

<b>Action Items</b>	<b>Member/Staff Responsible</b>
Gather information on re-codifying the bylaw	Ryan
Revise and submit 2018 Annual Report	McBee/Ryan
Invite BOH rep to next meeting to explain Regulations to Ensure the Sanitary and Safe Operation of Marijuana Establishments and the Sale of Marijuana	McBee

**HARVARD PLANNING BOARD  
MEETING MINUTES  
JANUARY 7, 2019  
APPROVED: JANUARY 28, 2019**

Chair Erin McBee called the meeting to order at 7:03pm 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, Fran Nickerson, Stacia Donahue, Justin Brown and Jarrett Rushmore

**Others Present:** Liz Allard (LUB Admin), Chris Ryan (DCED), Matt Flokos (Harvard Press), Kristen Kelley-Munoz, Steve Nigzus, Grant Maclean, Eric Nagy, Rick Maiore and Lucy Wallace

**Board Member Reports**

Donahue attended the Montachusett Regional Planning Commission (MRPC) meeting last week at which they announced the release of the District Local Technical Assistance funds early next week. MRPC received \$197,000 in funding for the region. The applications are due within a month of the release date. It was suggested requests for funding is submitted for the re-codification of bylaw and a land use permitting guide. Ryan will report back next meeting on the information he is gathering on re-codifying the bylaw. The next MRPC meeting is scheduled for Feb 7<sup>th</sup>, with a snow date of February 12<sup>th</sup>.

McBee noted Community Preservation Committee will be meeting next week to further discuss the applications received for funding in fiscal year 2020.

Ryan noted Harvard-Devens Jurisdiction Committee met last week, at which the letter to MassDevelopment was finalized.

**Update from Housing @ Hildreth House**

Rick Maiore and Lucy Wallace, members of the Housing @ Hildreth House Committee, were present to update the Board on the recent activities of the Committee. Maiore stated a traffic study on the Town Hall campus has been completed and a study on the Fire Station is in process. The traffic study defined the area in front of Town Hall as an exit only, as it has been since the renovations of that building in 2015.

The Committee is still committed to creating senior housing in this location. A revised plan removes units 1-3 from behind the Fire Station. The land behind the Fire Station is no longer being considered as part of this development. The plan details sixteen units, which factors in the available sewage. In order to maximize the area the Committee is considering duplexes for the units, as well as reducing the size of the units. Wallace stated there is a fine balance between providing senior housing at a cost that is manageable by those it will serve. The revised plan will need preliminary site plan approval from the

Planning Board in order to put the parcel out to bid to sell the land to a developer. The Committee is also considering providing a developable area and let a developer decide where the units should be sited.

#### **Director's Report**

Ryan suggested a Master Plan Implementation Committee be established. As detailed previously, when the Master Plan was completed the Planning Board (PB) did not want to burden volunteers with an additional time committee; therefore the PB assigned liaisons to Boards and Committees that have items within the action plan. It is up to those liaisons to periodically check-in with the Boards and Committees to see what assistance can be provided in achieving the action items.

Ryan stated the Minuteman Advisory Group on Interlocal Coordination (MAGIC) consultant is willing to have a side contract with Harvard until the start of the fiscal year in July to regulate Subsidized Housing Inventory. Ryan stated this is an important accounting that would take the burden off of Town staff. Brown asked what the cost to the Town would be for this service. Ryan stated \$2500 for the consulting; in addition there are al-a-carte options that would assist with planning needs.

Ryan met last week with a firm in regards to developing a plan for Ayer Road corridor. The proposal would be a two-step process in which input from the community and the neighboring areas to assist in creating this plan and the creation of a form-based code. This study would cost in the range of \$30k to \$50k.

#### **Approve Minutes**

Rushmore made a motion to approve the minutes of December 3, 2018 as amended. Donahue seconded the motion. The vote was unanimously in favor of the motion.

#### **Informal Discussion RE: 125-35 Open Space and Conservation – Planned Residential Development**

Steve Nigzus, a local realtor, and Grant Maclean were present to discuss the development potential of a 3.0 acre parcel of land on the corner of Ayer and Poor Farm Road, that currently has a single-family dwelling on it. Maclean would like to create additional units for rent that would make the parcel affordable for to him. Since the lot does not meet the five-acre requirement under Chapter 125-35 Open Space and Conservation – Planned Residential Development (OSC-PRD), a waiver from the Planning Board would be required to allow for this type of development. Ryan suggested asking Town Counsel to determine if the Planning Board has the authority to allow such a waiver. Ryan explained this development would be a combination of OSC-PRD and subdivision control regulations. Brown would be concerned to setting precedence by allowing this waiver. Ryan asked Maclean to provide a statement that explains the value to the Town for allowing such a waiver. Nickerson asked if they have engaged the abutters. Nigzus stated not as of yet.

#### **2018 Annual Report**

Minor revisions were suggested by McBee and Rushmore. McBee will incorporate her suggested revisions and send to Ryan for final wordsmithing before submitting to the Select Board.

#### **Discuss Potential Bylaw Amendments for 2019 Annual Town Meeting**

- **Erosion Control Bylaw** – Ryan has incorporated feedback from Agricultural Advisory Committee chair, with more feedback to be provided from the entire AAC. Public hearings to begin on January 28<sup>th</sup>.
- **Groundwater Protection Overlay** - Still looking into the science behind the requested amendment for preparation of public hearing, which will open on January 28<sup>th</sup>.

**Request for Formal Comment: BOH's "Article XI: Regulations to Ensure the Sanitary and Safe Operation of Marijuana Establishments and the Sale of Marijuana"**

Members had many questions about these regulations and requested a member of the Board of Health attend the next meeting to explain the goal of this regulation. Members wondered if there are other towns crafting similar regulations. McBee will further discuss with Sharon McCarthy at the Land Use Boards meeting tomorrow.

**Adjournment**

Nickerson made a motion to adjourn the meeting at 8:59pm. 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 January 7, 2019**

**Update from Housing @ Hildreth House**

- Roadway Layout and Property Line Plan, 11 & 15 Elm Street, Harvard, MA 01451, Assessor's Map 17C Lots 35 & 36, prepared for the Town of Harvard, Hildreth Housing Overlay District, 13 Ayer Road, Harvard, MA 01451, prepared by TTI Environmental, Inc., dated 6/27/2017

**Report of the Director of Community and Economic Development, January 7, 2018**

**Approve Minutes**

- Draft Harvard Planning Board Meeting Minutes, December 3, 2018, prepared by Liz Allard

**Request for Formal Comment: BOH's "Article XI: Regulations to Ensure the Sanitary and Safe Operation of Marijuana Establishments and the Sale of Marijuana"**

- ARTICLE XI: Regulations to Ensure the Sanitary and Safe Operation of Marijuana Establishments and the Sale of Marijuana, undated