

**HARVARD PLANNING BOARD
MEETING MINUTES
DECEMBER 5, 2011
APPROVED: January 23, 2012**

Chair Kara McGuire Minar opened the meeting at 7:38pm in the Hildreth House under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125, the Protective Bylaw

Members Present: Kara McGuire Minar, Michelle Catalina and Maggie Green

Others Present: Liz Allard (LUB Admin) and Mark Cook (C Davis Associates)

Master Plan Steering Committee Update

Catalina informed the members of the progress of the Master Plan Steering Committee as of recently. A copy of the proposed survey was sent to the Planning Board members today; Catalina stated that it is a rough draft, with a final draft version available on Wednesday. Questions that arose after the stakeholders meeting included: What are the threats to the previous vision of the Master Plan and there are not enough conservation issues. The survey will be available to the public in early January. An additional public forum will be held once the results of the survey are determined. In a final note, Al Combs has resigned from the Committee.

Board Member Reports – Committee Activities

Catalina stated that the Community Preservation Committee (CPC) has received additional applications for funding from the Municipal Building Committee, the Cemetery Commission and the Municipal Affordable Housing Trust. These applications will be presented to the CPC this week.

Modification of a Special Permit Hearing – STC Five, LLC, 47 Poor Farm Road. Opened at 7:46pm

Request for Montachusett Regional Planning Commission (MRPC)

McGuire Minar has followed up with the Town Administrator and explained that Catalina is the current representative to the MRPC and she has faithfully attends the meetings. Previously, former member, Craig Bardenheuer, attended the Montachusett Joint Transportation Committee (MJTC) meetings and regularly reported nothing of any consequence happening that in any way, shape or form, that affected Harvard's transportation issues. When Bardenheuer left the Planning Board, the Board decided that members would rotate and attend MJTC meetings on an ad hoc basis when the agenda listed something that would be of interest to Harvard. The Board has not formally designated a member to MJTC for this reason.

Administration

McGuire Minar stated that McFarland has taken a new job that will greatly reduce his availability to be a part of the Planning Board. McFarland is willing to remain and will attend meetings as his schedule allows until a replacement can be found. Green stated she has spoken with Doug Coots who has several commitments currently, but is interested, however he may not be available until the spring of 2012. Allard stated she has spoken with a new resident who showed interest in be a part of the Planning Board, but wanted some time to settle into Town first. Allard will follow up with that individual.

Assign 2011 Annual Report

McGuire Minar has volunteered to compile a rough draft of this year's annual report. Allard will send her data on filings made in 2011 to the Planning Board.

Board of Selectmen’s Request for Comments on Remote Participation of Meetings

Members briefly discussed the Selectmen’s request for comments on remote participation of meetings. Members agreed that this could be a useful tool for members who travel frequently for business or have other events that may keep them from being in attendance, but not necessarily keep them from participating remotely.

Protective Bylaw Amendments 125-41 Signs

McGuire Minar will need to attend an up coming Board of Selectmen (BOS) meeting to inform them of the proposed Bylaw Amendments for the 2013 Annual Town Meeting. Allard will request time on the December 20th BOS agenda. McGuire Minar requested that Allard invite the Economic Development Committee to the December 19th meeting of the Planning Board to discuss their proposed amendments to the Sign provision of the Bylaw.

Adjournment

Catalina made a motion to adjourn the meeting at 9:03pm. Green seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Maggie Green, Clerk

Harvard Planning Board

Modification of a Special Permit

STC Five, LLC, 47 Poor Farm Road

December 5, 2011

Chair Kara McGuire Minar opened the meeting at 7:46pm under MGL Chapter 40A and the Code of the Town of Harvard, Chapter 125, the Protective Bylaw in the Hildreth House

Members Present: Kara McGuire Minar, Michelle Catalina and Maggie Green

Others Present: Liz Allard (LUB Admin) and Mark Cook (C Davis Associates)

This hearing for a modification of a Special Permit filed on behalf of STC Five, LLC for minor modifications to the existing wireless communications 'tree' monopole at 47 Poor Farm Road, Harvard.

Mark Cook, of C Davis Associates, was present to represent STC Five LLC, as successor in interest to Sprint Spectrum, which has operated the cell tower since 2002. The Special Permit and Driveway Site Plan Approval were renewed in 2008. The modifications are being requested to take advantage of new technology in 3G and 4G advanced wireless services. These modifications do not require any expansion of space within the existing compound. The existing 4' x 12.5" antennas will be replaced with two newer models that consist of a 6' x 11.8" antenna and a 6' x 8" antenna. These models offer the best maximization and are able to gain additional areas round Town and along Route 2. In addition, nine RRH units will be installed, three units will be installed directly behind the antennas and six RRH units will be installed flush-mounted directly on the existing monopole. The applicant also proposes to replace coaxial cables in the conduit; replace two equipment cabinets with two comparable-sized new cabinets and add one equipment cabinet and one fiber distribution box on the existing concrete pad within the existing fenced area.

The painting of the antenna and the use of fiberglass needles will aid in the masking of the antenna. The existing concrete pad is 8.5' x 18'. McGuire Minar asked if STC Five, LLC had any immediate plans to upgrade to generator services as Verizon had requested just a few months ago. Cook stated that STC Five, LLC has no plans in the immediate future to complete such an upgrade. McGuire Minar asked if the proposed modifications would increase the noise level. Cook stated it would not.

Green asked if the new antennas will protrude out of the "tree" any more than they already do. Cook stated they would not. Cook noted the Interim Antenna Plan shown on Sheet A-3 shows the antennas that will be installed for use during the change over from the existing to the proposed antennas. The "future" antennas shown on the Final Antenna Plan on Sheet A-3 will not be installed with the current modifications, but will be utilized when subscriber traffic calls for it according to Cook. Members requested that the plans be revised to clarify just that, as these future additions are indicated on the Interim Antenna Plan as well. Cook will have the plans revised and re-submitted. Cook explained that the RRH units are used for fine tuning of the antenna and enables the facility to react quicker; additionally is reduces the sizes of the cabinets on the ground.

McGuire Minar stated that the requested modifications seem a bit more then the standard modification and is certainly beyond the qualifications of the existing Board. Cook and the members present agreed to have the modifications reviewed by an independent consultant. With that said, Catalina made a motion to continue the hearing to January 9, 2012 at 7:45pm. Green seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Maggie Green, Clerk