

**HARVARD PLANNING BOARD
MEETING MINUTES
DECEMBER 7, 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, Don Graham and Fran Nickerson

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Maren Caulfield (Harvard Press), Jim Lee (CDSGTF) and Wendy Cote-Magan (CDSGTF)

Board Member Reports

Graham will be attending the monthly Montachusett Regional Planning Commission Meeting tomorrow.

McBee stated the Town Center Transportation Committee (TC²) met on December 1st with Montachusett Regional Planning Commission (MRPC) presenting its findings on pedestrian and bicycle flow around the town center. MRPC did not get through the entire report and will complete its presentation in January.

The TC² did review the proposed plan for The Bromfield parking lot, which when complete will provide a total of 109 parking spaces. The funds (\$275,000) for this project will be requested at the annual town meeting in 2016.

McBee stated the Hildreth House project is moving forward. Rick Maiore was at the last TC² meeting to discuss expanding the lower parking area at Hildreth House. Maiore was seeking TC² support for the improvements to the parking area, which would be completed while other renovations are being completed to the Hildreth House.

In regards to parking and pedestrian safety, McBee noted the Appleworks building on Ayer Road is becoming more active and may require additional parking. The owner of the Appleworks building also owns the lot across the street that already has a parking area along Ayer Road; however the location may not be the best for getting from one side of the road to another. It was suggested a letter be sent to the Board of Selectmen recommending a cross walk in that area should the owner be willing to use the existing parking lot as additional parking for the Appleworks building.

Planner Report

Scanlan informed the members of a workshop presented by Baystate Roads entitled "Complete Streets, Benefits, Eligibility & Fund", which is a prerequisite for eligibility for MassDOT's Complete Street Funding Program. This program has 12.5 million in available funds. Scanlan asked if any members of the Board would be interested in attending. McGuire Minar and Nickerson stated they would be interested in attending along with Scanlan.

Commercial Design Standards Task Force Presentation

Scanlan presented to the Board the final version of the Commercial Design Guidelines as prepared by the Task Force. Scanlan stated the purpose of design guideline is the heart of the document. The document includes recommendations for zoning changes that would be needed in order to implement these guidelines. Minor edits were made to the document during its review this evening.

The Planning Board along with the Task Force will make a final present at Volunteer's Hall to the public for any additional input. Graham stated from the Town prospective it's attractive, but from a developer point of view, how do you get them to sign on to it. McBee is hoping this will become the acceptable process for development in Town. McGuire Minar asked the member to further review the document and provide any additional feedback at the December 21st meeting.

Approve Invoices

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

- William Scanlan - \$2700.00
- Burns & McDonnell - \$5927.65

McGuire Minar made a motion to approve the above mentioned invoices. McBee seconded the motion. The vote was unanimously in favor of the motion.

Review Updates to Chapter 133 Planning Board Procedural Rules & Regulations

Members reviewed the final sections of Chapter 133, starting with 133-21. The final sections included only minor changes to the existing language, which none if the members had any comments on. A public hearing to accept the proposed changes will be scheduled for January.

Protective Bylaw Amendments

With Catalina absent this evening the discussion on the remaining bylaw amendments, assisted living use and 125-35 Open Space & Conservation – Planned Residential Development (PRD), were tabled until the next meeting of the Board.

Town Planner FY17

McGuire Minar stated she had been in contact with the Personnel Board Chairman Victor Normand who suggested the Planning Board start the process of developing a job description with the assistance of Marie Sobalvarro, the Human Resource Director. Monetary warrant articles for the 2016 Annual Town Meeting are due January 14, 2016. A job description, once agreed upon by the Planning Board would then need to go to the Personnel Board for determination of the grade of the position. Members were asked to review the job description previously sent to them for any comments or suggestions.

Adjournment

McBee made a motion to adjourn the meeting at 9:09pm. Graham seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk