

Action Items	Member/Staff Responsible

**HARVARD PLANNING BOARD
MEETING MINUTES
AUGUST 13, 2018
APPROVED: SEPTEMBER 10, 2018**

Chair Erin McBee called the meeting to order at 7:02pm in the Volunteer Room at Town Hall, 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), Erin Callahan, Kerri Green, Amy Walsh, Richard Cabelus, Mark Adams, Tracy Adams, David Burney, Roxann Burney, Fred Hamwey (Hamwey Engineering) and Neil Gorman (Ross Associates, Inc.)

Election of Officers

Nickerson made a motion to elect McBee as the Chair of the Planning Board. Brown seconded the motion. The vote was unanimously in favor of the motion.

Donahue made a motion to elect Maiore as Vice Chair. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Historical Commission Nominee – Richard Cabelus

Under Chapter 48 of the Code of the Town of Harvard, the Planning Board shall nominate one member to serve on the Historical Commission. Richard Cabelus was present to discuss his interest in being appointed to the Historical Commission through a nomination of the Planning Board. Cabelus is new to town; however his wife grew up in Harvard. Cabelus is a previous history teacher and was part of the Historical Society in Brockton.

Maiore made a motion to nominate Richard Cabelus to the Select Board for appointment to the Harvard Historical Commission. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Board Member Reports

Recently, Paula Bertram of Lunenburg and Gary Luca of Ayer informed the Montachusett Metropolitan Planning Organization (MPO) that they would no longer be part of the Select Boards of their respective towns. With their departure, MPO Subregion 3 must select new individuals to serve as the Representative and Alternate in order to ensure adequate representation for the communities of Ayer, Harvard, Lunenburg and Shirley. Two candidates have stepped forward for the positions of Representative and Alternate, Mr. Jamie Toale of the Lunenburg Select Board and Ms. Kara Minar of the Harvard Select Board, respectively. Each community has one vote collectively amongst the Select Board and the Planning Board; therefore the Planning Board feedback would be appreciated prior to Harvard's vote being cast. Members of the Planning Board had no issue with the recommended candidates.

The Water & Sewer Commission has denied the request from the Housing @ Hildreth House Committee (H@HHC) for connection to the town sewer for the proposed development as it does not represent a public good as required by their regulations. Nickerson noted the H@HHC can appeal this decision to the Select Board.

Kerri Green, the chair of the Agricultural Advisory Committee, was present to discuss any potential bylaws that would assist in sustaining agriculture in Harvard. Green stated the committee is meeting Wednesday to review application of additional volunteers to serve on the committee. McBee stated feedback from the committee and the agricultural community would be appreciated in terms of maintaining agriculture in Harvard. Green stated there is a Bill for establishing an agricultural tourism study commission (Bill H.2715) that has been referred to the committee on House Ways and Means. The survey drafted earlier this year in regards to the needs of the agricultural community will be sent to Green in order to provide feedback to the Planning Board.

McBee stated the Harvard- Devens Jurisdiction Committee has been formulating questions to ask MassDevelopment.

McBee stated the Community Preservation Committee will be meeting this week.

An application under Chapter 125-14G Marijuana Establishments has been received from Coil Brothers, LLC. In addition, Allard has been contacted by another group also interested in applying under this provision of the Protective Bylaw. Members agreed they would like as much time as possible to prepare for the hearing, therefore it should be scheduled as far out as possible.

Donahue attended the recent meeting of Montachusett Regional Planning Commission (MRPC). In regards to joining in on the commuter shuttle from Devens, MRPC is waiting on Harvard to contact them. This effort should be coordinated with Selectperson McGuire Minar. Donahue stated the proposed MBTA parking facility in Ayer is not going forward at this time as bids were double the amount anticipated.

Continuation of a Special Permit, Driveway Site Plan and Scenic Road Consent Hearing – Callahan Realty Trust, 168 Bolton Road. Opened at 7:30pm, see page 4 for complete details.

Approve Minutes

Maiore made a motion to approve the minutes of June 23 and July 2, 2018 as amended. Brown seconded the motion. The vote was unanimously in favor of the motion.

Continuation of a Driveway Site Plan Approval – Gang Liang & Xinxing Yang, 41 Woodchuck Hill Road

Neil Gorman, of Ross Associates, was present to represent the applicants. Gorman detailed the revisions made to the plan per the comments made by the Planning Board consultant, Hamwey Engineering. Those revisions are detailed in a letter from Gorman to the Planning Board, dated August 13, 2018. In addition, the revisions as they pertain to fire protection have been approved by the Harvard Fire Department. McBee read the email from Lieutenant Perry into the record.

With no further comments from the Planning Board, Nickerson made a motion to approve the Site Plan for 41 Woodchuck Hill Road subject to final acceptance of the plans dated 8/13/18 by Hamwey Engineering. Maiore seconded the motion. The vote was unanimously in favor of the motion.

Update on the selection of the Director of Community & Economic Development

McBee stated six resumes have been received for the position of Director of Community & Economic Development. After a review of those six, four have been chosen to be interviewed, which will take place next Tuesday.

