

Action Items	Member/Staff Responsible
Remind Design Review Board members they need to be sworn in by the Town Clerk	Allard
Send Bylaw Amendments to COA	Allard
Post Accessory Apartment Bylaw on NextDoor Harvard	Catalina
Apply the formula for open space to Carlson Farm	Scanlan
Attend Recreational Marijuana workshop October 3 rd at Holy Cross	Scanlan
Follow up with Lucy Wallace on how to proceed with obtaining funding for this position in fiscal year 2019.	McBee
Send the updated strategic planning minutes to the Board of Selectmen	Allard

**HARVARD PLANNING BOARD
MEETING MINUTES
SEPTEMBER 18, 2017
APPROVED: OCTOBER 2, 2017**

Chair Erin McBee called the meeting to order at 7:00pm 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, Rich Maiore and Stacia Donahue

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Al Combs (Design Review Board), Tim Kilhart (DPW Director), Kyle Hedrick (W&S Commission), Karen Chapman (MRPC) and John Osborne (Harvard Press)

District Local Technical Assistance Update from Montachusett Regional Planning Commission re: Land Use Strategy(s) for Protecting Water Supplies with the Water & Sewer Commissions

Karen Chapman, from Montachusett Regional Planning Commission (MRPC), was present to discuss the land use strategy for protection water supplies in the Town of Harvard. Kyle Hedrick, a member of the Water & Sewer Commission was, also present. Chapman stated there are two Zone II well head protection areas in Harvard that could use additional protection. Both of these zone are generated by public water supplies in the towns of Littleton and Ayer. In addition, Chapman suggests not only protecting Littleton and Ayer's Zone II, but Harvard should also protect the wells along Pond Road that fall under an Interim Wellhead Protection Area (IWPA). The wells along Pond Road have not had their Zone IIs delineated because of the difficulty identifying ground water flow to bedrock wells.

Chapman reviewed the Harvard Water Supply Protection Matrix she prepared and recommends Harvard consider a zoning bylaw. Ayer's Zone II includes part of the commercial district along Ayer Road and may require changes to uses allowed in that area. Aquifer Overlay Protection Districts are in place in both Littleton and Ayer. Chapman believes a general bylaw would not provide as strong oversight or enforcement power as a zoning bylaw. Growth Controls can phase development, but are frowned upon by the Attorney General's office. Best Management Practices can be done at any time, including public outreach and education.

Hedrick stated the Water & Sewer Commission continues to make recommendations for implementation of the suggestions from the 2006 Water Source Protection Plan. Additional protections of the wellheads are in the works including, the installation of new catch basins over the fracture line to the well field.

Chapman will look into the requirements for delineating the aquifer. Scanlan suggested if there is to be a zoning bylaw then the exceptions detailed under 310 CMR 22.21(2)(a)7 should require a special permit. In addition, Scanlan suggested the school department should be reminded of the need to store and dispose of hazardous substances under MGL c. 21C and 310 CMR 30.00. Updating the policies and procedure could perhaps be a project for the students.

Tim Kilhart, the Director of Public Works, believes if the Town is creating an overlay district for the Zone II's in Littleton and Ayer then Harvard should do so as well for the wells on Pond Road based on their IWPA's. There will be major changes in the area with the rebuilding of the elementary school, which is a good reason for adding an additional level of protection for the PWS on Pond Road.

Hedrick stated the Water & Sewer Commission is concerned with there being no back well up available should the existing wells fail.

After a discussion of which route Harvard should take all agreed Chapman should draft an overlay district bylaw, along with a revised map for review at the October 16th meeting.

Approve Invoices

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

- William Scanlan - \$2200.00
- Harvard Press - \$136.00

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

Approve Minutes

Catalina made a motion to approve the minutes of September 11 2017 as amended. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Protective Bylaw Amendments Hearing for Special Town Meeting. Opened at 7:47pm

- Amend Section 125-2 Definitions to include a definition for Micro-Brewery, Micro-Cidery, Micro-Winery
 - The members were in favor of adding a micro-meadery
- Amend Section 125-13 Medium-Scale Commercial Uses by adding a new section 125-13AB micro-brewery, micro-cidery, micro-winery
 - The members were in favor of adding a micro-meadery
- Amend Section 125-18.1 Accessory Apartment Use by removing "existing" within the Intent and deleting Section 125-18.1A(1)
 - The amendment should be sent to the Council on Aging for support
 - Catalina will post on Nextdoor Harvard.

