

Action Items	Member/Staff Responsible
Review Director of Community & Economic Development job description	All

**HARVARD PLANNING BOARD
MEETING MINUTES
JUNE 18, 2018
APPROVED: JULY 30, 2018**

Chair Erin McBee called the meeting to order at 7:00pm in the Town Hall Meeting Room, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Rich Maiore, Stacia Donahue, Fran Nickerson, Justin Brown and Jarrett Rushmore (associate member)

Others Present: Liz Allard (LUB Admin), Bill Scanlan, Paul Green, Rick Maiore (H@HH), Carl Sciple, Matthew Fiokos (Harvard Press), Maureen Reitman and Matthew Brace (Coil Brothers Concentrates)

Discuss Concerns with Ground Water Protection Overlay District Bylaw with Resident

Maureen Rietman, of 72 Mass Ave, stated her property is within the newly approved Ground Water Protection Overlay District. She and her husband did not fully understand the ramifications of this proposed bylaw, which would affect the entire 30.92 acre parcel and not just the area within the district. The Reitman's fully support the bylaw, but asked the Planning Board reconsider the language with 125-56E(3). Reitman explained the differences in the recharge zones of bedrock wells as opposed to groundwater wells. Reitman provided recommended language for the amended. Scanlan stated the bylaw was crafted using the model bylaw from the Department of Environmental Protection. Scanlan advised the Board the Bylaw allows for the adoption of regulations or the Board could develop a policy that could further clarify the intent. After a brief discussion Reitman and the Board were comfortable with the suggested language, which will be brought before the annual town meeting in 2019.

Discuss Request for Affordable Provision to be included in Chapter 125-55 Hildreth House Overlay District

Nickerson read into the record in regards to an affordable housing requirement as part of the Hildreth House Overlay District. Nickerson's statement included deferring consideration of the request until Green is able to provide answers to the questions in her statement. Green stated he was prepared this evening to answer those questions. Green provide the Board with information, which included the final vote taken at the annual town meeting on May 5, 2018, a statement, the motion of Article 36, table detailing the development costs of the property with varying market rate units and affordable units, transcript of question and answers for Article 36, town meeting handout explaining the proposed amendment, and facts sheet, including Table 1-1.

Green's research has left him with the impression that the project is not feasible regardless of affordable units. Maiore asked if the 50% subsidy from the Town was confirmed by the Committees that recommend the allocation of those funds. Green stated the timeframe he had to compile the information did not provide for him to meet with all of the committees, but he has obtained account balances from the Finance Director. Without a commitment of those funds Maiore is unable to consider the inclusion of affordable units as part of the requirements for development with the Hildreth House Overlay District.

Maiores made a motion the Planning Board not support the citizen's amendment to the Protective Bylaw Chapter 125-55. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Discuss Possible Marijuana Business at 325 Ayer Road with Matthew Brace of Coil Brothers Concentrates, LLC

Matthew Brace, of Coil Brothers Concentrates LLC, was present to discuss the company's intent to apply for a cannabis manufacturing in Harvard. Coil Brothers is a cannabis extraction company with an eye towards producing a line of strain specific and compound products that be designed to produce specific effects. The extraction process used does not require a high volume of water. Brace is working with the property owner of 325 Ayer Road to locate this business, as the application process through the Cannabis Control Commission requires an address for the business. Coil Brothers is seeking support from the Town on this venture. McBee stated a community host agreement would need to be obtained from the Select Board. The Planning Board looks forward to more information during the process with the Select Board.

Municipal Vulnerability Program Grant Update – Eric Broadbent

Scanlan stated he has been working with Eric Broadbent to find a consultant who is familiar with the effects of climate change on agricultural land. The committee itself needs to be appointed by the Select Board. Once that is complete the committee can decided upon a final consultant and other tasks under the grant can begin to move forward.

Board Member Reports

A joint meeting of those groups who have a voice in the discussion of converting the playing field along Pond Road to a turf field has been scheduled for July 23rd at 7:30pm in the Town Hall Meeting Room. The Planning Board's interest in this proposal is under the newly approved Ground Water Protection Overlay District, which this field in within that district.

With Scanlan's retirement set for the end of this month, Department of Public Works Director, Tim Kilhart, will be submitted the Compete Streets application, which is due in August. Harvard will improve upon the application submitted last year for the improvements to the Town Center.

Approve Invoice

Maiores made a motion to approve the following invoice:

- William Scanlan, \$1760.00

Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Final Task for the Town Planner

McBee reminded the members to send her any tasks they may have for Scanlan to complete before his last day on June 28th

Schedule 2018 Strategic Planning Session – June 23rd @ 8:00am

A final agenda will be posted on Wednesday; if members have any items they would like included please send them to Allard no later than noon on Wednesday.

Finalize Director of Community & Economic Development Job Description

Members of the planning board received a draft job description for the Director of Community & Economic Development for their review. The Personnel Board will be meeting on July 10th to grade this position.

Adjournment

Maiores made a motion to adjourn the meeting at 8:42pm. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planning Board Agenda, dated Monday June 21, 2018

Discuss Concerns with Ground Water Protection Overlay District Bylaw with Resident

- 2 untitled maps detailing the overlay district, by Mauren Reitman, received 6/18/18
- Letter from Maureen Reitman, to Liz Allard; Erin McBee; Bill Scanlan; Harvard Planning Board, undated

Discuss Request for Affordable Provision to be included in Chapter 125-55 Hildreth House Overlay District

- Statement from Fran Nickerson, received 6/18/18
- Letter from the Office of the Town Clerk, Marlene Kenney of the final vote taken under Article 36 at the annual town meeting on May 5, 2018
- Statement by Paul Green, Proponent of Article #36, Harvard Annual Town Meeting, May 5, 2018
- Amendment for Motion of Article 36 Harvard Annual Town Meeting, May 5, 2018, Paul Green
- Table 1, undated
- Transcript of Q&A for Article 36 of the Harvard Annual Town Meeting of May 5, 2018
- FAQ, undated
- Facts, undated
- Table 1-1, undated

Discuss Possible Marijuana Business at 325 Ayer Road with Matthew Brace of Coil Brothers Concentrates, LLC

- Letter from Coil Bothers Concentrates LLC, to Bill Scanlan, Town Planner, dated 6/8/2018

Approve Invoices

- INVOICE – William Scanlan, Consulting Town Planner, dated June 1, 2018