

Action Items	Member/Staff Responsible
NDH Blurb for Brewery Bylaw	Catalina
What other "permits" from other boards/committees will be needed to operate a Brewery	Scanlan
Discuss re-organization of Land Use office with BOH	Catalina
Draft Planner job description	Catalina
Meet w/ MRPC re: DLTA grant scope of work	Scanlan/Nickerson
BOS Appointment of Stacia Donahue	Allard
Confirm Members of Design Review Board to appoint at next PB Mtg	Maiore
Submit Comments to ZBA	Scanlan

**HARVARD PLANNING BOARD  
MEETING MINUTES  
JUNE 5, 2017  
APPROVED: JUNE 19, 2017**

Chair Erin McBee called the meeting to order at 7:00pm in the Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

**Members Present:** Erin McBee, Fran Nickerson, Michelle Catalina and Rich Maiore

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Stacia Donahue, Bruce Ringwall (GPR), Dana Fairbanks, John Osborne (Harvard Press)

**Lot Access Request – Brown Road (Map 36 Parcel 95)**

Bruce Ringwall, of GPR, Inc., explained he is not seeking to create an Approval Not Required lot, as suggested by Town Counsel response, as the lot has already been created. Ringwall is seeking the Boards opinion on whether or not there is suitable access for the lot. Scanlan stated the Planning Board (PB) does not have jurisdiction over whether or not a lot is buildable, that is a function of Zoning Board of Appeals (ZBA). Advice from Town Counsel concludes the applicant would need to apply for a frontage variance from the ZBA. A driveway Site Plan Approval would also be required from the PB, and perhaps a common driveway special permit from the PB if more than one lot will be served. There was an agreement amongst all that were present that this is what is needed in order to develop the lot. The PB will comment accordingly when requested by ZBA.

**Bylaw Amendment for Special Town Meeting – Breweries**

Members discussed the proposed bylaw as suggested at the previous meeting. Scanlan was requested to determine what other types of permits from other boards and committees would be required to operate a brewery in the manner described in the proposed bylaw. Catalina suggested getting feedback from the residents through Nextdoor Harvard. Members agreed to allow breweries to include a taproom by special permit. Scanlan will revise the bylaw as discussed this evening for further discussion at the June 19<sup>th</sup> meeting.

**Planner Flowchart**

Catalina revised the Planner flowchart to include a part-time Beach Director. Catalina would like to have the Planner job description approved by the Personnel Board by August. Catalina will meet with the Board of Health to discuss the flowchart to gain their support as well. Members agreed once the

flowchart is updated with suggested revisions this evening it can be sent along to the Charter Commission.

### **Review & Approve DLTA Grant Scope of Work**

Scanlan drafted a scope this afternoon and has arranged to meet with John Hume from Montachusett Regional Planning Commission next week. Members of the Board are welcome to join him at this meeting. Nickerson stated she would attend.

### **Potential Planning Board Members**

Stacia Donahue was present to discuss her interest in being on the Planning Board. Donahue has done a lot of volunteering around town, but never for a Town board or committee. Donahue has a background in engineering, which would be useful on the Planning Board. Catalina made motion to recommend to the Board of Selectmen the appointment of Stacia Donahue to fill the vacant seat of Kara McGuire Minar until the next election. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

### **Right of First Refusal – 53 Woodchuck Hill Road**

The purchase and sale agreement had been previously distributed to the Planning Board (PB). It is the understanding of Allard, that the offer is not valid and is being returned to the seller's attorney to be revised. The PB agreed as the lot that contains an existing single-family dwelling there would be no interest in the land for affordable housing or open space. Maiore made a motion to recommend the Board of Selectmen waive their right of first refusal for 53 Woodchuck Hill Road. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

### **Board Members Reports – Committee Activities**

Maiore stated he has heard from a few of the former Commercial Design Guideline members who are interested in being a part of the Design Review Board. Confirmation of those individuals should be made, so at the June 19<sup>th</sup> meeting the Board can approve them.

Nickerson attended the recent meeting of the Housing @ Hildreth House Committee (H@HHC). The Fire Chief is happy with the location of the storage shed, but wants to be certain he can get the fire boat in and out of the proposed location before giving a final approval. Scanlan stated the H@HHC will be at the June 19<sup>th</sup> meeting for preliminary site plan approval.

