

Action Items	Member/Staff Responsible
None	

**HARVARD PLANNING BOARD  
MEETING MINUTES  
NOVEMBER 18, 2019  
APPROVED: DECEMBER 4, 2019**

Chair Erin McBee called the meeting to order at 7:05pm 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, Justin Brown, Fran Nickerson and Stacia Donahue

**Others Present:** Liz Allard (Land Use Boards Administrator/Conservation Agent), Chris Ryan (Director of Community Economic Development), Matthew Flokos (Harvard Press), Tim Kilhart (Department of Public Works Director), Carlene Phillips and John Osborne (Harvard Press)

**Site Plan Review – Department of Public Works, 1 Still River Road**

Ryan stated a revised site plan included the addition of Easement A, the delineation of the right-of-way, pavement markings, site notes, landscaping details, and a detail sheet of all of the signage. There is a potential to provide a right turn only on to Massachusetts Avenue on the east side of the parking lot, but only if the “No Left Turn” at end of Park Road (aka “No-Name” Road), which would be a decision for the Select Board. Ryan reviewed his report, which details the formality of the area will minimize the conflicts between pedestrians and vehicles, making pedestrians more visible to vehicles approaching the entrance of the General Store. The site plan as revised provides an expected defined area that will decrease the potential for conflicts between roadway users. With the reduction of parking spaces during the development of the improvements, the Board discussed suggesting the Select Board allow for temporary parking along Elm Street.

In regards to comments about the grant funding for this project, Tim Kilhart, the Director of the Department of Public Works, stated as a reimbursable grant any and all funds already expended by the Town for the development of the improvements would not be reimbursed should the Town terminate the contract with Mass Department of Transportation.

McBee clarified the 2007 easement which details the jurisdiction of the area between the General Store and Congregational Church is under the control of the Select Board. Ryan stated the Board had not received any additional comment from the Fire Department or Police Department.

Donahue stepped out of the room to get an update from Park & Recreation Commission (Park & Rec). Ryan asked Kilhart about the existing lighting around the Town Center. Since Kilhart is not typically in Town after dark, therefore he was unsure as to where lights are located in the Town Center. Ryan requested the plan be revised to show where the existing street lights are. Kilhart noted the coloration of the concrete to make it look historic will be discussed by the Select Board. The Board agreed the waivers requested by the applicant seem reasonable.

Ryan recommends a condition within the approval that if the Select Board is unable to approve the necessary signage change on Park (aka "No Name") Road, "Yield" be painted within the parking lot prior to a vehicle exiting onto Massachusetts Avenue.

Donahue returned from the Park & Rec meeting and stated the general feeling of the Park & Rec is that they still have jurisdiction of the land between General Store and Congregational Church, and may be seeking advice from independent council. In addition, Park & Rec are not in agreement with providing four feet of land area for the parking lot, as requested. Donahue stated Park & Rec is still unclear on the requested variance for the parking stalls and feel the communication over this project was lacking. Kilhart explained there is no longer a need for a variance; the parking stalls, as detailed on the site plan, are 19' feet in length, as required by the Protective Bylaw, with a 22' aisle width.

After a brief discussion, Brown made a motion to approve the requested waivers. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Donahue made a motion to approve the Site Pan with the condition of requiring "Yield" be painted at the exit to Mass Avenue on the east side of the General Store, only if the Select Board can not arrange a safe and legal exist onto Mass Avenue. Brown seconded the motion. The vote was unanimously in favor of the motion.

#### **Post Mortem Special Town Meeting/Next Steps for 2020 Annual Town Meeting**

The Board discussed the allowed procedures of Town Meeting as it pertains to comments made by residents; more clarification of the Boards role during the presentation of Bylaw amendments is required. The amendment made to Section 125-52 Ayer Road Village – Special Permit provided an opportunity to get people talking about what is being considered to improve the Ayer Road corridor.

The Select Board has not yet made a decision in regards to moving all Bylaw amendments to the Fall town meeting, but Ryan would hope if the decision is made to do so the Board will still be able to present amendments this coming Spring. With that still a possibility the Board discussed the following Bylaw amendments for 2020.

