

**TOWN OF HARVARD  
PLANNING BOARD  
AUGUST 17, 2022  
STRATEGIC PLANNING SESSION  
APPROVED: FEBRUARY 27, 2023**

**Members Present:** Richard Cabelus, Staci Donahue, Brian Cook, Doug Thornton, Arielle Jennings (departed at 9:15pm) and John McCormack

**Others Present:** Frank O'Connor (Director of Planning) and Liz Allard (Land Use Administrator/Conservation Agent)

**1. Review Policy & Procedure**

- Planning Board Handbook - New members received their handbooks; existing members received necessary supplements
- Attending Citizen Planning Training Collaborative Training Sessions – These sessions are offered throughout the year and provide an annual conference in March at Holy Cross. Funding is available for members/staff to attend.
- 1-on-1 Training with new members/Role of the Staff – Staff is always available to provide necessary training and guidance to the board members.
- Social Media – New and existing members were reminded that the Town has a website that is used to disseminate any necessary information pertaining to the activities of the Planning Board. Staff does not use NextDoor Harvard (NDH) as a way to promote activities of the Planning Board. Occasional posting of an upcoming event may be done on NDH by a Board member, but members should never engage on that platform as discussions should take place during public meetings.

**2. Master Plan**

- Reviewed Progress of Implementation
- Reviewed Select Board FY2023 Goals, including the use of American Rescue Plan Act funds for Form-Based Code
- Set Priorities for FY2023 – See item 6. Protective & General Bylaw Amendments, below
- Future Direction and Vision – 8% slope

**3. Transportation Advisory Committee (TAC) Update**

- The TAC is floundering as they are feeling ignored by the Select Board
- TAC plans to meet the Select Board in September to determine if they should be dissolved; this would put all things transportation back on Planning Board. It was suggested the Board voice their opinion on this matter to the Select Board.

**4. Ayer Road Corridor**

- Mass DOT Transportation Improvement Project (TIP)
  - The public hearing for the 25% design plan has been conducted
  - 2026 is the expected date as to when this project will commence
- Vision Plan
  - Market & Fiscal Impact Analysis – Weitzman Real Estate Consultants are working on this phase
  - Phases 2 and 3 – Funding through the Rural and Small Town Grant is still a potential along with American Rescue Plan Act funding

**5. Housing**

- Housing Production Plan (HPP)
  - Municipal Affordable Housing Trust (MAHT) is working with MetroWest Development Collaborative to update the HPP and get it certified
  - MAHT is seeking public input through a survey
  - January deadline for the completion of the Plan
  - The new plan will need to be in harmony is Open Space Residential Development, Multi-family

and Continuing Care Residential Development bylaws

- §125-57 Senior Residential Development Bylaw – Next step is updating the Open Space Residential Development bylaw
- Housing Choice Initiative Program – Jennings will share this information with MAHT
- Inclusionary Bylaw – Jennings is eager to

#### **6. Protective & General Bylaw Amendments**

- Fall Annual Town Meeting 2022
  - No Protective Bylaw amendments proposed
- Spring Annual Town Meeting 2023
  - §125-57 Senior Residential Development Bylaw
    - Consider amending the number of units allowed annually §125-57D(2)
  - §125-42 Mapping the Multi-Family District
    - Map existing – work with Peter Dorward from the Open Space Committee
    - Reach out to those on the list to explain why they are being included as multi-family
    - What's the tax implication; discuss with accessing
  - §125-41 Sign Bylaw
- Fall Annual Town Meeting 2023
  - §125-35 Open Space Residential Development Bylaw
  - 125-9 Multi-family
- Future Annual Town Meetings
  - MBTA Multi-family Requirements – update §125-9 Multiple residence use
  - Town Center Zoning District
  - Re-codify Zoning Bylaw

#### **7. Appoint Liaisons & Representatives**

- Montachusett Regional Planning Commission - Donahue
- Montachusett Joint Transportation Committee - Donahue
- Community Preservation Committee - Thornton
- Design Review Board – Cabelus
- Historic Commission Nominee - Cabelus
- Climate Initiative Committee - Donahue
- Harvard/Devens Jurisdiction Committee – McCormack
- Open Space Committee – Cook
- Transportation Advisory Committee - Donahue
- Master Plan Implementation:
  - Water & Sewer Commission - Cabelus
  - Conservation Commission - McCormack
  - Community Preservation Commission - Thornton
  - Municipal Affordable Housing Trust – Jennings
  - Energy Advisory Committee – Donahue
  - Select Board – Cabelus
  - Bare Hill Pond Watershed Management Committee – Cook
  - Board of Health – Thornton
  - Park & Recreation Committee – Jennings
  - Department of Public Works – Cabelus
  - Historic Commission – Cabelus

#### **8. Miscellaneous Items**

- Relocation of Land Use Boards & Building Department Office
  - Once the new Council on Aging building on Lancaster County Road is ready for occupancy the Land Use Boards (Board of Health, Conservation Commission, Planning Board and Zoning Board of Appeals), along with the Building Department will be relocating to the Hildreth House
  - As part of the transition a new Land Use Boards/Building Department Administrative Assistant position has been created. This will allow the current Land Use Administrator/Conservation agent to transition to the full-time Conservation Agent
- Design Review Board

- The application before the Board for the development of 203 Ayer Road is the first time the DRB has been engaged
  - 125-38 and the Commercial Design Guidelines
- Montachusett Regional Planning Commission (MRPC)
  - The Town pays an annual fee to MRPC for services they provide
  - The Town receives 8 hours of fee GIS services annually
  - District Local Technical Assistant Grants are provided annually through the Department of Housing & Community Development
- Grants – The many opportunities available for funding should be tracked by the Planning Director

Donahue made a motion to adjourn the meeting at 9:34pm. Cook seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye; Cook, aye; Thornton, aye; and Cabelus, aye.