

<b>Action Items</b>	<b>Member/Staff Responsible</b>
Work with the other Land Use Boards to incorporate erosion control requirements into their regulations	Ryan & Allard
Developing a set of erosion control standards for every Special Permit and Site Plan approval	Ryan
Doodle Poll for June Retreat	Allard

**HARVARD PLANNING BOARD  
MEETING MINUTES  
MAY 6, 2019  
APPROVED: JULY 1, 2019**

Vice Chair Justin Brown 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:** Justin Brown, Stacia Donahue and Jarrett Rushmore

**Others Present:** Liz Allard (LUB Admin) and Chris Ryan (DCED)

**Annual Town Meeting Round-up**

Members discussed the disappointment of the failure of the erosion control bylaw at town meeting this past weekend, considering the amount of effort that was put in to create a bylaw that was amenable to all. The Reitman's will approach the Board in the future for additional changes to 125-56 Ground Water Protection Overlay District in regards to removing well 3 from the district. Ryan suggested, with the Water & Sewer Commission not supporting the removal of well 3, the amending of the Bylaw should be a citizen petition; the Board agreed. In regards to erosion control Ryan and Allard will work with the other Land Use Boards to incorporate erosion control requirements into their regulations, with Ryan developing a set of standards for every Special Permit and Site Plan approval.

**Schedule & Discuss Agenda Items for the June Retreat**

Allard will send out a Doodle poll to determine the date of the June retreat. Topics to be discussed at the retreat include:

- Getting better sense of the Planning Board Rules & Regulations
- Hearing process
- State of the Protective Bylaw
- Attending Citizen Planner Training Collaborative workshops
- Master Plan goals for Fiscal Year 2020
- Ayer Road corridor

**Fall Town Meeting Bylaw Amendments**

- **Open Space Design Bylaw**
  - The 10<sup>th</sup> draft has been completed to Ryan's satisfaction
  - Ryan has sent it to peers for comment
  - The Board should review the document to point out areas that may be confusing

➤ **Rural Life Preservation Bylaw**

- There will be opposition from the agricultural community due to the competitive nature of the bylaw
- Need to gain support of the Agricultural Advisory Commission
- There is support from a few residents
- “Great Estates” bylaw from Ipswich protected the landscapes of large estate parcels – this bylaw is similar to that in protecting the legacy of Harvard

**Discuss Potential Transportation Committee**

With a number of transportation projects, including Complete Streets, Safe routes to Schools and the Ayer Road Transportation Improvement project, Ryan has recommended the establishment of Transportation Committee as trying to co-ordinate with four groups seems inefficient. This committee would make sure things happen in a coordinated way for all things transportation related. Brown asked if it needs to be a committee or something that can be coordinated through the Ryan. Ryan detailed the membership, which would include himself, the Director of Public Works, School Superintendent, Town Administrator, a member of the Planning Board and a member of the School Committee. Ryan would be glad to chair the board or administer it. Rushmore agreed with the potential for more projects in the future this would be proactive. It was agreed this committee should be one appointed by the Select Board and not a subcommittee of the Planning Board. It will need to be determined if the committee will require a town meeting vote to establish. This item will be further discussed with other members of the Board at a later date.

**Review Scenic Road Consent – Littleton County Road**

Members reviewed the draft decision for Littleton County Road; Rushmore questioned the monitoring of the trees. Ryan assumed the Tree Warden and Director of Public Works will keep a close eye on these trees.

**Ayer Road Project Proposal**

Ryan stated he is seeking comments from the Board and then he will send the proposal to the former Economic Development Committee members and former Planning Board members to be certain the information is accurate. Brown stated as someone new Town the detail of the history and the goals were great. It was suggested the implementation plan more up front on how the plan will be achieved.

**Board Members Reports – Committee Activities**

Donahue stated Montachusett Regional Planning Commission (MRPC) will award four communities with funding, if available, under the District Local Technical Assistance grant. Mass Department of Transportation is conducting a capital investments survey, which is available on MRPC website. Construction on the Ayer parking garage has begun.

Municipal Vulnerability Preparedness Subcommittee next steps are to draft the final report and conduct a listening session, which is tentatively scheduled for May 30<sup>th</sup>.

**Director’s Update**

Ryan stated the proposals for Housing@Hildreth House were due today, in which one proposal was received. Ryan feels the low response is due to the ledge and sale price of the units is making the project unsuccessful.

**Approve Minutes**

Donahue made a motion to approve the minutes of April 1, 2019 as drafted. Rushmore seconded the motion. The vote was unanimously in favor of the motion.

**Adjournment**

Rushmore made a motion to adjourn the meeting at 8:38pm. 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 May 6, 2019**

**Director of Community and Economic Development Update, May 6, 2019**

**DRAFT HARVARD PLANNING BOARD MEETING MINUTES, APRIL 1, 2019, prepared by Liz Allard**