

Action Items	Member/Staff Responsible
Follow-up with Minar on estimate for a commuter shuttle	McBee
Apply to MRPC for Permitting Guide once DLTA grants are available	Allard
Circulate Open Space Design bylaw to local engineers for comment	Allard
Reach out on the Mass Planners list serve ask Open Space Design bylaw is working in other communities	Allard
Attend 9/20/18 ConCom Meeting to discuss Erosion Control Bylaw	Allard
Groundwater Protection Overlay District – Review district maps to determine if other parcels fall into the same category as 72 Mass Ave	All
Follow- up with Maiore on Municipal Vulnerability Preparedness Steering Committee Representative	Allard
Draft Callahan Realty Trust, 168 Bolton Road - Special Permit, Driveway Site Plan and Scenic Road Consent Decision	Donahue
Draft Gang Liang & Xinxing Yang, 41 Woodchuck Hill Road - Drive Site Plan Approval	Rushmore
Draft Capital Improvement & Planning Application for re-codification of Protective Bylaw	Allard

HARVARD PLANNING BOARD
MEETING MINUTES
SEPTEMBER 10, 2018
APPROVED: SEPTEMBER 17, 2018

Chair Erin McBee called the meeting to order at 7:00pm in the Volunteer Room at Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Stacia Donahue, Fran Nickerson, Justin Brown (arrived at 7:33pm) and Jarrett Rushmore (associate member)

Others Present: Liz Allard (LUB Admin), Kerri Green, Donald Green, Stephanie O'Keefe, Frank Carlson, Laura McGovern, Nicole Schmidt and Mauren Rietman

Approve Minutes

Donahue made a motion to approve the minutes of July 30 and August 13, 2018 as amended. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Approve Invoice

This item was passed over.

Board Member Reports

Donahue stated she attend the recent meeting of Montachusett Regional Planning Commission (MRPC), which has approve the use of remote access for their meetings. The District Local Technical Assistance grants will be available shortly. There is a new survey available in regards to the use of the MART public transportation system, which is available on the Town website. MRPC has suggested Harvard request a revised estimate for a commuter shuttle; McBee will contact the former chair of the Planning Board for additional information.

Discuss Agritourism Bylaw with Agricultural Advisory Committee

Members of the Agricultural Advisory Committee (AAC) were present to discuss the idea of an agritourism bylaw. Kerri Green, chair of the AAC, stated the AAC has discussed this concept and wonder if those whose livelihood is agricultural really need a bylaw to assist them in remaining sustainable. The AAC feels the Town of Harvard has a strong Right to Farm Bylaw and do not see any gaps in the exemptions now afforded to agricultural. Green stated there is currently a Bill for establishing an agricultural tourism study commission (Bill H.2715) that has been refereed to the committee on House Ways and Means. AAC would like to advise the Planning Board (PB) to hold off on any type of agritourism bylaw until the State has an opportunity to complete its study. If there is a need to move forward with a bylaw the AAC recommends a joint meeting to keep all interested parties involved, which the PB agreed to.

Input on Streamline Permitting/Permit Guide

Allard has previously distributed information on MGL Chapter 43D Expedited Local Permitting (aka Streamline Permitting) and Permitting Guides prepared by Montachusett Regional Planning Commission. Part of the requirements under Chapter 43D is that a community will provide for the development or redevelopment of a building of at least 50,000 square feet of gross floor area. Since it is clear this is not the type of development Harvard is willing to support, adopting Chapter 43D would not be recommended.

However in effort to make the process of applying to the various Land Use Boards, Allard is recommending the development of a Permitting Guide. That would include the Board of Health, Conservation Commission, Historical Commission, Planning Board and Zoning Board of Appeals. Allard has met with MRPC in regards to the Permitting Guides they developed for both Gardener and Shirley. Funding for the development of these guides can be obtained from MRPC's District Local Technical Assistance grant.

Rushmore stated his review of the guides showed a simplified process for those looking to apply to various boards and commissions. Planning Board members were in support and encouraged Allard to move forward on this endeavor.

ZBA Request for Comments – 62 Old Littleton Road

After a brief review of the application the Planning Board agreed they had no comments in regards to this application.

Discuss Potential Bylaw Amendments for 2019 Annual Town Meeting

- Open Space Design Bylaw – economic analysis has not been completed as yet; Allard will circulate the draft to local engineers for feedback and reach out on the Mass Planners list serve ask how this type of development is working in other communities
- Agritourism Bylaw or prepare a New Limited Commercial District – As discussed earlier this evening the Planning Board has determined to hold off on a Agritourism Bylaw. In regards to the limited commercial district, the Planning Board felt unless there is a strong desire from the proponent of this bylaw to move forward they would no pursue it.
- Erosion Control Bylaw – Planning Board received a letter from the Conservation Commission expressing the desire to have PB take the lead on this bylaw, McBee stated one of the reasons it failed at Town Meeting in 2016 is that it was too broad. McBee likes the sentiment behind it, but it needs revamping. McBee will attend the September 20th meeting of the ConCom to further discuss. In the meantime Allard will re-distribute the bylaw presented at the 2016 Annual Town Meeting.
- Groundwater Protection Overlay District – Review district maps to determine if other parcels fall into the same category as 72 Mass Ave

- Bylaw Review Committee Protective Bylaw Amendments – Amendments to be consistent with the Harvard Charter will be on the warrant for Special Town Meeting; public hearing scheduled for October 1, 2018

Update on Municipal Vulnerability Preparedness Steering Committee

Allard stated the Committee received six proposals and has agreed to interview three. Those interviews will take place next week. Due to scheduling of the meetings for the MVPSC Brown is unable to commit to being the Planning Board representative. After a brief discussion, Allard was asked to reach out to Maione to determine if is able to fill this role.

Update on the selection of the Director of Community & Economic Development

McBee stated a second interview will be conducted next week with a prospective applicant. .

Assign Draft Decisions:

- Callahan Realty Trust, 168 Bolton Road - Special Permit, Driveway Site Plan and Scenic Road Consent - Donahue
- Gang Liang & Xinxing Yang, 41 Woodchuck Hill Road - Drive Site Plan Approval - Rushmore

Board Member Reports, Continued

McBee stated the Community Preservation Committee met with Harvard Athletic Association who is seeking funding for improvements to the playing field in front of the Bromfield School.

Allard stated Capital Planning and Improvement applications are due October 4th; at the strategic planning session in June the Board agreed to pursue re-codifying the Protective Bylaw. Allard will prepare the application for the October 1st meeting.

McBee reported the Select Board appointed Richard Cabelus to the Harvard Historical Commission as recommended by the Planning Board.

McBee stated the Devens Jurisdiction Committee is preparing a survey for the town employees for feedback on how resuming jurisdiction of Devens would affect their duties.

Nickerson stated the Housing@ Hildreth House Committee is preparing an appeal to the Water & Sewer Commission's decision not to allow this development to connect to the Town sewer. Also, H@HHC is considering a change from owner-occupied units to rentals with a potential for an affordable aspect. If all units are rentals and there is an affordable component then all of the units would count towards the Town's subsidized housing inventory.

Adjournment

Donahue made a motion to adjourn the meeting at 8:40pm. Brown seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planning Board Agenda, dated Monday September 10, 2018

Approve Minutes

- Draft Harvard Planning Board Meeting Minutes, July 30, 2018, prepared by Liz Allard
- Draft Harvard Planning Board Meeting Minutes, August 13, 2018, prepared by Liz Allard