

Action Items	Member/Staff Responsible
BOS funding for Conservation Assistance for Small Communities Grant	Scanlan
Send above grant application to PB Members	Scanlan
Master Plan Action Plan for Retreat	Allard
Design Review Board Appointments	Maiore
Ask for questions from Charter	Allard
Send 2017 Planner RFP	Allard
Reduced Frontage Lots	Scanlan
Letter to ConCom re: Open Space & Recreation Plan comments	Catalina

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

Vice Chair Erin McBee called the meeting to order at 7:04pm in the Hildreth House, 15 Elm Street, 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

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

Election of Officers

Catalina made a motion to elect Erin McBee as the Chair of the Planning Board. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Catalina made a motion to elect Rich Maiore as the Vice Chair of the Planning Board. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Catalina made a motion to appoint Liz Allard as the clerk of the Planning Board. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Liaison Assignments

Members reviewed and agreed upon the following liaison assignments:

- Montachusett Regional Planning Commission – Erin McBee
- Montachusett Joint Transportation Committee – Rotating Schedule of Members as necessary
- Community Preservation Committee – Michelle Catalina
- Historical Commission – Daria Swanton (expires 6/30/2017)
- Municipal Affordable Housing Trust – Fran Nickerson
- Design Review Board – Rich Maiore
- Housing @ Hildreth House – Fran Nickerson
- Ayer Road Traffic Group – Rich Maiore

Assignments under Master plan Implementation will be further reviewed at the April 24th retreat of the Planning Board.

Board Members Reports

There were no reports from the Board members this evening

Planner Report

Scanlan stated the District Local Technical Assistant grant has been submitted to Montachusett Regional Planning Commission. The applications are reviewed by the Department of Housing and Community Development, with applicants notified in May as to whether or not the grant has been awarded.

Scanlan has drafted the application for the Conservation Assistance for Small Communities Grant in regards to financial analysis of the impact Open Space Design development will have on Harvard. Members requested the draft application be sent to them. The grant is a reimbursement grant for up to \$8000. As a reimbursable grant the Planning Board will need to come up with funding for the analysis up front. In addition the revised bylaw will need to be brought before town meeting.

Maiore made a motion directing Scanlan to contact the Board of Selectmen in regards to funding for the financial analysis of the impact of an Open Space Design development. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Scanlan was seeking the Planning Board's opinion on a use proposed at the AppleWorks building within the Commercial district. Walden Woods Brewery is interested in leasing space in the AppleWorks building in which they will be brewing beer, operate a tasting room, which would serve 4 oz samples, as well as 12oz pours and growler fills to-go. The Building Commissioner has determined the brewing and sampling are both uses allowed within the Protective bylaw, as light manufacturing (125-14B) and retail business (125-13J), but the pouring of 12oz brews would be considered a bar, which is not allowed under the Protective Bylaw.

After discussing all of the options' available, the members agreed that the use would be light manufacturing and retail, but the 12oz pour would be considered a bar, which is not an allowed use. Members agreed to begin the work necessary to create a bylaw that would allow for the brewing and pouring on-site for the special town meeting in the fall.

Scanlan recommended the removal of the Commuter Rail survey as responses have declined. To date there have been 178 responses. Members agreed to end the survey.

The revised site plan for Housing @ Hildreth House Committee was reviewed by the members and includes:

- 18 units total, 4 single-family units and 7 duplexes;
- designated common space;
- one-car garage for each unit; and
- some units have second story with second bedroom.

Discussions in regards to re-locating the fire boat still need to be had with the Fire Chief. Catalina has concerns with water runoff toward the fellowship building, as well as screening from abutters. Stormwater calculations have not been completed as of yet to determine exactly what type of systems will be required to manage water on the property.

Approve Invoices

Liz Allard stated the following invoices have been received for inclusion on the next bill warrant:

- William Scanlan - \$3300.00
- William Scanlan - \$2475.00

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

Minutes

Catalina made a motion to approve the minutes of March 20, 2017. Maiore seconded the motion. The vote was unanimously in favor of the motion for those members eligible to vote. Nickerson abstained.

Commercial Design

- **Design Review Board Application**

On a motion made by Catalina and seconded by Nickerson, the Board unanimously approved the Application for Design Review in the C-District

- **Comments from Harvard Energy Advisory Committee**

On a motion made by Maiore and seconded by Nickerson, the Board unanimously approved the amendments made by the Harvard Energy Advisory Committee to the Design Guidelines for Commercial Development

- **Design Review Board**

- On a motion made by Catalina and seconded by Nickerson, the Board unanimously voted Maiore as chair of the Design Review Board

- Maiore will follow-up with previous members of the Commercial Design Standards Task Force to determine if they are interested in serving on the Review Board

Comments to the 2016 Open Space & Recreation Plan

Catalina stated the Open Space & Recreation Plan looks great and volunteered to draft a letter to the Conservation Commission to that effect.

Meeting with Charter Commission – May 2nd

Members were notified of the Charter Commission's request to attend the May 2nd meeting to discuss the draft Charter. As currently drafted the Planning Board would be an appointed board as opposed to elected; implementing the Master Plan would be a function of the Board of Selectmen; and there would be term limits for all boards and committees of two years. Members agreed to discuss this further at the April 24th strategic planning session.

Fiscal Year 2018 Town Planner Request for Proposals

Allard will provide the members with the FY17 Request for Proposals for the Town Planner and members will further discuss at the April 24th strategic planning session.

Housing Production Plan Update

Catalina has reviewed the Plan and would like the Board of Selectmen and the Municipal Affordable Housing Trust to review the Plan.

After a brief discussion, Maiore made a motion to approve the Housing Production Plan as drafted. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

2016 Master Plan Implementation

Members agreed the letter previously drafted to the Boards and Committees should be sent from Scanlan. Letters and action plans will be sent to all Boards and Committees as soon as possible.

Memorandum of Understanding – Hours for administrative assistant to the Land Use Boards under the Board of Health budget

Catalina made a motion to approve the above referenced MOU as amended and approved by the Conservation Commission. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Planning Board Retreat

Members agreed to hold this year's retreat on the evening of April 24th at 6:00pm at the Hildreth House. Any items to be included on the agenda should be sent to Allard no later than Tuesday April 18th.

Adjournment

Catalina made a motion to adjourn the meeting at 8:59pm. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planning Board Agenda, dated Monday April 10, 2017

Housing Production Plan Update

- Town of Harvard Housing Production Plan , dated March 13, 2017
- Section V Implementation Strategies, pages 56 & 57, Housing Production Plan, 2017
- Recommendations from the 2011 Plan, pages 58-68, Housing Production Plan, 2017

Approve Invoice

- INVOICE – William Scanlan, Consulting Planner, dated March 17, 2017
- INVOICE – William Scanlan, Consulting Planner, dated March 31, 2017

Approve Minutes

- Harvard Planning Board Meeting Minutes, prepared by Liz Allard, dated March 20, 2017 and revised by Bill Scanlan

Commercial Design

- Application for Design Review in the C-District, undated
- Appointment of Design Review Board, undated
- Procedures for the Design Review Board, undated
- Comments on "Design Guidelines for Commercial Development" Undated draft from Summer, 2016, Harvard Energy Advisory Committee, October 26, 2016

2016 Master Plan Implementation

- Memo from Kara McGuire Minar, Subject: Master Plan Recommendations, dated November 7, 2016
- Chapter 11 Action Plan, Harvard Master Plan 2016