

**HARVARD PLANNING BOARD
STRATEGIC PLANNING SESSION
MEETING MINUTES
APRIL 24, 2017
APPROVED: MAY 10, 2017**

Chair Erin McBee called the meeting to order at 6:09pm 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)

Approve Invoice

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

- Emma's Café - \$53.00

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

Master Plan

- **Implementation**
 - Letters have been sent to each of the Boards & Committees that have tasks within the action plan
 - Liaison appointments were finalized
 - An annual reminder should be sent to each of the boards and committees
- **Review Goals & Set Priorities**
 - **No Priority:**
 - Form a Master Plan Implementation & Evaluation Committee
 - **Low Priorities:**
 - Recodify Zoning Bylaw
 - Amend Zoning Bylaw to allow tourist oriented businesses in the AR district
 - **Medium Priority:**
 - Create vision for Commercial District that encourages village or Main Street style development
 - **High Priority:**
 - Make the Town Planner position a full-time employee of the Town
 - Amend the Accessory Apartment Bylaw, Chapter 125-18.1
 - Provide for mixed-use buildings as of right in the Commercial District
 - Revise OSC-PRD bylaw, Chapter 125-35
 - Amend Zoning bylaw to provide for agricultural-related businesses

ACTION ITEM	Member/Staff Responsible
Revise Town Planner Job Description	Catalina
Work with Ron Ostberg to create vision for C-District	Scanlan
Discuss Amending Chapter 125-18.1 with ZBA	Allard
Provide examples of brewery bylaws from other towns	Scanlan
Contact CPIC Chair for process of applying for funding	Allard

Grants FY18

- Recreation Trail Grant from Executive Office of Energy and Environmental Affairs, due February 1st of each year. Potential trail projects include:
 - Connect Harvard to Devens Trail
 - Connect the Town Center with the ball fields on Depot Road and extend the trail to the McCurdy Track on Lancaster County Road
 - Trail around Bare Hill Pond
- District Local Technical Assistance from MRPC, grant round in the fall
- Complete Streets from MassDOT, due dates vary depending on tier. Apply for up to \$50,000 for technical assistance in completing Tier 2, Complete Streets Prioritization Plan for:
 - Town Center
 - Ayer Road
- Community Transit Grant Program from Mass DOT, due June 12, 2017
 - Additional COA van; information on the grant program has been forwarded to the Town Administrator.
- MassWorks Infrastructure Program – Small Town Road Assistance Program (STRAP) category, from Executive Office of Housing and Economic Development due in September
 - Re-apply for road and pedestrian improvements in the Town Center

ACTION ITEM	Member/Staff Responsible
Follow-up Trail Grant for Devens in September	Scanlan

Town Center

- Create overlay district; members agreed not this year
- Continue to assist on transportation improvements

ACTION ITEM	Member/Staff Responsible
Continue to assist on transportation improvements	Scanlan

Housing Production Plan

- The updated Plan has been submitted to the Department of Housing and Community Development
- Plan needs to be sent to the Board of Selectmen for their approval

ACTION ITEM	Member/Staff Responsible
Send BOS updated Housing Production Plan for approval	Scanlan

Devens

- Master Plan Recommendations are the responsibility of the Board of Selectmen, but members want to be involved with resuming jurisdiction at Devens

ACTION ITEM	Member/Staff Responsible
Draft letter to BOS requesting involvement in process of resuming jurisdiction at Devens	McBee

