

**HARVARD PLANNING BOARD  
MEETING MINUTES  
APRIL 09, 2016  
APPROVED: August 1, 2016**

Chairwoman Kara McGuire Minar opened the meeting at 9:30am at Emma's Café in Stow.

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

**Others Present:** Liz Allard (LUB Admin.) and Bill Scanlan (Town Planner)

**Towner Planner FY16**

Town Meeting vote approved \$60,000 for fiscal year 2017 for the Town Planner.

**ACTION:**

- Determine if the agreement previously made with the Finance Committee on an hourly rate will stand now that the amount has been increased
- Revise Request for Proposals to include implementation of the Master Plan, the Commercial Design Guidelines and updating the Affordable Housing Plan
- Work with Personnel Board to create a permanent position

**Approve Invoices**

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

- William Scanlan - \$3000.00
- Emma's Café - \$68.00

Catalina made a motion to approve the above mentioned invoices. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

**Approve Special Permit – Sprint, 47 Poor Farm Road**

McBee made a motion to approve the Special Permit for Sprint at 47 Poor Farm Road as drafted. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

**Master Plan**

- **Printing ACTION:**
  - Reuse Phase I cover
  - Maps reformatted to 11x14
  - 20 copies.
- **Implementation ACTION:**
  - Get materials to each of the boards/committees/commissions
  - Detail their goals with liaisons from each boards/committees/commissions
  - Engage former Master Plan Steering Committee members as the liaisons to each boards/committees/commissions
  - Follow up with liaisons every six months
  - Each September send out letter to each boards/committees/commissions requesting update on Zoning Bylaw amendments

- Check-in each November to determine if assistance is needed on the bylaw language
- Each May work with boards/committees/commissions on non-bylaw related goals
- Report progress annually at Town Meeting

### **Grants**

- **MRPC DLTA Grant – Bungalow Bylaw ACTION:**
  - Montachusett Regional Planning Commission will be sending scope and contract shortly
  - June start up date
  - Fall outreach
  - Complete by December 31, 2016
- **PATH from DHCD for the Hildreth House ACTION:**
  - Scanlan will research available grant money
  - Determine if Harvard is suppose to have a multi-family district

### **Affordable Housing Plan ACTION:**

- Updating the existing plan to include goals from Master Plan
- Determine progress to date of meeting goals in previous Plan
- Meet with Ron Ricci to determine what the Board of Selectmen (BOS) is seeking on Hildreth land
- Write letter to BOS in response to March 16, 2016 letter

### **Devens Zoning Amendments**

Mass Development is seeking bylaw amendments that will create a bigger parcel in the Innovation and Technology Business that may attract a bigger bio-pharmaceutical company, but reduces the land available for residential housing development.

### **ACTION:**

- Need to modify the language in Chapter 498 where it states the requirements of affordable housing
- Scanlan to write letter to Mass Development, the BOS, and Municipal Affordable Housing Trust, status update on amendments and interested in an 80% AMI remaining in place for the remaining units

### **Protective Bylaw Amendments**

- **Use Chart ACTION:**
  - Wait until Protective Bylaw is re-codified
- Chapter 125-35 Open Space & Conservation – Planned Residential Development (see Grants above)
- Tiny Houses – no action, according to Board of Health these structures would need their own well and septic system; with high land values there is a sense Harvard is not an ideal location for this type of housing
- **Airbnb's ACTION:**
  - Obtain feedback on allowing in agricultural-residential district through Nextdoor Harvard

**Commercial Design Guidelines ACTIONS:**

- Planning Board needs to review and approve final document
- Determine Protective Bylaw amendments for 2017
- Create design review board
- Create brochure
- Meet with engineers, architects and developers in September
- Hold another public forum in September

**Transportation**

- **Town Center Transportation ACTION:**
  - Public Forum & Recommendations
  - Final report in June
  
- **Ayer Road Improvements ACTION:**
  - Continue to work with BOS and others on proposed round-about
  
- **Traffic Counts ACTION:**
  - Turning movement count at Dunkin Donuts
  - Town Center
  
- **MBTA Assessment ACTION:**
  - Poll residents on what stations they are used and would they be interested a shuttle
  - Talk to MRPC about funding
  - Discuss with St. Theresa's about it as a shuttle location

**Miscellaneous Items**

- **Scenic Road Enforcement ACTION:**
- Need to develop better plan for scenic road management and enforcement with the tree warden
- Educate general public
  
- **Electronic Application Filling Process**  
Scanlan reported there does not seem to be any movement on getting applications online

**Adjournment**

McGuire Minar thanked everyone for taking time to attend the meeting today. Graham made a motion to adjourn the meeting at 12:02pm. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: \_\_\_\_\_  
Liz Allard, Clerk