

**HARVARD PLANNING BOARD
MEETING MINUTES
AUGUST 24, 2015
APPROVED: SEPTEMBER 14, 2015**

Chair Kara McGuire Minar called the meeting at 7:15pm in the Hildreth House at 15 Elm Street under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Erin McBee and Don Graham

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Corey Dufresne and Ashley Truft

Board Member Reports

McBee stated the draft commercial design guidelines will be available the second week of September, with a meeting of the committee scheduled for the third week of September.

Town Center Transportation Committee is meeting tomorrow night. Brad Harris, from Montachusett Regional Planning Commission (MRPC), will be in attendance to review the proposed design alternatives for the center of town.

Graham will be attending the monthly meeting at MRPC tomorrow evening.

McBee was recently informed of the loss of an affordable unit at Harvard Green on Lancaster County Road. McGuire Minar suggested a letter be written to Board of Selectmen in regards to the unit and the fact that Planning Board was not informed of the issue. Scanlan was asked to track down additional information in regards to the current status of the unit.

Planner Report

Scanlan stated he had reviewed the traffic from Route 2 to Poor Farm Road with a transportation consultant, Ron Ricci and Rich Nota. The consultant has stated the best location for rotary may be at Gebo Lane. The thought of a rotary at Gebo Lane is that it would slow traffic enough to allow for traffic to exit from both Poor Farm Road and Lancaster County Road. A proposal for the Town to review is being put together by the consultant.

Scanlan reported the Master Plan Steering Committee meeting has been cancelled this week and re-scheduled for next week. Burns & McDonnell has fallen a bit behind scheduled, but should be caught up by next week.

Scanlan stated the revised proposal for the District Local Technical Assistance grant was too late for approval this round.

Modification to Covenant – High Meadow Farm, Sholan Circle

Corey Dufresne, president of the High Meadow Farm property owners association (Sholan Circle), was present to discuss the modification to the existing covenant for the association. Dufresne explained the association has an annual fee to cover operating expenses, a long with a requirement of 0.5% of the sale of a home at conveyance. This requirement has historically been waived and was meant for capital. The association is seeking to change the requirement for the capital assessment. McGuire Minar asked

where and who controls the funds. Dufresne stated the association has an account and each house has a member on the board, which officers are elected annually.

Scanlan asked about language change in regards to the conservation restriction. Dufresne stated it is a matter of harmonizing the language.

Graham made a motion to approve the amended covenant for High Meadow Farm with the stipulation of the Planning Board receiving a signed agreement from all of the High Meadow Farm members prior to signing the amendments. McBee seconded the motion. The vote was unanimously in favor of the motion.

Approve Minutes

McBee made a motion to approve the minutes of July 20, 2015 and August 10, 2015. Graham seconded the motion. The vote was unanimously in favor of the motion.

Approve Invoice

Allard stated the Board has received the following invoice for inclusion on the next bill warrant.

- William Scanlan - \$3000.00

Graham made a motion to approve the above invoice. McGuire Minar seconded the motion. The vote was unanimously in favor of the motion.

Littleton Water Department Request for Water Resource Protection

The Board had received a request from the Littleton Water Department in regards to creating a protective zone within Harvard for public drinking water wells that are located in Littleton from potential land use that could degrade drinking water quality. Most of Littleton's Zone II is protected under the town's Aquifer and Water Resource Overlay District Bylaw; however a small portion extends into Harvard. The Department of Environmental Protection requires all water departments protect land within their Zone II water districts. Scanlan stated the agricultural-residential district in Harvard prohibits most of the prohibited uses within a Zone II.

The members agreed they need more detail and understanding of this requirement; specifically, how much acreage would be affected by an overlay district of this type and who would be affected by this overlay. Members are hesitant to create an overlay district that would benefit another community when Harvard itself does not have an overlay district. Scanlan stated given Harvard's zoning he does not think it would have that great of an effect on the residents. Scanlan will determine the effects for next time.

Master Plan Update

McGuire Minar requested the members review the draft Master Plan, as she does not want the Committee too far down the road with the document and then have to incorporate language changes at the last minute.

In regards to the housing element of the Master Plan, David Hopper has resigned from the Municipal Affordable Housing Trust, which is a loss as he was up to speed on the needs of the community. McGuire Minar suggested Scanlan reach out to Bonnie Huedorfer to determine if she would be interested in assisting in reviewing the housing section of the Plan as she has the experience in that area.

Review Updates to Chapter 133 Planning Board Procedural Rules & Regulations

Members reviewed Chapter 133-14 to 133-19 of Chapter 133. Scanlan will rework the language in Chapter 133-14B(2).

Adjournment

McBee made a motion to adjourn the meeting at 8:23pm. Graham seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Modification to Covenant – High Meadow Farm, Sholan Circle

- Memo from High Meadow Farm Property Owners Association, to the Harvard Planning Board, dated August 18, 2015