

**HARVARD PLANNING  
MEETING MINUTES  
DECEMBER 17, 2012  
APPROVED: February 4, 2013**

Vice Chair Peter Brooks opened the meeting at 7:35pm in the Town Hall Meeting Room under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

**Members Present:** Peter Brooks, Rich Marcello and Joe Hutchinson

**Others Present:** Liz Allard (LUB Admin), Drew Garvin (R. Wilson & Associates), Bill & Elaine Leiser and Greg Johnson

**Board Member Reports – Committee Activates**

Hutchinson stated he had visited surrounding towns to in regards to how their Planning Departments are staffed. More detail on this matter is below under “Status of Planner”. Hutchinson stated the Planning Board should consider the use of Mass General Law 53G Revolving Funds as it pertains to the review of applications. Allard stated the Board does this currently.

**Status of Town Planner**

As mentioned above, Hutchinson visited several local towns to discuss how they are handling the position of a Planner. Hutchinson stated of the Towns he visited all have a planning department and are all structured slightly differently. Lancaster for example, funds two positions, a Planning Director and an Administrative Assistant for a combined total of \$85,000/year. Other Towns include economic development under Planning, such as Bolton. Hutchinson suggested the Planning Board establish a planning department and then figure out how to plug someone in to it. Brooks does not think there is enough activity in Town for a Planner. Hutchinson also noted that Lancaster has an expedited permitting guidebook.

Marcello stated he has recently discussed the Planner position with Bill Johnson; Marcello is concerned with moving forward on a Planner with the departure of Catalina. Marcello stated Johnson had proposed a working group to develop a plan and establish funds to bring to the Finance Committee. Brooks stated he had received the same message from Lucy Wallace. It is clear to Brooks that all along the Planning Board has not been driving the bus on this issue. Marcello feels at this point the Board of Selectmen are looking for a representative from the Planning Board for the working group. Brooks stated since Hutchinson has already begun some of the leg work then it would be ideal for him to be the representative. Hutchinson agreed. Allard will inform the Town Administrator of this decision. Hutchinson stated he would like to see a move to some type of conclusion on a Town Planner by this year’s Annual Town Meeting.

**Modification to Driveway Site Plan Approval – Leiser, 27 (Lot 2) Mill Road**

Drew Garvin, of R. Wilson & Associates, was present to represent the applicant, William and Elaine Leiser. Garvin explained the revisions made to the approved plan include the removal of the driveway spur to Lot 3. As approved the common driveway was to service three lots, the existing dwelling at 31 Mill Road, Lot 2 and Lot 3. The Leiser’s have begun construction on Lot 2 and are in the process of purchasing Lot 3. The Leiser at this time have no intention of developing Lot 3, they would like to keep it as a buffer between Lot 2 and Lot 4. The revised plan indicates when and if a driveway is constructed on Lot 3 it will be directly onto Mill Road rather than from the common driveway. A truck turn around has been added for emergency access on Lot 2. There will be a slight grade change.

Brooks stated the original approval was granted with the intent that all three lots would be off the common drive, which is in line with the Protective Bylaw in reducing curb cuts. Garvin explained

the Leiser do not want to have to construct the driveway spur at this time, but would rather be allowed to landscape the area.

After a brief discussion Marcello made a motion to approve the modification, to eliminate the driveway access to Lot 3 and create a new turn around for emergency vehicles on Lot 2, as proposed on the plan entitled Amended Driveway Plan for Lot 2 Mill Road Harvard, Mass., final revision date December 12, 2012, with the condition that if Lot 3 is built on at a future date, the access to that lot will require approval from the Board at that time. Hutchinson seconded the motion. The vote was unanimously in favor of the motion.

#### **Approval of Minutes**

Marcello made a motion to approve the minutes of December 3, 2012 as amended. Brooks seconded the motion. The vote was unanimously in favor of the motion.

#### **Discuss Appointment of new Chair**

With Catalina's resignation the Board discussed the appointment of a new chair. In Schmoyer's absence Brooks suggested holding off on making any changes to the make up of the Board until all members can be present. Marcello and Hutchinson agreed.

#### **Appoint Community Preservation Committee Liaison**

With Catalina's resignation a new liaison to the Community Preservation Committee (CPC) will be needed. Brooks stated he is willing to take on that appointment. Marcello made a motion to appoint Brooks as the Planning Boards liaison to the CPC. Hutchinson seconded the motion. The vote was unanimously in favor of the motion.

#### **Discuss Zoning for Medical Marijuana Dispensaries**

Brooks suggested holding off discussion of zoning for medical marijuana dispensaries until all members of the Board are present. Those present agreed.

#### **Master Plan Process – Review & Discuss Request for Proposals**

Schmoyer was working on the two Requests for Proposal in regards to Devens for the Board, however he is absence this evening and did not send any new material for the Board to review. This matter will be further discussed at the January 7, 2013 meeting.

#### **2013 Annual Town Meeting Warrant Articles Update**

In regards to the amendments suggested with in the Affordable Housing Plan, Marcello stated he has spoke to Barbara Brady of the Municipal Affordable Housing Trust who agreed to provide input, but has not done so as of yet.

#### **ZBA Request for Comments – PRM Capital, Trail Ridge Way**

Allard explained the Planning Board had received a request for Comments from the ZBA in regards to the modification of the Comprehensive Permit for Trail Ridge on Littleton Country Road. Marcello volunteered to review the application and draft comments for the January 7, 2013 meeting.

#### **Adjournment**

Brooks made a motion at to adjourn the meeting at 8:52pm. Marcello seconded the motion. The vote was unanimously in favor of the motion.

Signed: \_\_\_\_\_  
Liz Allard, Clerk

## **DOCUMENTS & OTHER EXHIBITS**

### **Modification to Driveway Site Plan Approval – Leiser, 27 (Lot 2) Mill Road**

- ❖ Amended Driveway Plan for Lot 2 Mill Road Harvard, Mass., prepared by R. Wilson & Associates, Inc., final revision date December 12, 2012