

**HARVARD PLANNING BOARD
MEETING MINUTES
JANUARY 4, 2016
APPROVED: FEBRUARY 22, 2016**

Chair Kara McGuire Minar called the meeting at 7:03pm in the Hapgood Room at 7 Fairbank Street under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Erin McBee, Michelle Catalina and Fran Nickerson

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Cathy Corning, Halsey Platt (Platt Builders), Gary Shepard (Ross Associates, Inc.), Robert Oliva (Ross Associates, Inc.), Rich Nota (DPW), and Linda Dwight (Harvard School Superintendent)

Driveway Site Plan Approval – Eve Wittenberg & Cathy Corning, Lot 2 Prospect Hill Road (Map 16 Parcel 1.2)

Gary Shepard, of Ross Associates, was present to represent the applicants, Eve Wittenberg and Cathy Corning. Mr. Shepard stated the parcel of land along Prospect Hill Road is a basic lot with a minimum of 180' and greater than an acre and a half, as required by zoning. The driveway as designed is over 300'; therefore a Site Plan approval is required. Mr. Shepard explained the driveway will be 419' in length to edge of garage for main house, with a double lane at the roadway and width of 25' at 250' with a turnout. All radius meet curvatures as required under the Protective Bylaw. The appropriate turn around has been provided for emergency vehicles; there are 6' shoulder on south side of the drive. The Fire Chief has questioned whether or not these compacted shoulders will be constructed in manner to be able to withstand the weight of a fire truck and be maintained to be free of snow during the winter months.

Shepard stated as designed there is slight dip in the grade of the driveway at the entrance to allow for water to pass by. The Department of Public Works (DPW) Director would rather the pavement be mounded, as opposed to the dip down. Shepard is willing to revise the plan in regards to this comment. Members briefly discussed the differences between each.

McBee made a motion to approve the Driveway Site Plan for Eve Wittenberg and Cathy Corning on Lot 2 Prospect Hill Road (Map 16 Parcel 1.2) with the condition that the applicant shall comply with the requirements of the Fire Chief in regards to the driveway shoulder material and it being suitable to handle the weight of a fire truck and be maintained in the winter months. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Site Plan Approval – Town of Harvard School Department, 14 Massachusetts Avenue

Rob Oliva, from Ross Associates, was present to represent the applicant. Mr. Oliva explained the existing conditions, which contains both paved and dirt parking areas with a haphazard arrangement of parking. The proposed new parking area will be completely paved, and will provide lined spaces, sidewalks, stormwater management facilities and a two-way flow of traffic at both access points. The existing dumpster and shed will be relocated and connection to the existing path to Still River Road will be improved. In total, there will be 109 parking spaces, with 5 handicapped spaces. The two divider islands are currently proposed to be grassed. Lighting will consist of four poles with two lights each, all of which meet the requirements under the Bylaw.

Oliva explained stormwater currently drains untreated off the site to an existing wetland. The plan proposes three catch basins, a sediment forebay with a spillway to a detention basin. A stormwater report has been included with the application. An operation and maintenance (O&M) plan has been included as well. Two of the handicapped spaces provide for van parking. The parking area includes five visitor parking spots up front and a reserved space for the student Emergency Medical Technician.

The access point at the southwest of the parking area was discussed in regards to merging traffic during pick-up and drop-off. It was agreed this access point should be exit only. When asked, Oliva stated the dumpster would have a chain link fence with privacy screening enclosing it.

Members discussed the need for additional landscaping on the proposed islands to aid in cooling the paved area. Mr. Oliva stated the area is so small it would be hard to plant anything that would provide the shade they are looking for.

With no further questions or comments, Catalina made a motion to approve the Site Plan for the Harvard School Department, 14 Massachusetts Avenue, with conditions of including signage at the southwest entrance stating "exit only" and the annual maintenance of the stormwater management facilities as detailed in the O&M plan. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Approve Minutes

McBee made a motion to approve the minutes of December 21, 2015 as drafted. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Board Member Reports

Catalina stated the Community Preservation Committee is determining how the funds will be allocated amongst the projects they have approved. Paying down the mortgage on the Town Hall renovations will allow for there to be more money available for other projects in the future.

McGuire Minar stated the Master Plan Steering Committee still needs to follow up with the Finance Committee in regards to a reserve fund transfer on the remaining balance of the funds that sunset on June 30th.

McBee discussed a potential review board for the Commercial Design Guidelines. After discussing the pros and cons of such a board the members agreed the best solution would be to create a sub-committee of the Planning Board.

Now that the design guidelines have been completed there are about eight zoning changes that are needed. The two most critical are the front and side setbacks, which could easily be revised by inserting one line in the existing provisions. Members will further discuss and determine what amendments should be made at the January 25th meeting.

Planner Report

Scanlan stated a meeting took place today with Ron Ricci, Stu Sklar, Kara McGuire Minar and Lloyd Bristol, of Bristol Traffic and Transportation Consulting, to discuss the potential improvements to Ayer Road from the Route 2 interchange and Poor Farm Road. The discussion focused on options for a rotary at Poor Farm Road; however issues with grades and endangered species at Poor Farm Road may not make this an ideal location. Ricci will reach out to Lou Russo to discuss a potential rotary or traffic signal at his property along Ayer Road, where Dunkin' Donuts is located.

Scanlan followed up on the recently discussed Complete Streets workshops; he will be attending the one in Worcester tomorrow.

Approve Invoice

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

- William Scanlan - \$2700.00

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

Approve 2015 Annual Report

McGuire Minar will draft and circulate the 2016 annual report for members' comments.

Protective Bylaw Amendments

Members discussed whether or not they want to move forward with an Assisted Living Use and the required changes to comply with the new Commercial Design Guidelines. Deadlines for legal notices and potential hearing dates were discussed. All agreed a final decision will be made at the January 25th meeting.

As for a bungalow bylaw or amendments to the Open Space and Conservation – Planned Residential Development (Chapter 125-35) provision of the bylaw, members agreed there is not enough time to gather the information for these amendments to be included on the warrant for town meeting.

Town Planner FY17

McGuire Minar stated the Personnel Board is meeting on January 8th, at which time she will seek their advice on how to proceed with the job description. The Human Resource Director, Marie Sobalvarro, has obtained job descriptions from other communities. The members discussed whether or not the position should be full-time or part-time. It was agreed that at this time the position should be part-time.

Adjournment

Nickerson made a motion to adjourn the meeting at 9:45pm. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk