website	Allard

Grants for FY 2019

- Implement the Municipal Vulnerability Preparedness Grant
 - Lead by Harvard Energy Advisory Committee until Director of Community & Economic Development is hired
 - Create subcommittee
- Implement the National Grid/Department of Conservation & Recreation Tree Grant
 - To be implement next spring by the Department Public Works (DPW) with in-kind services and the Elm Commission
- Prepare a MassWorks Application for the Town Center (August Deadline)
 - Scanlan following up with new application
 - The Engineering Company assisted previously and will again
- Implement the Complete Streets Project for the Town Center, if funded
- Possible District Local Technical Assistance Projects for FY2019
 - Bike trails
 - Devens shuttle
 - Town Center overlay district (goals within the Master Plan and Harvard Housing Production Plan)
- Consider an Application for the Housing Choice Initiative Program (HCIP)
 - Need 4 out of the 9 best practices; currently have 2; potential for 2 more are:
 - Allow for accessory dwelling units (AUD) by right or demonstrate a consistent pattern over past five years of approving AUD
 - Certify Housing Production Plan
 - Approved 40R; Vicksburg Square is a possibility
 - Apply for 2020 application

ACTION ITEM	Member/Staff Responsible
Meet with Municipal Affordable Housing Trust to gain support with HCIP	Nickerson

Transportation

- Ayer Road Improvements – Work with the DPW Director to advance the project thru the Transportation Improvement Program

ACTION ITEM	Member/Staff Responsible
Apply to Capital Planning & Investments Committee this fall for \$300,000	Unassigned

- Request Additional Traffic Counts from Montachusett Regional Planning Commission
- Commuter Shuttle

ACTION ITEM	Member/Staff Responsible
Contact Devens for possible collaboration	Unassigned

Housing Production Plan

- Implementation Tasks and Review of Goals

ACTION ITEM	Member/Staff Responsible
Inventory town-owned land; screen analysis; rehab funds; engage in regional housing planning (MAGIC)	Director of Community & Economic Development

Devens

ACTION ITEM	Member/Staff Responsible
Participate in Select Board's Disposition Planning Process	McBee
Participate with Devens Enterprise Commission/MassDevelopment in Reuse Planning for Vicksburg Square	Unassigned

Possible Protective Bylaw Amendments

Amendment	Town Meeting
Open Space Design Bylaw	2019
Agritourism Bylaw or prepare a New Limited Commercial District	2019
Erosion Control Bylaw	2019
Groundwater Protection Overlay District	2019
Town Center Overlay District	2020
Bungalow Bylaw	2020

Town Center

- See Grants for FY 2019 above

Miscellaneous Items

- Assess the Changes to the Planning function by the new Town Charter
 - Select Board sets goals annually
 - Director to report to Town Administrator
 - Review of bylaws; should Planning Board be a part of that
- Scenic Road Enforcement – See Master Plan Action Items

ACTION ITEM	Member/Staff Responsible
Electronic Application Filling Process for Planning Board	Allard

At 11:23am on a Donahue/Nickerson motion the meeting was adjourned

DOCUMENTS & OTHER EXHIBITS

- Planning Board Agenda, June 23, 2018
- Director, Community and Economic Development job description, undated
- Master Plan Action Items, Update of Activities Since Adoption, June 2018
- Municipal Vulnerability Preparedness Program FY18 Planning Grant, RFP ENV 18 POL 04, undated
- Housing Choice Program Building Permits for New Housing Units: 2013-2017
- Best Practices for the planning for production Housing Choice Designation Communities, undated
- There are two ways to get Housing Choice Designation, undated
- Estimated Timeline for Reconstructing Ayer Road via MassDOT TIP Funding, undated

- Timeline for Compliance with Article 97 Land Disposition Policy, undated
- Table 30 Summary of Implementation Strategies, Housing Production Plan, 2017
- Harvard Draft Open Space Design, February 17, 2017
- Article XX: Planning Board – Amend Protective Bylaw Chapter 125-57 Agritourism Overlay District, undated
- Agritourism Overlay District FAQ, undated
- Outline of Limited Commercial Overlay District, undated
- Article XX: Planning Board – Amend the Protective Bylaw Chapter 125-56 Groundwater Protection Overlay District