Protective Bylaw Amendments

- Use Chart
 - Approve a as a guidance document at next Planning Board meeting
- Chapter 125-35 Open Space & Conservation – Planned Residential Development
 - Submit grant application under Conservation Assistance for Small Communities for financial analysis
 - Prepare amendment for annual town meeting 2018
- Bungalow District
 - Provide for the ability to have two small houses on one conforming lot
 - Can the bylaw restrict the square foot of each house
 - Shared septic & water
 - Can the number of permits annually be restricted
 - Ask League of Woman Voters to assist with forum to determine how this type of development would be received in the Town
 - Prepare bylaw for annual town meeting 2019
- Breweries
 - Seek Town Counsel advice on allowing this type of use
 - Would including “pubs” as an allowed use cover the desire of breweries to have on-site tastings
 - Build case based on previous surveys that this is a use requested by the town.
 - To be allowed in commercial district only
 - Prepare bylaw amendment for special town meeting (STM) September 2017
- Farm to Table Restaurants
 - Gather bylaws from other communities
 - Determine of size of properties in Town that are under Chapter 61A
 - Prepare bylaw for annual town meeting 2018
- Marijuana
 - Depending on timing of State regulations may be able to bring bylaw to annual town meeting 2018
- Scheduling & Procedures for Town Meeting
 - Hearings for September STM to start late July
 - Send letter to all boards and committees requesting any suggested bylaw amendments in September

ACTION ITEM	Member/Staff Responsible
Gather other town bylaws for Farm to Table Restaurants	Scanlan
Seek Town Counsel's Advice on Breweries	?

Commercial Design Guidelines

- Recruit former members of the task force to form review board
- Create vision for Commercial District that encourages village or Main Street style development

ACTION ITEM	Member/Staff Responsible
Recruit former members of the task force to form review board	Maiore
Work with Ron Ostberg Create vision for Commercial District that encourages village or Main Street style development	Scanlan

Transportation

- Ayer Road Improvements
 - Phase II funding for round-about was approved at the annual town meeting
- Traffic Counts (MRPC)
 - The four free counts per year have been applied for in the location of the proposed round-about
 - Is Littleton Road on the list of annual traffic counts
- MBTA Assessment & Commuter Shuttle
 - An additional van for the Council on Aging will be required in order for there to be a commuter shuttle

ACTION ITEM	Member/Staff Responsible
Continue working with BOS on Ayer Road round-about	Scanlan
Follow up with MRPC on annual traffic count of Littleton Road	Scanlan
Review application process for Community Transit Grant Program from Mass DOT for additional COA van	Scanlan

Miscellaneous Items

- Town Charter
 - Prepare letter to Charter Commission for approval at May 1st meeting
- Scenic Road Enforcement
 - Send letter to Cruft Lane property owner to educate on stonewalls, the permitting process, and the potential for fines
- Electronic Application Filling Process
 - Nothing new to report

ACTION ITEM	Member/Staff Responsible
Draft letter to Charter Commission for approval at May 1 st meeting	Catalina
Draft letter to Cruft Lane property owner	Allard

Town Planner

- FY18 Request for Proposals
 - Approve at May 1st meeting
- Town Planner FY19
 - Revise previously approved job description to be submitted to Personnel Board by August
 - Determine if position should be full- or part-time
 - Create 5-year plan for the Land Use office
 - Determine roles of the Planner and the Conservation Agent

ACTION ITEM	Member/Staff Responsible
Revise Town Planner Job Description	Catalina
Revise Town Planner RFP for May 1 st	Allard
Develop 5-year plan for Land Use Office	Catalina

Signed: _____ Liz Allard, Clerk

EXHIBITS & OTHER DOCUMENTS**Planning Board Agenda, dated Monday April 24, 2017****Approve Invoice**

- Emma's Café Invoice, Number 10312010, dated April 24, 2017

Master Plan

- Memo from Bill Scanlan, re: Master Plan Recommendations, dated April 19, 2017
- Master Plan Recommendations for the Planning Board, Harvard Master Plan, 2016

Housing Production Plan

- Harvard's Housing Production Plan, dated April 18, 2017

Devens

- Devens Recommendations from the Master Plan, undated

Protective Bylaw Amendments

- Non-Conforming Single & Multifamily Lots map, prepared by the Harvard Planning Department, dated April 2017
- Vacant, Non-Conforming Residential Lots map, prepared by the Harvard Planning Department, dated April 2017

Town Planner

- Request for Proposals Town Planner, dated May 2, 2016