

**HARVARD PLANNING BOARD
MEETING MINUTES
MAY 16, 2016
APPROVED: SEPTEMBER 12, 2016**

Chair Kara McGuire Minar called the meeting to order at 7:05pm 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, Don Graham, Erin McBee, Michelle Catalina and Fran Nickerson

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Connie Larrabee (Town Hall/Hildreth House Construction Committee), Ken Swanton (BOS), Lucy Wallace (BOS) and Valerie Hurley (Harvard Press)

Board Member Reports

McGuire Minar discussed the details of Site Plan approval for the Hildreth House. The Planning Board reviewed the site plan on April 25th, with notice for the request for proposal advertised on April 29th. McGuire Minar did reply "all" on a private email in which she said the plans were half-backed and flew out the door. This comment was an agenda item on the Town Hall/Hildreth House Construction Committee (TH³CC) meeting. In the mean time, McGuire Minar wrote to the chair of the TH³CC to explain her comments and worked out the traffic flow around the Town Hall campus. To McGuire Minar dismay when she attended the TH³CC meeting and tried to further discuss the topic of traffic flow, the discussion lead back to her comment about the process. McGuire Minar clarified that as it was characterizes in the paper is not how things happen. McGuire Minar apologized for her part in things not going well at that meeting.

Catalina stated she wanted on the record that she and McGuire Minar had been asked to meet with two members of the Board of Selectmen to make certain the access road to the Hildreth House was up to standard to handle a potential housing development in the future on the property.

McGuire Minar stated Montachusett Regional Planning Commission is hosting a meeting on the Economic Impact of Devens on May 19th at 7:30am at Great Wolf Lodge in Fitchburg.

McBee stated the Town Center Transportation Committee is conducting a public forum on May 26th at the elementary school.

Catalina stated the Community Preservation Committee (CPC) will be sending out reminders shortly for applications due in September, along with a reminder of filing with the Capital Planning and Investments Committee. CPC is speaking with Stuart Saginor, of the Community Preservation Coalition, about increasing the surcharge for the matching funds. The City of Boston may be adopting the Community Preservation Act, which will reduce the available funding across the State. CPC anticipates having final decision on the submitted applications by November.

McBee stated the survey for the update to the Open Space & Recreation plan is open until May 25th. A link is available on the Towns website.

Town Planner Report

Scanlan stated he is on the agenda for the Conservation Commission this Thursday to discuss the Ayer Road rotary. The first step of removing land from conservation is a positive vote from the Commission.

Review and Approve Site Plan - Town Hall/Hildreth House Construction Committee, 15 Elm Street (aka the Hildreth House)

Scanlan had reviewed the site today with Tim Bragan who had some suggestions for future parking. Ken Swanton elaborated on the matter being on the Board of Selectmen (BOS) agenda tomorrow night. Swanton thinks it great that the Planning Board is considering the future, but need to see what comes out of the Town Center Transportation report. Catalina supports the curb as long as DPW can maintain it during plowing. Graham is ok with it, agrees with McBee that people may not want to go through the stop sign and cut across the proposed curbing. All agreed that the site plan shall include conditions for additional sidewalk that joins the lower parking area with the upper area, the removal of two parking spaces at the rear of Town Hall and the preferred traffic pattern should be directed north of the Town Hall with approval from BOS. Wallace thinks the traffic pattern does not need BOS approval, but the removal of the two parking spaces will.

Approve Invoice

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

- William Scanlan - \$2400.00

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

Scenic Road Enforcement

Recent marking of trees along scenic roads in Town have lead to questions of enforcement of the Scenic Road Bylaw (SRB). Allard explained National Grid has been marking trees that are considered dangerous to power lines along the roadways in Harvard for either removal or trimming. This activity is exempt from filing under the SRB under State House Bill No. 5220. All trees have been reviewed by the tree warden. A hearing under the Shade Tree Act is still required, but is up to the Tree Warden to conduct. After a brief discussion, the Board requested Scanlan draft a letter to Tree Warden expressing their concern with the activity.

Review District Local Technical Assistance Proposed Scope

Scanlan asked if the Board is seeking to have Montachusett Regional Planning Commission analyze the existing Open Space and Conservation-Planned Residential Development (OSC-PRD) Bylaw, Chapter 125-35 for amendments or are they seeking to draft an entirely new bylaw. Catalina stated she is fine with the scope as drafted, but thought it would include drafting a bungalow bylaw as well. After a brief discussion, Scanlan stated he would re-draft the scope for next meeting to include the bungalow bylaw.

MassDevelopment Zoning Amendment in the Devens Regional Enterprise Zone

Catalina attended the balloon test last week in association with the proposed zoning amendment. Catalina stated for the most part a development in that area is not going to be invasive; the paint color of a final building will help in reducing any development's appearance from the residential zone. Catalina stated there will be another test before the special town meeting.

Master Plan Review

Members reviewed Chapter 3 and 4 of the Master Plan and made minor edits, which Scanlan will incorporate. The Board will review Chapters 5, 6 and 7 at the May 23rd meeting.

Town Planner Request for Proposals Update

Members discussed and agreed to include the Request for Proposal for the Town Planner on the Massachusetts Municipal Association's website.

Adjournment

Graham made a motion to adjourn the meeting at 9:41pm. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk