

**HARVARD PLANNING BOARD  
MEETING MINUTES  
APRIL 25, 2016  
APPROVED: August 1, 2016**

Vice Chair Erin McBee called the meeting to order at 7:16pm 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, Don Graham, Michelle Catalina and Fran Nickerson

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Greg Boucher (Saul Ewing, LLC), Valerie Hurley (Harvard Press), Howard Setzco, Lucy Wallace (Board of Selectmen), Cal Goldsmith (GPR, Inc.), Connie Larrabee (Hildreth House-Town Hall Building Committee), Jack Guswa (Town Hall Hildreth House Construction Committee), Rick Maiore (Town Hall Hildreth House Construction Committee) and Aimee Lombardo (LLB Architects)

**Election of Officers/Liaison Assignments**

Members agreed to table this discussion until the next meeting

**Board Member Reports**

McGuire Minar stated a Super Town Meeting for the zoning amendments proposed by Mass Development will be scheduled for the fall.

McBee stated the Commercial Design Guidelines Task Force has finalized the guidelines for approval by the Planning Board.

McGuire Minar stated the Planning Board (PB) will need to make sure each of the boards and committees that have action items within the Master Plan and have a liaison to the PB. McGuire Minar stated it will most likely be the individuals who previously served on the Steering Committee.

McBee stated the Town Center Transportation Committee will be meeting tomorrow night to review the draft report for Town Center improvements.

Catalina stated the Community Preservation Committee is meeting Wednesday night to finalize the FY18 application.

**Town Planner Report**

Scanlan stated the Ayer Road traffic group will be meeting next Tuesday to further discuss the best suitable location for a round-about along Ayer Road.

The web page for the Master Plan will be created on the Town website. Once established residents can view progress of the Master Plan.

**Approve Invoices**

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

- William Scanlan - \$2400.00
- Harvard Press - \$30.00

Nickerson made a motion to approve the invoice for Scanlan. Graham seconded the motion. The vote was unanimously in favor of the motion.

Catalina made a motion to approve invoice for the Harvard Press. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

**Special Permit Hearing – SBA 2012 TC, LLC, Old Shirley Road (Map 8 Parcel 70).** Opened at 7:30pm

#### **Approve Minutes**

Catalina made a motion to accept the minutes of January 25, 2016 and February 22, 2016 as amended. Graham seconded the motion. The vote was unanimously in favor of the motion.

#### **Review and Approve Site Plan:**

- **Wittenberg & Corning, Lot 2 Prospect Hill Road (Map 16 Parcel 1.2)**  
Scanlan stated the applicants have revised the plan to include the standard material for the shoulders of the driveway. The Fire Chief has approved the plan as revised. Once the final plan is received Scanlan can complete the Site Plan approval for signing by the Board.

#### **MassHousing Request for Comments – Craftsman Village, Ayer Road**

McGuire Minar stated a site visit had been conducted at the location of the proposed affordable housing development along Ayer Road. The State would like to see the development include units that have three- bedroom units. The applicant will be looking to maintain the 18 units as two-bedrooms, which would contain five affordable units. If the applicant is unable to maintain the two-bedroom units he will construct 16 units, with only four affordable units.

The Planning Board agreed a letter should be sent to the Board of Selectmen supporting the five affordable units. In addition, the letter should recommend the addition of a sidewalk along Ayer Road.

#### **Right of First Refusal – Delker Brothers Land Management, Ayer Road**

After a brief discussion of the land along Ayer Road that has an offer to purchase, which will remove it from Chapter, Catalina made a motion to recommend to the Board of Selectmen that they pass on the right of first refusal on the property. Graham seconded the motion. The vote was unanimously in favor of the motion.

#### **Request for Buildable Lot Status – Thorburn, Brown Road**

Liz Allard stated she met with the property owners of a land locked parcel that abuts Interstate 495, who are seeking to change the status of their land from non-buildable to buildable. After a review of previous Planning Board minutes Allard determined that the owners need to present all of the evidence that details the taking by Mass Highway for the construction of I-495 in order for the Planning Board to make any type of decision.

#### **Site Plan Review – Town Hall/Hildreth House Construction Committee, 15 Elm Street (aka the Hildreth House)**

Cal Goldsmith, GPR, was present to represent the applicant. Goldsmith reviewed the existing condition, which includes a large amount of exposed ledge on the site. The proposed plan includes the addition of four handicapped parking spaces, the removal of the lower traffic circle, with the upper traffic circle to remain. In addition, the existing “slip-thru” between the Hildreth House driveway and the Fire Station is to

remain. The pavement that was added during the Town Hall renovations at the “slip-thru” will also remain. The proposed plan details new drainage for the site, where none currently exists. The drainage will include a new catch basin and detention basin that will drain to an existing depression, which has suitable soils for drainage. Check dams will be installed along the driveway and will discharge across the flat grassed area beyond the existing Town Hall parking area, which has good infiltration.