*Open Space Residential Design* – Ryan stated the success of this amendment is contingent on the ability to bring in Randall Arendt for assistance with developing a bylaw that meets the needs of Harvard. Ryan stated he was informed by the Town Administrator (TA) there are no excess funds available to cover the cost to retain Arendt. As suggested by the TA, Ryan is submitting a request to the Finance Committee for a reserve fund transfer. In addition, Littleton, Mass Audubon and potentially Ayer are willing to assist with the cost of a presentation by Arendt. Ryan will also reach out to the former Town Planner, Bill Scanlan, to request he develop example plans of the proposed Open Space Design.

*Bungalow Bylaw* – Allard confirmed with former member Michelle Catalina that no language was ever drafted in regards to this bylaw. The Board will need to determine what it is they are seeking with this type of development.

*Senior Housing Bylaw* – Ryan requested and the Board agreed to re-review this bylaw for its readiness at the Spring town meeting.

*Rural Life Special Permit* – Ryan feels this bylaw is not worth revisiting until the Planning Board can get some proponent support and their willingness to engage. Board agreed they are making progress, but enough at this point to consider this bylaw for the Spring 2020 town meeting.

*Bylaw Re-codification* – Ryan stated Attorney Bobrowski, author of “Handbook of Massachusetts Land Use and Planning Law” has offered to rewrite the Protective Bylaw for the amount of \$40,000; Ryan will include a request for these funds with the fiscal year 2021 budget.

### **Schedule Strategic Planning Session for the remainder of Fiscal Year 2020**

After a brief discussion the Board agreed to reserve the December 16<sup>th</sup> meeting as the strategic planning session. The Board also agreed to meet at 6pm, with a location to be determined. Any suggested topics should be forwarded to Ryan and Allard.

### **Update Liaisons & Representatives**

The Board agreed the Ayer Road Traffic Group should be turned into Transportation Committee as suggested by Ryan. The Board also agreed this committee should be its own committee and not one of the Planning Board.

Donahue made a motion to recommend to the Select Board the appointment of Rushmore as the Planning Board representative to the Open Space Committee. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

### **Board Member's Reports**

McBee attended the Conservation Coffee last week at which she received good feedback on the Rural Life Preservation bylaw. The Board discussed the use of Nextdoor as a provider of information on important Town issues. With the policy that the Board does not respond to comments made on Nextdoor the Board pondered requesting a link to the town website, with a reminder that we are unable to respond. The Board agreed to just leave things as is as it pertains to use of Nextdoor.

Donahue stated Montachusett Regional Planning Commission has request comment on the draft Limited English Access Plan in regards to the languages predominate in Harvard, those being Chinese and Spanish. This request should be passed onto the Select Board.

Donahue stated the Ayer Parking Garage is complete with the opening ceremony scheduled for Dec 9<sup>th</sup> at 10am.

### **Director's Update**

The Board made some suggested revisions to Ryan's recommended Municipal Vulnerability Preparedness Committee and agreed as revised it should be sent to the interested parties.

### **Approve Minutes**

Brown made a motion to approve the minutes of October 7, 2019 as drafted. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Donahue made a motion to approve the minutes of October 21, 2019 as amended. Brown seconded the motion. The vote was unanimously in favor of the motion.

### **Adjournment**

Brown made a motion to adjourn the meeting at 9:09pm. 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 November 18, 2019
- Director of Community and Economic Development UPDATE, November 18, 2019

### **Site Plan Review – Department of Public Works, 1 Still River Road**

- Plan entitled, “Harvard Site Plan Modifications for 1 Still River Road Construction Plan”, prepared by The Engineering Company, dated 11/12/2019
- Plan entitled “Harvard Site Plan Modifications for 1 Still River Road Traffic Sign and Pavement Marking Plan”, prepared by The Engineering Company, dated 11/12/2019
- Plan entitled “Harvard Site Plan Modifications for 1 Still River Road Traffic Sign Summary”, prepared by The Engineering Company, dated 11/12/2019
- Memorandum from The Engineering Company entitled “Complete Streets Design 1 Still River Road Site Plan Review.”, dated November 8, 2019