Municipal Engagement Initiative – Due August 20th

Members reviewed the application from Citizens' Housing and Planning Association for a Municipal Engagement Initiative, which will assist community groups and municipalities to conduct public education efforts in support of housing production, with an emphasis on affordable housing. McBee and Allard will continue to prepare the application for submittal next Monday. Any additional information the members may have should be sent to Allard for inclusion.

Adjournment

Maiore made a motion to adjourn the meeting at 8:29pm. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

**Harvard Planning Board
Special Permit, Driveway Site Plan and Scenic Road Consent Hearing
Callahan Realty Trust, 168 Bolton Road
August 13, 2018**

Chair Erin McBee opened the hearing at 7:30pm in the Volunteer Room at Town Hall, 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), Erin Callahan, Mark Adams, Tracy Adams, David Burney, Roxann Burney, Fred Hamwey (Hamwey Engineering) and Neil Gorman (Ross Associates, Inc.)

Neil Gorman, of Ross Associates, was present along with a member of the Callahan Trust. Gorman stated the plans have been revised per the last meeting, the site walk last week and comments made by Hamwey Engineering. Fred Hamwey, of Hamwey Engineering, stated he has not had an opportunity to review the final plan, but has discussed the proposed changes with Gorman. Gorman detailed the revisions to the plan, which are also detailed in a letter to the Planning Board dated August 13, 2018.

Gorman met with the Tree Warden to discuss the removal of two additional trees. The Tree Warden submitted comments in regards to those trees, with the recommendation that the proposed oak tree to be removed shall remain; however the site distances as required by Bylaw will not be met if the tree remains. Hamwey, Gorman and the members of the Board discussed the available sight distances at the roadway and within the driveway, 10' back from the roadway.

McBee read comments received from both the Fire Department and Tree Warden into record. Hamwey does not agree with the Tree Warden's comments, as it is those driving down the road that have to have the distance to stop and not those exiting the driveway. Hamwey believes the tree should be removed. After a brief discussion the members agreed the oak tree should be removed.

Mark Adams, a direct abutter, asked if there was any consideration to shifting the house forward. Gorman explained the house is as far forward as it can go due to sewage disposal system. The plan shows where the house could logically go to provide for a gravity flow system and hiding the foundation with the fill for the septic. Gorman stated whoever develops the property can move the house to a lower spot if they so chose as the plans are conceptual to prove development of the property can take place. Adams asked if the Bare Hill Pond Watershed Management Committee (BHPWMC) was consulted on the stormwater that will be generated from this development. Allard explained the BHPWMC has only requested applications that are on Bare Hill Pond and not those that are within the watershed of Bare Hill Pond. Furthermore, the plan calls for the mitigation of stormwater as required by the Protective Bylaw.

With no further comments, Maiore made a motion to close the hearing and issue a Special Permit, Driveway Site Plan Approval and Scenic Road Consent to Callahan Realty Trust for Lot 2 West Bare Hill Road, with the additional oak tree along West Bare Hill to be removed to allow for appropriate sight distances, the inspection of the erosion control barrier by the Harvard Conservation Agent, all subject to final acceptance of the plans dated 8/13/18 by Hamwey Engineering. 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 August 13, 2018

Continuation Special Permit, Driveway Site Plan and Scenic Road Consent Hearing – Callahan Realty Trust, 168 Bolton Road

- Presentation Plan, Special Permit Lot, The Callahan Realty Trust, Lot 2 West Bare Hill Road, Harvard, MA, prepared by David E. Ross Associates, Inc., Job No. 32263, dated 8/13/18
- Presentation Plan, Driveway Design, The Callahan Realty Trust, Lot 2 West Bare Hill Road, Harvard, MA, prepared by David E. Ross Associates, Inc., Job No. 32263, dated 8/13/18
- Letter from David E. Ross Associates, Inc., Re: Hammerhead Lot and Driveway Review #2 & #3, Lot 2 West Bare Hill Road, Harvard, MA (D.E.R.A. Job #32263)(HEI File No. 18003.00), prepared by Neil Gorman, dated August 13, 2018
- Email from Lieutenant Andrew Perry, Subject: Planning Board Comments, dated Aug 09, 2018
- Email from JC Ferguson, Subject: Re: Callahan Realty Trust – Scenic Road application question, dated Aug 13, 2018

Approve Minutes

- Draft Harvard Planning Board Meeting Minutes, June 23, 2018, prepared by Liz Allard
- Draft Harvard Planning Board Meeting Minutes, July 2, 2018, prepared by Liz Allard

Continuation Driveway Site Plan Approval – Gang Liang & Xinxing Yang, 41 Woodchuck Hill Road

- Driveway Site Plan, Gang Liang, Woodchuck Hill Road, Harvard, MA, prepared by David E. Ross Associates, Inc., Job No. 32362, dated 8/13/2018
- Letter from David E. Ross Associates, Inc., Re: Driveway Review #2, Lot A Woodchuck Hill Road,, Harvard, MA (D.E.R.A. Job #32362)(HEI File No. 18004.00), prepared by Neil Gorman, dated August 13, 2018
- Email from Lieutenant Andrew Perry, Subject: Planning Board Comments, dated Aug 09, 2018

Municipal Engagement Initiative – Due August 20th

- Citizens' Housing and Planning Association for a Municipal Engagement Initiative, undated