McGuire Minar suggested extending the proposed sidewalk to the low parking area. When asked about being able to get a fire truck up to the Hildreth House Goldsmith stated there is not enough room to get a fire truck up to the house. Nickerson asked about lighting within the parking area. Goldsmith stated the proposed plan calls for three fixtures within the lot. There is no proposed lighting on walkways.

McGuire Minar noted the amount of activity that will take place in the area of the proposed detention basin should the Town decide to move forward with a housing project on the Hildreth land. Goldsmith stated perhaps if housing is planned it will require looking at other options for accessing the site.

Goldsmith stated he had seen and likes the recommendations of Montachusett Regional Planning Commission for the stop sign at the “slip-thru”, but not the recommendation for landscaping. That area is proposed to be a fire lane.

Catalina asked if there is any way to expand the driveway to 20’ all the way to Ayer Road. In doing so, Goldsmith stated two or three parking spaces at the back of Town Hall would need to be removed; as well as moving the stone bee hives. Jack Guswa, a member of the Town Hall Hildreth House Construction Committee, stated the bee hives would not survive a move from their current location.

Nickerson is concerned of the number of parking spaces; the original plan was for 30 spaces, but this plan shows 24. Goldsmith stated the plan shows 28 spaces.

Scanlan asked about the material proposed for the guardrail and the fact it is not metal. Goldsmith stated for ascetic reasons the plan calls for a wooden guardrail. Goldsmith stated he does think there is a need for metal guardrail, as you do not have the speeds here that you do on highways.

Lucy Wallace, a member of the Board of Selectmen (BOS), asked about installing a rain garden instead of the detention basin. Goldsmith stated a rain garden would need to be much larger than the proposed basin.

A discussion on having adequate access for fire trucks was had. Goldsmith assured the members the Fire Chief has reviewed the plan and is satisfied the Fire Department can access the site in the event of a fire. The members agreed written confirmation from the Fire Chief on this matter should be submitted.

Catalina asked Scanlan from a bylaw perspective this is not a typical site. Scanlan stated it is not, with the tight constraints of the site, he is not sure you could design a plan that would fully comply. The members agreed that a letter should be sent to the BOS asking to investigate the moving the stone beehives and wall back to allow for 20’ width of the driveway because 14’ is too narrow. The Planning Board’s goal is to have safe access, rather than creating or preserving parking spaces.

With no further questions or comments, Catalina made a motion to approve the site plan with the conditions that confirmation from the Fire Chief in regards to being able to access the site in the event of a fire and a recommendation to BOS for the removal of the two parking spaces in the Town Hall parking

area to allow for a 20' access drive as opposed to the proposed 14' access drive. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

**Master Plan Review**

Members reviewed and had no comments on first three chapters of the Master Plan.

**ZBA Request for Comments – 64 Mass Avenue**

Scanlan reviewed the application filed with the ZBA for the addition at 64 Massachusetts Avenue. Scanlan did not think it would have an effect on the neighborhood. Comments to that effect will be sent to the ZBA.

**MassDevelopment Zoning Amendment in the Devens Regional Enterprise Zone**

Members agreed to table this discussion until the next meeting.

**Adjournment**

McBee made a motion to adjourn the meeting at 9:20pm. Graham seconded the motion. The vote was unanimously in favor of the motion.

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

**Harvard Planning Board**

**Special Permit Hearing Meeting Minutes**

**SBA 2012 TC, LLC, Old Shirley Road (Map 8 Parcel 70)**

**April 25, 2016**

Chair Kara McGuire Minar opened the hearing 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, Don Graham, Michelle Catalina and Fran Nickerson

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Greg Boucher (Saul Ewing, LLC), Valerie Hurley (Harvard Press) and Howard Setzco,

This hearing is for a Special Permit filed on behalf of SBA 2012 TC, LLC for the renewal of an expired Special Permit for a Wireless Communications Facility on Old Shirley Road (Map 8 Parcel 70), Harvard.

Greg Boucher, of Saul Ewing, LLC, was present to represent the applicant. Boucher explained the original Special Permit was issued in 1999, with a modification issued in 2005. The Special Permit has since expired and needs to be renewed. McGuire Minar asked about the lapse in the permit and the loss of permit fees within that time. Boucher stated his client would be willing to pay those fees.

With no further questions or comments, Catalina made a motion to approve the Special Permit to include any past conditions and the submittal of past filing fees. Graham seconded the motion. The vote was unanimously in favor of the motion.

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