

**HARVARD PLANNING BOARD
MEETING MINUTES
MARCH 31, 2016
APPROVED: AUGUST 1, 2016**

Chair Kara McGuire Minar called the meeting to order at 7:03pm in the Haggood Room at 7 Fairbank Street under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Erin McBee, Michelle Catalina and Fran Nickerson

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Lucy Wallace, Didi Chadran, Doug Ludwig and Victor Normand

Master Plan Website

Didi Chadran stated the issue at hand is that the former chairman of the Master Plan Steering Committee, Joe Hutchinson, has been administrating the Master Plan website, as well as paying for it. Chadran asked if it is worth it to maintain the website. In order to retain the domain name it would cost under \$10/year, hosting the website would be about \$85/year. Catalina asked if the website is being used. Chadran was not sure. The site has been being maintained by Joe Theriault, who is no longer volunteering for any committee or board in Town. Scanlan thought it made sense to have the information pertaining to the Master Plan on the Town's website. Members of the Planning Board agreed that Hutchinson should be reimbursed for the website fees he has paid to date. Catalina agreed with moving the Master Plan information to the Town website. McBee was inclined to put the information on Town website, as was Nickerson.

Final Review & Accept Harvard's 2016 Master Plan

McGuire Minar thanked the members of the Master Plan Steering Committee for their commitment to the process; the dedication shows in the excellence of the Master Plan. McGuire Minar is pleased with everything the Harvard Press said about the Master Plan in a recent article. McGuire Minar thanked Lucy Wallace in particular, who has been here since to the beginning of the process. With that said McBee made a motion to accept the Master Plan from the Steering Committee. Nickerson seconded the motion. The vote was unanimously in favor of the motion. McGuire Minar thanked Bill Scanlan for his effort to get the Master Plan across the goal line as well.

Disband the Master Plan Steering Committee

Catalina made a motion to disband the Master Plan Steering Committee. McBee seconded the motion. The vote was unanimously in favor of the motion.

Approve Invoice

Allard stated the Board has received the following invoice for inclusion on the next bill warrant.

- William Scanlan - \$3000.00

Catalina made a motion to approve the above mentioned invoice. McGuire Minar seconded the motion. The vote was unanimously in favor of the motion.

Town Planner Report

Scanlan stated he has been notified by Montachusett Regional Planning Commission that the Planning Board's application for District Local Technical Assistance has been approved for the revision of the Open Space and Conservation – Planned Residential Development bylaw.

Board Member Reports

McBee reported due to the lack of availability of the members the Town Center Transportation Committee has cancelled its meeting this week.

Continuation of the Protective Bylaw Amendment Hearing. Opened at 7:30pm

Assign Bylaw Amendments

Assignments for the warrant articles at the annual town meeting were designated as the following:

Article 49: Town Planner – McGuire Minar

Article 51: Amend 125-3 Existing Lots, Structures and Uses – Catalina

Article 52: Amend 125-2, 125-13 & 125-52 Assisted Living Facilities - Catalina

Article 53: Amend 125-30E & 125-39C Commercial Development - McBee

Article 54: Amend 125-32C Sewage and Other Potential Sources of Contamination - Catalina

Planning Board Retreat – April 9th

McGuire Minar reminded the members of the Planning Board retreat scheduled for April 9th at 9:30am at Emma's Café in Stow.

Adjournment

Catalina made a motion to adjourn the meeting at 8:14pm. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____

Harvard Planning Board

Continuation of the Protective Bylaw Amendment Hearing Minutes

March 31, 2016

Chair Kara McGuire Minar opened the hearing at 7:30pm in the Hapgood Room at 7 Fairbank Street under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Erin McBee, Don Graham, Michelle Catalina and Fran Nickerson

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner) and Mark Lanza

- Amend 125-2, 125-13 & 125-52 to include Assisted Living Facility as an allowed use
Town Counsel Mark Lanza reviewed the proposed amendment and suggested the planning Board reconsider the minimum lot size for an assisted living facility. Lanza recommend 1.5 acre minimum with an additional 5,000 square feet per unit.

Lanza stated the Town is not required to provide ambulance service to an assisted living facility. Impact fees can be implied. Lanza will revise the proposed language.

Lanza stated the suggested amendments by Lou Russo are outside the scope of the amendment and cannot be included.

Catalina made a motion to continue the hearing to April 5, 2016 at 6:30pm outside the auditorium at the Bromfield School

- Amend 125-30E(3) & (4), 125-39C(2) for development within the commercial district
Lanza stated many towns have reduced setbacks in the commercial district and see no issues with the amendments as proposed.

With no further questions or comments on these amendments McBee made a motion to close the hearing. Catalina seconded the motion. The vote was unanimously in favor of the motion.

After a brief discussion, McGuire Minar made a motion to approve the amendment to Chapter 125-30E(3) & (4) and 125-39C(2) as drafted. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk