

**HARVARD PLANNING BOARD
MEETING MINUTES
FEBRUARY 1, 2016
APPROVED: MARCH 21, 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), Lynda Moulton, and Jeffrey Barbadora (Crown Castle)

Board Member Reports

McGuire Minar stated the Finance Committee has approved a reserve fund transfer of the remaining FY15 balance for the completion of the Master Plan. The Master Plan Steering Committee has reviewed a few more chapters of the final plan and has a tentative date of March 3rd for the public forum, with March 10th as a snow date. The public forum will serve as the Planning Board (PB) public hearing on the Master Plan. The PB will vote to accept the final Master Plan at some point.

Planner Report

Scanlan stated the Complete Street application is available, which has \$12.5 million available to fund projects. These funds would be good for some of the improvements recommended for Town Center. Scanlan stated the program allocates up to \$400,000 for the construction of a project and up to \$50,000 for technical assistances. These funds would not include engineering and designed. Catalina asked if the walkway from the high school to the general store was being rehabbed during the parking lot improvements at the high school. Scanlan stated it was not and he was not certain the funds from the Complete Street program could be used for improvements to the sidewalk as some of the land involved is on private property. McBee noted the Town Center Transportation Committee suggested creating sidewalks and improving existing parking along Mass Ave from the town center to Pond Road. Scanlan stated the final decision on whether or not the town should apply for the fund is up to the Board of Selectmen or the Department of Public Works.

Continuation of a Protective Bylaw Amendment Hearing – Chapter 125-32-Sewage and other potential sources of contamination. Opened at 7:21pm

Approve Invoice

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

- William Scanlan - \$2880.00

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

Chapter 133 Amendment Hearing. Opened at 7:30pm

Discuss to continue or dissolve the Economic Development Committee

The Board of Selectmen has requested the Planning Board's feedback on whether or not to continue with the Economic Development Committee (EDC). The EDC is down to one member at this point, with no new interest from the public on volunteering to join the EDC. Catalina stated the EDC should be

dissolved and if it is ever reformed again it should be under the control of the Planning Board (PB). Catalina feels having a committee, such as EDC talking to business owners about matters that are detached from the bylaw is dangerous. Scanlan thinks that would leave a void in town for developers to speak with someone in regards to development in Town. Nickerson stated she cannot see any matter that the PB could not handle directly as they comes up in regards to economic development.

McGuire Minar made a motion to recommend to the Board of Selectmen take the appropriate action to dissolve the Economic Development Committee. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Special Permit Hearing – CCATT, LLC 336 Old Littleton Road. Opened at 7:40pm

Review and Approve Site Plans:

- **Wittenberg & Corning, Lot 2 Prospect Hill Road (Map 16 Parcel 1.2)**
This decision is waiting for confirmation from the Fire Chief that the proposed material for the shoulders of the driveway is suitable for use with the weight of the emergency equipment Harvard has.
- **Town of Harvard School Department, 14 Massachusetts Avenue**
Scanlan noted the plan has been revised since meeting with the Conservation Commission (Concom). Revision made by Concom had no affect on the site plan as previously approved by the Planning Board. McGuire Minar made a motion to accept the revised plan dated 1/25/2016 and approve the Site Plan Approval as drafted. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Potential District Local Technical Assistance Requests

Members discussed opportunities for funding through Montachusett Regional Planning Commission under the District Local Technical Assistance program. Those opportunities are a project under the Complete Streets program; a bungalow bylaw; revising the Open Space and Conservation – Planned Residential Development bylaw; and the updating of the affordable housing plan.

If the Planning Board was to apply for assistance with any of the above, Catalina would want to know what the Town would be getting, what will be the end product and is it worth the effort.

After a brief discussion is was agreed that the Planning Board would apply for assistance with revising the Open Space and Conservation – Planned Residential Development bylaw.