Catalina made a motion to continue the hearing to October 2, 2017 at 7:30pm. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Design Review Board Kick-off Meeting

Al Combs was present to discuss the newly created Design Review Board (DRB), a subcommittee of the Planning Board. The DRB will meet when opportunities for development in the commercial district arise.

All members should be reminded to be sworn in by the Town Clerk prior to their first meeting. All Open Meeting Laws will apply to the subcommittee.

2018 Protective Bylaw Amendments for Annual Town Meeting

- Chapter 125-35 Open Space & Conservation – Planned Residential Development
 - Scanlan will apply the formula for open space to Carlson Farm on Oak Hill Road
- Farm to Table Restaurants
 - Rough draft would restrict it as an overlay district
 - 45 acres seems sizable and is it worth all the effort for a few parcels
 - Lands must be under Chapter 61A
 - The Planning Board is not tied to this as a bylaw, still in the thought process
 - Perhaps Agricultural Commission will have other suggestions for agri-tourism
 - Members wondered how Gibbet Hill in Groton is taxed
- Recreational Marijuana
 - Scanlan will attend the October 3rd workshop at Holy Cross

Board Members Reports – Committee Activities

McBee stated the Personnel Board meeting last week in regards to the grading of the Director of Planning position went well. McBee will follow up with Lucy Wallace on how to proceed with obtaining funding for this position in fiscal year 2019.

At the Charter Commission public input meeting there was plenty of discussion on the matter of elected versus appointed position for certain boards in Town. There was a discussion on the requirement to have a minimum of 150 registered voters at a town meeting.

Planner Report

Scanlan stated he met with architects for the elementary new school. As designed there will be a need for waivers from the requirements of the Protective Bylaw for such things as floor area ratio, building height and setbacks.

In regards to Housing @ Hildreth the appraisal for land came in at \$1.2 million. Requests for Proposals for the development of the property are due October 4th.

Complete Streets Update

Scanlan had nothing new to report. Awards should be made in October.

FY2018 Strategic Plan

The minutes from the strategic planning session of the Planning Board on April 24, 2017 were updated to include items achieved to date. Maiore made a motion to send the updated minutes to the Board of Selectmen. Catalina seconded the notion. The vote was unanimously in favor of the motion.

Adjournment

Catalina made a motion to adjourn the meeting at 8:49pm. Maiore 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 18, 2017

District Local Technical Assistance Update from Montachusett Regional Planning Commission re: Land Use Strategy(s) for Protecting Water Supplies with the Water & Sewer Commissions

- Department of Environmental Protection, Model Groundwater Protection Board of Health Regulations, updated 2011
- Department of Environmental Protection, Model Groundwater Protection District Bylaw, updated 2011
- Town of Groton, §218-30 Water Resource Protection Overlay District, amended 4-28-2008 ATM, Art. 23
- Harvard Groundwater Protection Summary Report, prepared by Karen Chapman, Principal Planner, MRPC, undated
- Harvard Water Supply Protection Matrix, undated
- Town of Townsend, §145-54 Ground Protection District, added 4-28-1998 ATM by Art. 33
- Town of Townsend, §145-40 Aquifer Protection Overlay District, amended 11-11-2002 STM by Art. 30
- Harvard, MA Water Supply Resources Map, prepared by Montachusett Regional Planning Commission GIS Department, dated September 2017
- Excerpt from 310 CMR 22.00 Drinking Water Regulations, 22.21 Ground Water Supply Protection, undated

Protective Bylaw Amendments Hearing for Special Town Meeting

- Draft Zoning Amendment for Breweries, Cideries and Wineries, dated July 11, 2017
- §125-18.1 Accessory apartment use, draft 7-31-2017

Design Review Board Kick-off Meeting

- Chapter 133 Article X, Design Review Board, Planning Board Rules and Regulations

Approve Invoice

- INVOICE – William Scanlan, Consulting Town Planner, dated September 8, 2017

Approve Minutes

- Draft minutes of September 11, 2017 as prepared by Liz Allard and amended by Bill Scanlan

2018 Protective Bylaw Amendments for Annual Town Meeting

- Draft Zoning Amendment Farm-to-Table Restaurant Overlay District, undated

Complete Streets Update

- MassWorks Improvements Harvard Town Center, Harvard, Massachusetts, prepared by TEC, undated

FY2018 Strategic Plan

- Draft Harvard Planning Board Strategic Planning Session Meeting Minutes, April 24, 2017, Approved: May 10, 2017, Updated: September 18, 2017