

Action Items	Member/Staff Responsible
Follow up on process of the host community agreement and perhaps a joint meeting with Select Board.	McBee
Review ZBA Application – 62 Old Littleton Road	All
Groundwater Protection Overlay District – Review district maps to determine if other parcels fall into the same category as 72 Mass Ave	All
Draft Callahan Realty Trust, 168 Bolton Road - Special Permit, Driveway Site Plan and Scenic Road Consent Decision	Donahue

**HARVARD PLANNING BOARD
MEETING MINUTES
SEPTEMBER 17, 2018
APPROVED: OCTOBER 1, 2018**

Chair Erin McBee called the meeting to order at 7:25pm in the Hildreth House, 15 Elm Street, 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), Steve Nigzus and Matt Fiokos (Harvard Press)

Right of First Refusal – Vanderwerf, 6 Old Schoolhouse Road

After a brief discussion, Donahue made a motion to recommend to the Select Board to pass on the option to purchase the property at 6 Old Schoolhouse Road. Maiore seconded the motion. The vote was 4-0, with Nickerson abstaining.

Review Strategic Planning Meeting of June 23rd Updates for All-Boards Meeting on September 25th

Members reviewed the updated minutes from June 23rd. Additional items completed thus far were added. These minutes, along with the updated Master Plan Action Items will be sent to the Select Board for the All-Boards meeting.

Board Member Reports

Nickerson stated the Housing @ Hildreth House Committee is considering an affordable component as suggested by the Water & Sewer Commission, who denied the connection to the Town Center sewer system due to the opinion of Water & Sewer Commission that the project does not serve a public good.

Donahue stated the Park & Recreation Commission is meeting with the proponents of the conversion of playing fields to turf fields this evening.

Allard stated the Municipal Vulnerability Preparedness Steering Committee will be conducting interviews this week for the consultant. Three firms have been chosen to interview – Conservation Works, Harriman and Dodson & Flinker.

Members of the Planning Board attended the recent Community Outreach meeting hosted by Coil Brothers, LLC in regards to the proposed cannabis extraction laboratory 325 Ayer Road. Members feel they are not consistent with their statements. Members are concerned the Select Board will get too far

down the road with the community host agreement before the Planning Board has an opportunity to completely vet the application for a Special Permit. McBee will follow up with the chair of the Select Board on process of the host community agreement and perhaps a joint meeting with Select Board.

Approve Minutes

Donahue made a motion to approve the minutes of September 10, 2018 as amended. 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 a second interview has taken place with Christopher Ryan. References are currently being checked. Tim Bragan will negotiate with Ryan should the references be positive.

Discuss Potential Bylaw Amendments for 2019 Annual Town Meeting

- Open Space Design Bylaw – nothing new to report
- Erosion Control Bylaw – McBee will attend the October 4th meeting of the Conservation Commission to discuss revising the bylaw
- Groundwater Protection Overlay - nothing new to report
- Bylaw Review Committee Protective Bylaw Amendments – the legal notice will need to be revised to include changes to the entire Protective Bylaw to be consistent with the Town Charter; the hearing has been rescheduled to October 15th.

ZBA Request for Comments – 62 Old Littleton Road

Allard strongly suggested the Planning Board take another look at this application. There are a number of outstanding questions such as the driveway in its present location in regards to length and stormwater, as well as two dwellings on one lot. Allard has reviewed the Approval Not Required plan that created the lot in 2006, which does not detail the existing driveway. Members will further review the application for comment at the October 1st meeting.

Adjournment

Maiore made a motion to adjourn the meeting at 9:09pm. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planning Board Agenda, dated Monday September 17, 2018

Approve Minutes

- Draft Harvard Planning Board Meeting Minutes, September 17, 2018, prepared by Liz Allard