

Action Items	Member/Staff Responsible
HEAC Comments to CDR & Application for 4/3 Mtg	Scanlan/Allard
Notification to Press & others the shuttle survey will be closing shortly	Scanlan
Conservation Assistance for Small Communities Grant	Scanlan
Review Housing Plan prior to meeting	All
DLTA Grant – Due April 3 rd	Scanlan
Discuss motions on the floor at ATM w/ FinCom Chair (Town Planner & additional hours for BOH clerk to assist LUB)	McBee/Catalina

**HARVARD PLANNING BOARD
MEETING MINUTES
MARCH 20, 2017
APPROVED: APRIL 10, 2017**

Vice Chair Erin McBee called the meeting to order at 7:05pm in the Town Hall Meeting Room, 13 Ayer Road, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Michelle Catalina, Fran Nickerson and Rich Maiore (associate member)

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

Board Members Reports

Catalina reported the request for proposals for 166 Littleton Road, the Poor Farm, are due Monday morning. The Municipal Affordable Housing Trust will be meeting that afternoon to review the proposals.

The Housing @ Hildreth House (H@HHC) Committee has reviewed the preliminary site plan and has provided comments back to the engineer. The site plan details the width of the road at 24'; Scanlan wondered if 20' would be suitable to match the width of the existing driveway. The H@HHC requested the revised plan:

- Reduce the number of units within the buildings;
- Reduce the number total units;
- Provide exclusive open space, as required by 125-55E(2);
- Reduce to one car garage, and
- Include crawlspaces as opposed to buildings on a concrete slab.

The Planning Board requested there be:

- Direct access to the Hildreth House for units adjacent to the Hildreth House, as required by 125—5G(6);
- Provide screening from the abutters,
- Roadway to remain at 24' as proposed; and
- Fire access to be addressed by the Fire Chief.

Planner Report

Scanlan provided updated results from the commuter rail shuttle survey that had been previously provided to the Board. Scanlan stated he has spoken with Montachusett Regional Planning Commission who has stated Harvard is not eligible for a second MART van for this service. Nickerson stated the

Council on Aging (COA) would want a second van in order to make this service work in conjunction with existing services provided by COA. The survey will close at the end of next week.

Scanlan stated there is a grant opportunity for consultation and technical assistance for the development of an open space design bylaw, known as Conservation Assistance for Small Communities. After a brief discuss members requested Scanlan confirm whether funding under this grant would be available for a financial analysis of this type of development.

District Local Technical Assistance Grants

Scanlan stated the Board had agreed to revisit this grant opportunity, which has an application deadline of April 3rd. After a brief discussion members agreed to pursue assistance on a water resource protection bylaw under this grant.

Amendments to Chapter 133 Planning Board Procedural Regulations Hearing – Design Review Board. Opened at 8:05pm

Approve Invoice

Liz Allard stated the following invoice has been received for inclusion on the next bill warrant:

- William Scanlan - \$2530.00

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

Minutes

Catalina made a motion to approve the minutes of March 6, 2017 as amended. Nickerson seconded the motion. The vote was unanimously in favor of the motion for those members eligible to vote.

2016 Master Plan Implementation

A letter to all of the boards and committees needs to be finalized and sent along with the action plan for each of those boards and committees. Catalina suggested some face time with some of these boards and committees; or perhaps representatives from each of the boards and committees could meet with Scanlan for guidance. Members agreed to review the list of assignments for each Board member after Town Meeting.

Board of Selectmen Public Forum March 23rd – Devens Ballot Question

This was a reminder to Board members of this event.

Planning Board Retreat

Members agreed to hold this year's retreat on the evening of April 24th at 6:00pm.

Chapter 125 Amendments @ Annual Town Meeting

Members agreed to the following assignments for Town Meeting:

Article 17 Town Planner: McBee

Article 42 Amend Protective Bylaw 125-30C Height: Nickerson

Article 43 Amend Protective Bylaw 125-56 Temporary Marijuana Moratorium: Catalina

Members discussed support from others to increase the Finance Committee's recommendation of \$40,000 for the Town Planner. McBee agreed to contact the FinCom chair to discuss the data used to base their decision.

In addition, there are discussions happening amongst the Land Use Boards (LUB) in regards to requesting the four hours for LUB for administrative assistances, to be added to the incoming Board of Health admin. Catalina will also be in touch with the FinCom chair to let him know a motion on the floor is in the works for these hours.

Housing Production Plan Update

Members agreed to review the remainder of the plan on their own and to further discuss again after the annual town meeting. Scanlan is in the process of drafting the implementation section of the plan.

Adjournment

Nickerson made a motion to adjourn the meeting at 8:41pm. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planning Board Agenda, dated Monday March 20, 2017

Housing Production Plan Update

- Town of Harvard Housing Production Plan , dated March 13, 2017

Approve Invoice

- INVOICE – William Scanlan, Consulting Planner, dated March 3, 2017

Approve Minutes

- Harvard Planning Board Meeting Minutes, prepared by Liz Allard, dated March 6, 2017 and revised by Bill Scanlan

Harvard Planning Board

Chapter 133 Procedural Regulations Amendment – Design Review Board

Meeting Minutes

March 20, 2017

Vice Chair Erin McBee opened the hearing to order at 8:05pm in the Town Hall Meeting Room, 13 Ayer Road, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Michelle Catalina, Fran Nickerson and Rich Maiore (associate member)

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

After a brief update on the amendment to the regulations, Catalina made a motion to accept the addition of Article XX Design Review Board to Chapter 133 Planning Board Procedural Regulations. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Maiore agreed to chair the Design Review Board (DRB) if he is elected to the Planning Board on April 4th. Maiore will also reach out to previous committee members to see if they are interested in serving on the DRB.

Signed: _____ Liz Allard, Clerk