### **Planner Report**

Scanlan stated the Board of Health (BOH) has responded to the Planning Board in regards to their goal within the Master Plan. BOH has stated deer management is a function of Conservation Commission and should be directed to them.

Scanlan stated the Planning Board received a request for comments from the Zoning Board of Appeals on two applications. Both are for the demolition and reconstruction of a single-family dwelling and the conversion from seasonal to year-round residence. The first, at 45 Pine Ridge Drive, will remain within the existing footprint and will include the addition of a second floor for a total increase in square footage of 53%. The second, at 34 Peninsula Road, will increase the existing structure by 379%. The members were concerned about the increase in impervious area and the change to year-round use may affect water quality on Bare Hill Pond. The Board suggests additional screening to buffer adverse effects on the neighborhood. Scanlan will send these comments to the ZBA.

**Approve Invoices**

Allard stated the following invoices have been received for inclusion on the next bill warrant.

- William Scanlan - \$2420.00
- Harvard Press - \$249.00

Catalina made a motion to approve the above mentioned invoices. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

**Adjournment**

Maiore made a motion to adjourn the meeting at 8:41pm. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

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

## DOCUMENTS & OTHER EXHIBITS

### Planning Board Agenda, dated Monday June 5, 2017

#### Lot Access Request – Brown Road (Map 36 Parcel 95)

- Letter from GPR, Inc. re: Lot Access Discussion, Brown Road, Harvard, MA, GPR Project No. 00136, prepared by Brice Ringwall, dated April 26, 2017
- Exhibit 1 – The Commonwealth of Massachusetts, Department of Public Works, Layout No. 5282 and Order of Taking, dated February 3, 1960
- Exhibit 2 – Plans, Massachusetts Comm of Dept Public Works, Brown Road, Harvard, Route 495 Harvard, Stow Road, Harvard, Zink Road,, Harvard, Book 00268, Page 56, dated 11/30/1962
- Exhibit 3 – Deed, Book 23037 page 366, dated September 25, 2000
- Exhibit 4 – Deed, Book 13188, page 164, dated Jan 9, 91
- Exhibit 5 – Plan of Land in Harvard, MA, prepared by Stanley Dillis, October 2001
- Exhibit 6 – Plan of Land in Harvard, MA for Stephen J./Deborah J. Daman, prepared by County Land Survey, Inc., drawing 960315-1, dated November 14, 1997
- Exhibit 7 – Plan of Land in Harvard, Massachusetts, prepared for Stephen J. Damn, prepared by Ducharme & Wheeler, dated December 26, 2004
- Letter from the Harvard Planning Board to Gabe Vellante, Inspector of Buildings/Zoning Enforcement Officer, RE: Sheehan, 24 Cove Road, dated December 15, 2009
- Email from Bruce Ringwall, Subject: RE:RE: Fwd (2): Request for Town Counsel, dated June 1, 2017 (includes response from Town Counsel, Mark J. Lanza, dated May 31, 2017)
- Raymond C. Bateman & others vs. Board of Appeals of Georgetown, 56 Mass. App. Ct. 236, June 13, 2002 – October 9, 2002, Essex County

#### Bylaw Amendment for Special Town Meeting – Breweries

- Zoning Amendment for Breweries, Cideries and Wineries, undated

#### Planner Flowchart

- Untitled, undated single page detailing the hierarchy of a Town Planner and Conservation Agent

#### Review & Approve DLTA Grant Scope of Work

- Scope of Work – DLTA Application for Ground Water Protection, undated

#### Right of First Refusal – 53 Woodchuck Hill Road

- Letter from Albert A. Barbieri, Jr., to the Planning Board dated May 23, 2017
- Standard Form Purchase & Sale Agreement, from the office of Albert A. Barbieri, Jr., dated May 15, 2017
- Conceptual Lot Layout, 53 Woodchuck Hill Road, Harvard, MA 01451, prepared for Adam Horowitz, prepared by GRP, Inc., dated March 21, 2017

#### Planner Report

- Letter from the Board of Health to William Scanlan, Town Planner, RE: Request of clarifications on BoH actions in the Master Plan, dated May 11, 2017

#### Approve Invoice

- INVOICE – William Scanlan, Consulting Planner, dated May 26, 2017
- Harvard Press Invoice#6455, dated 5/25/2017
- Harvard Press Invoice#6458, dated 5/25/2017

- Harvard Press Invoice#6462, dated 5/25/2017