

Action Items	Member/Staff Responsible
Draft survey for local farms re: agri-tourism	Scanlan
Update FY2018 Strategic Plan with achievements to date	Allard/Scanlan
Apply Open Space Models to Carlson Orchard	Scanlan
Obtain Current Poor Farm Plan presented to the Conservation Commission	Allard
Follow-up with Bolton Planner re: Farm to Table Restaurants	Scanlan
Research Phillipston's Bylaw re: Farm to Table Restaurants	Scanlan
Draft Comment letter to Charter Commission	McBee/Catalina

DRAFT
HARVARD PLANNING BOARD
MEETING MINUTES
SEPTEMBER 11, 2017
APPROVED: SEPTEMBER 18, 2017

Chair Erin McBee called the meeting to order at 7:03pm in the Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Michelle Catalina, Fran Nickerson and Stacia Donahue

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Peter Basile (Ag Commission), Frank Carlson (Ag Commission), Bruce Carlson and John Osborne (Harvard Press),

Discussion with Agricultural Advisory Committee re: Farm to Table Restaurants and Recreational Marijuana

McBee explained the 2016 Master Plan includes an action item to amend the Protective Bylaw to provide for agriculture-related business. With this in mind the Planning Board (PB) has been discussing the potential of a Farm to Table Restaurant bylaw for the 2018 annual town meeting. The PB wants to work with local farmers to develop creative ways to keep their businesses going. Peter Basile, chair of the Agricultural Advisory Committee, and Frank Carlson, a member of that Committee, were present to discuss this topic.

Carlson stated agri-tourism is the buzz word in a lot of places these days; the Committee will be meeting soon and may have some suggestion on crafting a bylaw as discussed this evening. Carlson stated farming in New England is changing all of the time, not only here in Harvard. Carlson stated he is approached consistently with requests for weddings in the orchard. Carlson stated food trucks have become the new "it" thing and his orchard has gone through the appropriate licensing process with the Board of Selectmen and the State to have a food truck on site for the fall season. Carlson also mentioned Red Apple Farm in Phillipston, has a function area that has a kitchen that can be utilized by caterers. Things to take into consideration would be noise from events such as weddings, as well as sanitation facilities. Basile suggested limiting these types of uses to Thursday through Sunday, since the orchards around town are within residential areas.

It was agreed that a survey should be sent to all of the farms in town to get a sense of how supportive they would be of such a bylaw and if they have any suggestions for other types of agri-tourism.

Basile stated he is not sure how the Ag Committee will feel on the cultivation of recreational marijuana, but will provide feedback once they have an opportunity to discuss as a committee. With no guidance from the State at this point the PB is struggling with how to proceed on this matter.

Prepare FY2018 Strategic Plan

After a brief discussion of the all-boards meeting held by the Board of Selectmen last week, the members agreed to have Allard and Scanlan add the items achieved to date to the strategic planning session of April 24th for approval at the next meeting.

Review Liaison Assignments

After reassignment of liaisons, Catalina made motion to approve the revised list of liaison assignments. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Catalina made a motion to recommend that the Board of Selectmen appoint Nickerson as the Planning Board Trustee on the Municipal Affordable Housing Trust Fund. Donahue seconded the motion. The vote was unanimously in favor of the motion.

ZBA Request for Comments

Both applications received from the ZBA are for conversion from seasonal residence at 12 Peninsula Road and 53 Turner Lane. Scanlan stated he saw no need to make any comments on these applications.

Board Members Reports – Committee Activities

McBee stated the individual who had expressed interest in the associate member position has determined he can not make the time commitment at this time.

McBee is working with a small group on the disposition of Devens who are working on a Request for Qualifications (RFQ) to complete an in depth analysis to assist with the town being able to make a final decision. Once the qualifications are reviewed the top-ranked respondents will be asked for a scope of work and then the State will be asked for funding for this scope of work. Members agreed to allocating two – three days of Scanlan's time to assist on drafting the RFQ as long as it does not affect the activities of the Planning Board.

Catalina stated Community Preservation Committee applications are due on October 13th for fiscal year 2019 funding. The Historical Commission is working towards the release of Request for Proposals for the completion of the stone wall along Mass Ave. The Conservation Commission has made a request for off-cycle funding for the protection of land along Still River Road, which if the CPC agrees, will be voted on at the special town meeting in November.

Scanlan stated Housing @ Hildreth House had a pre-bid meeting last week. The due date for the final proposals has been pushed back to October 4th. The appraisal is due Sept. 21. An article will be on the warrant for the November 6th special town meeting to dispose of the property.

Planner Report

Scanlan stated the Town has not heard back as of yet on the Complete Streets application submitted in August.

The Ayer Road Committee will be bringing back Lloyd Bristol to determine the best way to proceed with this project. TEC (The Engineering Corp.) is working on getting the section north of Poor Farm Road to the Ayer line on the Transportation Improvement Program.

Approve Invoice

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

- William Scanlan - \$2640.00

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

Approve Minutes

Catalina made a motion to approve the minutes of August 21 and 29, 2017 as amended. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

2018 Protective Bylaw Amendments for Annual Town Meeting

- Chapter 125-35 Open Space & Conservation – Planned Residential Development
 - Poor Farm scenarios were provided by Scanlan
 - Get five lot plan from Ross Associates recently presented to the Conservation Commission
 - Prepare scenario for Carlson's orchard
 - Montachusett Regional Planning Commission recommended density of one bedroom per 0.75 net buildable acres limits the number of bedrooms on the site to nine bedrooms, which is not attractive to a developer
- Farm to Table Restaurants
 - Follow-up with Bolton Planner
 - Research Phillipston's Bylaw for allowed use as discussed earlier this evening
- Recreational Marijuana
 - Need to determine typical sizes and water usage for cultivation facilities

Charter Commission

The comment letter has not yet been completed by Catalina, which needs to express the Board's opinion in regards to remaining an elected board as opposed to appointed by the Board of Selectmen. McBee and Catalina will work on this letter later this week.

Adjournment

McBee made a motion to adjourn the meeting at 9:23pm. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planning Board Agenda, dated Monday September 11, 2017

Approve Invoice

- INVOICE – William Scanlan, Consulting Planner, dated August 25, 2017

Approve Minutes

- Draft minutes of August 21, 2017 as prepared by Liz Allard and amended by Bill Scanlan
- Draft minutes of August 29, 2017 as prepared by Liz Allard and amended by Bill Scanlan