

**HARVARD PLANNING BOARD  
MEETING MINUTES  
NOVEMBER 16, 2015  
APPROVED: DECEMBER 21, 2015**

Chairperson Kara McGuire Minar called the meeting at 7:04pm in the Hapgood Room at 7 Fairbank Street under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

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

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Maren Caulfield (Harvard Press)

**Board Member Reports**

McBee stated the Commercial Design Standards Guidelines Task Force is meeting this Thursday. The draft of the guidelines is available for the Planning Board to comment on.

McBee stated the Town Center Transportation Committee will be meeting again on December 1<sup>st</sup> with a presentation from Montachusett Regional Planning Commission on pedestrian and bicycle patterns in town center.

Catalina stated the Community Preservation Committee (CPC) voted to use the majority of its funds to pay down the bond on the Town Hall renovation project for fiscal year 2017. The remaining funds available for other projects are minimal. The CPC voted to fund the Conservation Commission's invasive plant management project, the Town Clerk's preservation of historic documents, and an allocation of the minimum amount required to the Municipal Affordable Housing Trust. The Historic Commission was advised to seek other means of having the trees around the Shaker Herb House removed and the Park and Recreation Commission will need to seek funding from Town Meeting to complete the stone wall along Mass Ave.

**Planner Report**

Scanlan recapped the Master Plan Steering Committee's (MPSC) public forum on Devens from last Thursday. The turn out was good, with positive feedback. There were a number of Devens residents in attendance as well. These residents want to be included on the decisions that would affect them.

Burns & McDonnell (B&M) believe they have exhausted the funds under their contract and are requesting additional funding. The MPSC is discussing the possibility of providing an additional \$5000 to integrate the findings of B&M into the entire master plan.

Scanlan stated the Department of Transportation has not approved the use of Chapter 90 funds for the Ayer Road study as of yet. Scanlan will keep the members updated as information is received.

**Approve Invoice**

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

- William Scanlan - \$2400.00

McBee made a motion to approve the above invoice. Catalina seconded the motion. The vote was unanimously in favor of the motion.

**Protective Bylaw Amendments**

- Assisted Living Use – Catalina completed a white paper on assisted facility as an allowed use in the commercial district. The report indicates there may be a need to consider increasing the allowed square footage of buildings. Catalina stated there would be no worth of allowing assisted living as a use at 30,000 square feet, perhaps 40,000 square feet would work, but 45,000 seems reasonable. All of the communities within the report require a special permit for such a use. The report compares the different types of special permits required by other communities and Harvard's Ayer Road Village-Special Permit. It was suggested Sudbury's bylaw be reviewed as a model bylaw for Harvard.

**Town Planner FY17**

Members discussed the potential of continuing the Town Planner position as a contracted position for another year. There are still some questions to be resolved as to whether or not this is the appropriate route to take at this point. The alternative is to create a full-time benefited position with the Town. Members agreed further information in either case needs to be provided before a decision can be reached. Allard will distribute the previously created job descriptions and McGuire Minar will follow up with Marie Sobalvarro, the Human Resource Director and Victor Normand, the chair of the Personnel Board, to determine the process for creating a full time position.

**Adjournment**

McBee made a motion to adjourn the meeting at 9:13pm. Graham seconded the motion. The vote was unanimously in favor of the motion.

Signed: \_\_\_\_\_  
Liz Allard, Clerk