

**HARVARD PLANNING BOARD
MEETING MINUTES
JANUARY 6, 2014
APPROVED: MARCH 17, 2014**

Chair Kara McGuire Minar opened the meeting at 7:39pm in the Hildreth House under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Jim Breslauer, Tim Schmoyer, Joe Hutchinson and Erin McBee

Others Present: Liz Allard (LUB Admin) and Bill Scanlan (Town Planner)

Board Member Reports

Schmoyer stated there was not a quorum at the last Economic Development Committee meeting.

Hutchinson stated the Master Plan Steering Committee (MPSC) has voted not to take an article to annual town meeting on a position on Devens. The MPSC still wants to hold public forums and surveys in regards to the deposition of Devens. Members discussed the overlay district the joint Boards of Selectmen (Ayer, Harvard & Shirley), aka JBOS, have been discussing for Devens. Members agreed there would need to be more clear information from JBOS representative and Harvard Selectmen Leo Blair on the matter.

Planner Report

Scanlan discussed the incorrect zoning map in regards to the wireless communication tower district. It appears when the map was digitized the map indicated that wireless communication towers were allowed in the historic districts and on parcels that had an agricultural preservation restriction, when in fact those are the types of parcels in which a wireless communication tower is not allowed. Montachusett Regional Planning Commission (MRPC) is willing to revise the map to make it correct. Scanlan was asked to determine the cost associated with the correction. This correction will require an amendment at the annual town meeting.

Scanlan will be meeting with the Zoning Board of Appeals on Wednesday to further discuss the amending Chapter 125-3 of the Protective Bylaw in effort to make non-conforming structures and uses clear to the granting authority and applicants.

Scanlan asked the Board if they would like him to pursue the funds available through MRPC under the District Local Technical Assistance program. Members stated this may a good way to get some work done on Town Center as it pertains to circulation and parking. The deadline for the application is March 14th. Scanlan also noted that two other grants have become available this week – the Department of Energy Resources, Energy Managers Grant and the Mass Cultural Council Facility Fund. It was suggested the Mass Cultural information be forwarded to Marie Sobalvarro of the Board of Selectmen and Pete Jackson from the Town Hall Building Committee.

Scanlan spoke with the Building Commissioner in regards to developing a building permit sign off form, but the Commissioner was not in favor of the idea as he felt it could impede the process. Scanlan suggested developing a technical review board prior to the submission of a building permit application.

As requested, Scanlan drafted a work program and distributed it to the members. Breslauer suggested a checklist for the Annual Town Meeting that shows what has been accomplished by the Town Planner so far. Breslauer asked if the items on the work program should be prioritized. Schmoyer suggested the members rate the items to determine what the priorities of the Board are. After a brief discussion, members agreed that each of the five tasks in the work program

should share equal weight. Scanlan agreed he could manage the tasks set out in the work program.

Approve Minutes

McBee made a motion to approve the minutes of December 16, 2013. Hutchinson seconded the motion. The vote was unanimously in favor of the motion.

ZBA Request for Comments – Bell Atlantic, 47 Poor Farm Road

Scanlan explained the application received for comments from ZBA is for a variance filed on behalf of Bell Atlantic whom is seeking a variance for the addition of twelve feet to the existing wireless communications tower at 47 Poor Farm Road. Scanlan stated the applicant will need a Special Permit from the Planning Board once the variance is obtained from the ZBA, other then that he had no comments to the application.

Approve of Invoices

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

- ❖ William Scanlan - \$1800.00 (Town Planner)

McGuire Minar made a motion to approve the above mentioned invoice for inclusion on the next bill warrant. Breslauer seconded the motion. The vote was unanimously in favor of the motion.

Adjournment

McBee made a motion to adjourn the meeting at 9:34pm. Breslauer seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planner Report

- ❖ 2014 Town Planner Work Program Draft, January 6, 2014