

Action Items	Member/Staff Responsible
Share CHAPA & MassHousing assistance availability with MAHT	Allard
Review ZBA Application – 62 Old Littleton Road	Ryan
Groundwater Protection Overlay District – Review district maps to determine if other parcels fall into the same category as 72 Mass Ave	Ryan
Draft Callahan Realty Trust, 168 Bolton Road - Special Permit, Driveway Site Plan and Scenic Road Consent Decision	Donahue
Review the State's Stormwater requirements as it pertains to the Erosion Control Bylaw	Allard

**HARVARD PLANNING BOARD
MEETING MINUTES
OCTOBER 1, 2018
APPROVED: OCTOBER 29, 2018**

Chair Erin McBee called the meeting to order at 7:00pm 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, Rich Maiore, Fran Nickerson, Stacia Donahue and Jarrett Rushmore (associate member)

Others Present: Liz Allard (LUB Admin) and Matt Fiokos (Harvard Press)

Update on the All-Boards Meeting, September 25th

McBee stated the strategic planning meeting minutes from June 23rd were updated to include what has been achieved thus far this fiscal year. Those minutes were sent to the Select Board prior to the All-Boards meeting. The calendar for the budget process for fiscal year 2020 was distributed at the meeting. The Fire Department is seeking to complete a traffic study of the Town Hall campus and the Board of Health is seeking to work with the Planning Board on the need for affordable housing by allowing different types of septic systems.

Board Member Reports

McBee stated the Planning Board did not receive the Citizens Housing and Planning Association (CHAPA) grant under the Municipal Engagement Initiative. CHAPA did offer alternative resources to the Board to further assist with engaging the community on the subject of affordable housing, including assistance from Mass Housing Partnership. McBee asked this information be shared with the Municipal Affordable Housing Trust.

Approve Minutes

Maiore made a motion to approve the minutes of September 17, 2018 as amended. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Approve Invoice

McBee made a motion to approve the invoice from ESRI in the amount of \$400.00. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Discuss Potential Bylaw Amendments for 2019 Annual Town Meeting

- Hazel Property – McBee has been in contact with Suzanne Dutkewych to request the Hazel's reach out to the abutters to get feedback from them on potential development of the property; need to determine what it is the Hazel's are amenable to doing; the Planning Board needs a visual plan from the Hazel's; a deadline on that plan was set for October 15th, with a narrative from the Hazel's due October 25th; all agreed any development at this location would need to be subject to commercial design guidelines.
- Open Space Design Bylaw – Ryan is reviewing this bylaw and may have some new ideas
- Erosion Control Bylaw – McBee will attend the October 4th meeting of the Conservation Commission to discuss revising the bylaw; areas that need clarification are what is the associated area when determining slope and why was the total area cleared set at 30,000 square feet; Allard will review the State's Stormwater requirements; McBee wondered if abutter notification should be part of the application process.
- Groundwater Protection Overlay – Ryan will review district maps to determine if other parcels fall into the same category as 72 Mass Ave

ZBA Request for Comments – 62 Old Littleton Road

Ryan will review this application, which is on the ZBA agenda for October 10th.

Adjournment

Maiores made a motion to adjourn the meeting at 8:25pm. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planning Board Agenda, dated Monday October 1, 2018

Approve Minutes

- Draft Harvard Planning Board Meeting Minutes, September 17, 2018, prepared by Liz Allard