Protective Bylaw Amendments

- **Assisted Living Use**
Members discussed the proposed amendment for allowing assisted living facilities within the commercial district. McGuire Minar is worried about allowing these types of facilities 30' from the front property line and having a huge brick wall along Ayer Road. Catalina stated the Ayer Road Village – Special Permit provision of the Protective Bylaw allows for the flexibility to place a structure. Nickerson pointed out that allowing this type of facility would not necessarily be for Harvard residents; as most people are not going from their existing single-family homes into an assisted living facility. Catalina stated this is not why the amendment is being proposed, but rather to allow for a low impact development that would bring in revenue to the town.

Members discussed the allowable size of such a facility and agreed to limit it to 55,000 square feet. Scanlan explained by setting the lot size at a minimum of five acres it avoids overcrowding on a lot. Members agreed to change the open space requirement from 30% to 50%.

- **Commercial Design Guidelines**
Members discussed the number of amendments needed to have the new commercial design guidelines compatible with the Protective Bylaw. After much discussion members agreed to make three amendments to the Protective Bylaw in regards to the commercial district. Scanlan will make the suggested amendments in sections 125-30E(3) and (4) and in 125-39C(2).

Public hearings for the above amendments will open on February 22, 2016.

Town Planner FY17

McGuire Minar reported the Personnel Board has reviewed the Town Planner job description and has placed it as a Grade 7 position. For fiscal year 2017 the pay range would be \$24.56 to \$30.00 per hour. Even at the high end of the range it would be a fifty percent cut in the current hourly rate of the current contracted Town Planner.

A decision was made to request another year of contracted services while the Planning Board determine how to proceed with creating a permanent position with the Town for a Town Planner.

Adjournment

Nickerson made a motion to adjourn the meeting at 9:55pm. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

Harvard Planning Board

Continuation of a Protective Bylaw Amendment Hearing Minutes

Chapter 125-32-Sewage and other potential sources of contamination

February 1, 2016

Chair Kara McGuire Minar called the meeting at 7:21pm 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.), and Bill Scanlan (Town Planner),

McGuire Minar stated a meeting with the Zoning Board of Appeals Chairman, Chris Tracey, the Town Sanitarian, Ira Grossman, the Town Planner, Bill Scanlan and herself was held last week to finalize the language of the proposed amendment to 125-32C of the Protective Bylaw.

New language had been circulated to the members for their review. With no additional comments, Catalina made a motion to close the hearing and approve the amendment to Chapter 125-32C as drafted and recommend to the Board of Selectmen its inclusion on the warrant for annual town meeting. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

Harvard Planning Board

Chapter 133 Planning Board Procedural Rules & Regulations Amendment Hearing Minutes

February 1, 2016

Chair Kara McGuire Minar called the meeting at 7:30pm 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.) and Bill Scanlan (Town Planner)

This hearing is for amendments made to Chapter 133 Planning Board Procedural Rules & Regulations.

McGuire Minar stated she had not had an opportunity to review the final version of Chapter 133 and requested the hearing be continued. With no objection from the members, McGuire Minar made a motion to continue the hearing to February 22, 2016 at the Hildreth House at 7:30pm. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

Harvard Planning Board

Special Permit Hearing Minutes

CCATT, LLC, 336 Old Littleton Road

February 1, 2016

Chair Kara McGuire Minar called the meeting at 7:40pm 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), Lynda Moulton, and Jeffrey Barbadora (Crown Castle)

This hearing is for a Special Permit filed on behalf of CCATT, LLC for the use of an existing wireless communications tower as allowed by Chapter 125-27 at 336 Old Littleton Road, Harvard.

Jeffrey Barbadora, of Crown Castle, was present to represent Sprint for the renewal of the existing Special Permit as a co-locator on the existing cell tower at 336 Old Littleton Road. Scanlan stated a current bond has been received from the applicant as part of the application package. Scanlan recommended the Board renew the Special Permit for an additional five years. With no questions or comments, Nickerson made a motion to renew the Special Permit for Sprint at 336 Old Littleton Road for five years. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk