TOWN OF HARVARD PLANNING BOARD AGENDA MONDAY, MARCH 4, 2024 @ 7:00PM

Pursuant to Chapter 2 of the Acts of 2023, An Act Making Appropriations for the Fiscal Year 2023 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects, and signed into law on March 29, 2023, this meeting will be conducted via remote participation. Interested individuals can listen in and participate by phone and/or online by following the link and phone number below.

UpperTH ProWebinar is inviting you to a scheduled Zoom meeting. **Topic: Planning Board** Time: Mar 4, 2024 07:00 PM Eastern Time (US and Canada) Join Zoom Meeting https://us02web.zoom.us/j/84593151358?pwd=NjJHMW0xK0dmdkZwQ0ZEd3VjcytCUT09 Meeting ID: 845 9315 1358 Passcode: 711850 One tap mobile +13092053325,,84593151358# US +13126266799,,84593151358# US (Chicago) Dial by your location +1 309 205 3325 US +1 312 626 6799 US (Chicago) • +1 646 931 3860 US Meeting ID: 845 9315 1358 Find your local number: https://us02web.zoom.us/u/kbih1dD9A

Public Comment

Old Business: a) Proposed Town Center Overlay District and Town Center Action Plan (invite Steve Nigzus)

- b) 2016 Master Plan progress report
- c) 2026 Master Planning steering committee & funding request
- d) Discussion of Ayer Road Vision Plan & Form Based Code
- New Business: Request to grant an Erosion Control Minor Permit at 184 Old Littleton Road by James & Oliva DiNardo for compliance with §125-58E(3) creation of new impervious area less than 2,500 sq. ft.

Discussion to submit request to access District Local Technical Assistance (DLTA) Program to enable the Montachusett Regional Planning Commission (MRPC) to provide technical assistance to help with an Inclusionary Bylaw Amendment.

Public Hearings:

8:00pm Public Hearing pursuant to Massachusetts General Laws Chapter 40A, Section 3A, to consider and receive comments from interested parties concerning proposed addition to Chapter 125 of the Code of the Town of Harvard the Protective Bylaw for a Multi-family overlay district. Potential updates to Draft Bylaw MBTA-3A Multi-family overlay district.

Standard Business: a) Review Metrics

- b) Board Member Reports
 - Representatives & Liaisons Update
 - Community Matters
- c) Master Planning for 2026
- d) Approve Minutes:
- e) Approve Invoices:

NEXT SCHEDULED MEETINGS: MONDAY, MARCH 18, 2024

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The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law, also.

EROSION CONTROL APPLICATION

Applicants should review the Harvard Protective (Zoning) Bylaw, Chapter 125-58 of the Code of the Town of Harvard, the Planning Board's Rules and Regulations, Chapter 133 of the Code of the Town of Harvard. Copies of the Bylaw may be purchased from the Town Clerk and copies of the Rules and Regulations may be purchased from the Land Use Office. Information is also available online at www.harvard-ma.gov. The Rules and Regulations specify the documents that are required as a part of the application.

Applicant's Name: James & Olivia DiNardo
Address 184 Old Littleton Road Phone 617-755-6730 Email: oliviastevens@gmail.com
Applicant is (check one): Owner Agent Prospective Buyer
Location of Property: 184 Old Littleton Road Zoning District: AR
Harvard Assessors' Map <u>13</u> Parcel <u>68</u>
Owner's Name: <u>Same</u> Email:
Owner's Address:Owner's Phone: Signed: Dieve Bloop, AS AGENT
APPLICATION CHECK LIST
Minor Permit X Sketch plan showing limits, scope of work and proposed Best Management Practices (BMPs)
Project narrative that includes a description of the proposed project and a description of how and where stormwater will be controlled and erosion and sediment controls to be used

\$25.00 filing fee

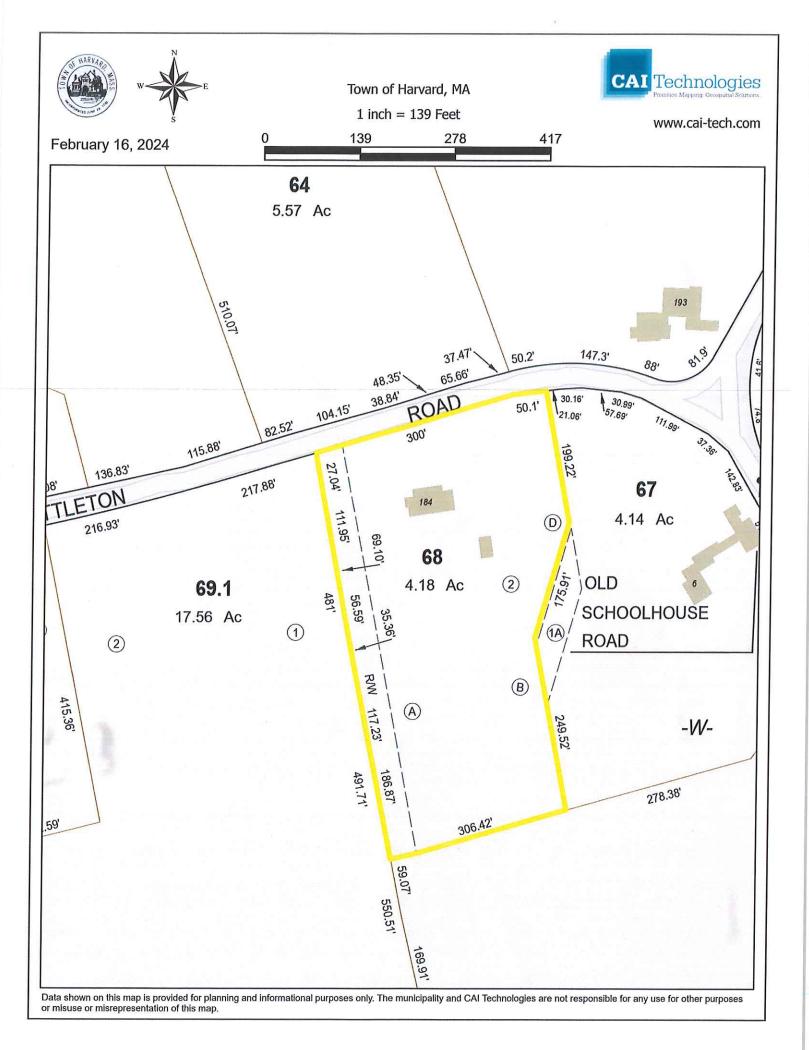
Major Permit

Applicants shall file one (1) original completed application packet and seven (7) copies

- Project narrative that includes a description of the proposed project and a description of how and where stormwater will be controlled and erosion and sediment controls to be used, plus a description of any specimen trees within the project area.
- □ Engineered plan set, signed and stamped by a professional engineer or a professional land surveyor registered in the Commonwealth of Massachusetts, and drawn at a legible scale and including:

- Existing and proposed conditions plans, which shall identify significant natural features and native trees greater than a diameter of (6) inches within the project area.
- Erosion control plan, which shall include the following related specifically to the disturbance area:
 - > Location of all structural and non-structural erosion and sediment control measures and BMPs;
 - > Locations where stabilization practices are expected to occur;
 - Locations for storage of materials, waste, vehicles, equipment, soil, snow, and other potential contaminants;
 - Operations and Maintenance Plan for BMP's including inspections and maintenance activities as noted in §133-41 below;
 - Areas where previous stabilization has been accomplished and no further construction-phase permit requirements apply; and
 - > Any other information deemed necessary by the Planning Board.

□ \$200.00 filing fee



Project Narrative

Prepared for James & Olivia DiNardo 184 Old Littleton Road, Harvard Project No. 33318

On behalf of our clients, James & Olivia DiNardo, we are hereby submitting the following narrative to outline the proposed activities and procedures that are proposed for the property at 184 Old Littleton Road in Harvard. This information is presented in relation to Section 125-58 (Erosion Control) of the Harvard Protective Bylaw.

The subject property is a 4.23-acre residential property on the southerly side of Old Littleton Road. The property contains an existing single-family home, detached garage, and smaller out-buildings associated with the existing farming activities. This proposal seeks to add a 1,200 square foot barn structure to the south of the existing garage and is shown on the accompanying Site Plan (Plan No. S-15304). This barn will be incorporated into the various farming activities of the property.

The area of the property to be disturbed during the construction of this proposed barn is within an open field. No trees or woody vegetation will need to be cleared or uprooted. The process of preparing for the footings/foundation of the building will only involve the stripping of any top and subsoil. The area to be excavated is also relatively flat (<2% slope) and will not create any harmful runoff conditions or erosion. To further limit the potential for any adverse effects during any storm events, the roof driplines on the east and west sides of the barn will be supplemented with dripline recharge trenches to capture and infiltrate any roof runoff.

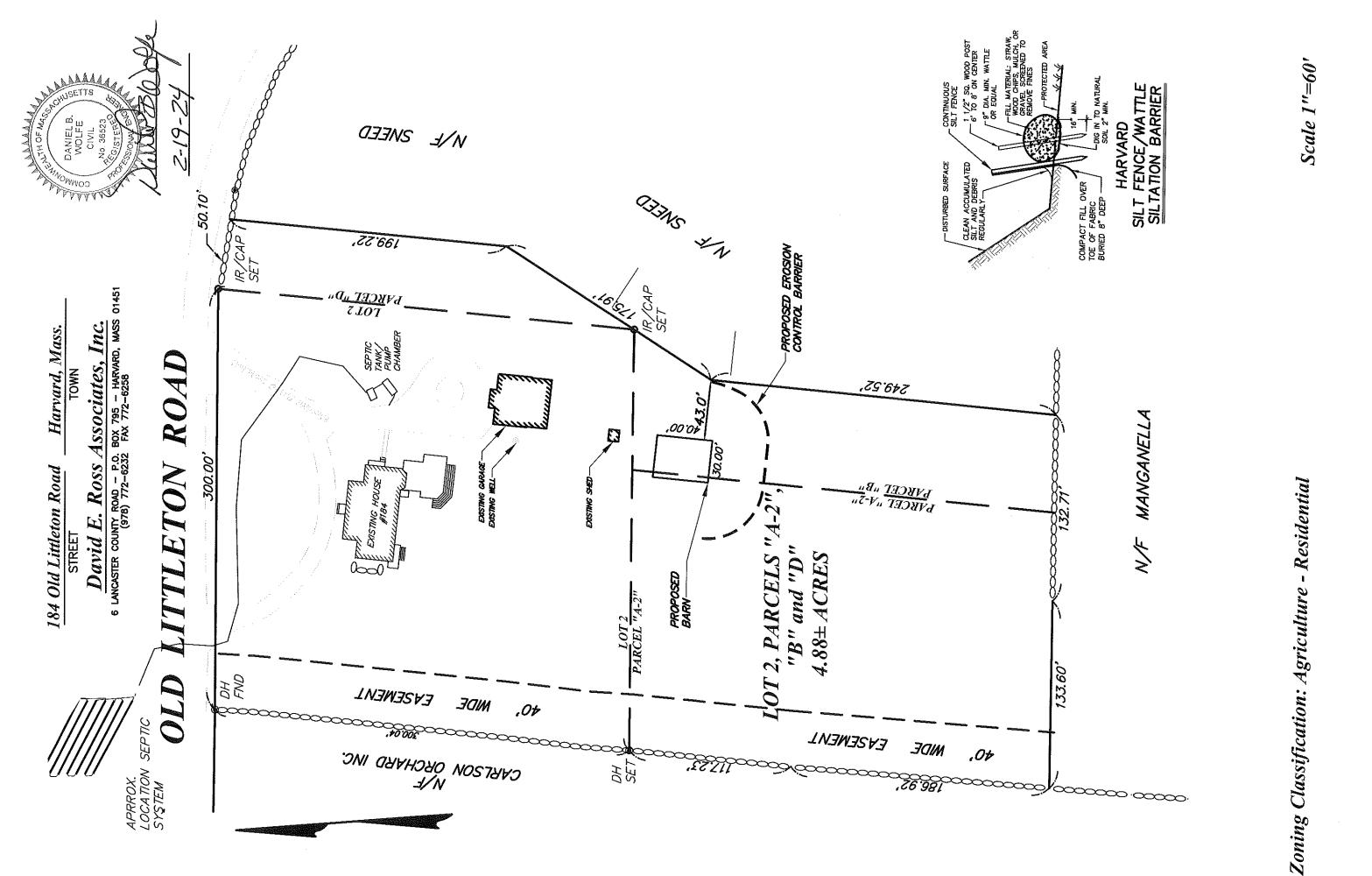
There are no wetland resource areas within 200 feet of any of the proposed activities and therefore, no applications are being made with the Harvard Conservation Commission as a result of this project.

In an effort to control any erosion or sedimentation the downhill, or southerly side, of the barn will be supplemented by an erosion control barrier, as shown on the site plan. This barrier will be of the type commonly requested by the Harvard Conservation Commission and is detailed on the plan. These barriers will be placed prior to any construction and will remain in place until the disturbed areas are fully restored and stabilized.

DAVID E. ROSS ASSOCIATES, INC.

6 Lancaster County Road P.O. Box 795 Harvard, Massachusetts 01451 978-772-6232 FAX 978-772-6258 www.davideross.com

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NB 783-14, Job #32387, JOB #31918 REFERENCES: Job #33318, NB 824-50,

PLAN NO. S-15304

OFFICE OF THE CONSERVATION COMMISSION

15 ELM STREET HARVARD, MA 01451

978-456-4100 EXT.421

www.harvard-ma.gov



MEMORANDUM

DATE: February 26, 2024

TO: Planning Board



FROM: Liz Allard, Conservation Ager

RE: Erosion Control Application – 184 Old Littleton Road

The above-mentioned location, along with the application were reviewed for compliance with §125-58 Erosion Control Bylaw and §§133-40 Review Standard, as presented I have no comment.

As allows under §§133-41, it is my recommendations the following conditions be included within the decision made by the Planning Board:

- 1) No activities shall commence without receiving and complying with an Erosion Control Permit issued pursuant to §125-58;
- 2) Erosion Control Permit and approved plans shall be posted at the work site over the duration of site disturbance, construction, and post-construction cleanup;
- Protection of the site during construction through adequate erosion and sedimentation controls shall be constructed in accordance with §§147-16A(1) Code of the Town of Harvard;
- Erosion control measures shall include the use of silt fencing, silt sacks or mulches. Erosion control measures damaged from heavy rainfalls, severe storms, and construction activity shall be repaired immediately;
- 5) Siltation barrier shall be inspected by the Conservation Agent prior to the commencement of activity; and
- 6) The siltation barrier shall not be removed until approval is provided by the Conservation Agent.



January 10, 2024

- TO: All Planning Boards, Select Boards, MRPC Commission Members and Alternates, Mayors, City Councils
- FROM: Karen Chapman, Planning & Development Director
- RE: District Local Technical Assistance Call for Proposals

Please find attached a Call for Proposals for free planning services for your community under the MA Department of Housing and Livable Communities (EOHLC) District Local Technical Assistance (DLTA) program for MRPC's 17th year of DLTA funds from the state budget. There are three categories of topics available for this year's funding:

- 1. MBTA Communities Technical Assistance
- 2. Planning Ahead for Housing
- 3. Planning Ahead for Growth

Each of these categories is explained and examples are given in the Call for Proposals and instructions are included as to how your community can apply for these funds. Once applications are submitted and reviewed, recommendations for awards will be made to the Commissioners for a vote to approve funding. The schedule for Rounds 1 & 2 can be found in the table below.

	Call for Proposals Issuance Dates	Proposals Due to MRPC Dates	Funding Award Vote by Commissioners
Round #1	Email: January 10,2024 USPS Mail: January 16, 2024	Midnight, Wednesday, March 6, 2024 via email or USPS	Thursday, March 7, 2024
Round #2, if needed	Email and USPS Mail: Monday, March 4, 2024:	Midnight, Wednesday, April 3, 2024 via email or USPS	Thursday, April 4, 2024

Should you have any questions or want to know if your project is eligible, please do not hesitate to contact me via phone or email at (978)798-6168 or kchapman@mrpc.org

Financial Metrics as of 22 Feb

John McCormack <jmccormack01451@gmail.com>

Wed 2/28/2024 14:59

To:Frank O'Connor <FOConnor@harvard-ma.gov>;Vittoria Konstantinidis <vkonstantinidis@harvard-ma.gov>

Frank and Vittoria

need to specify the Department number when doing a query. Several of the account summaries you sent were for the Finance Committee It looks like only some of the MUNIS reports you sent will work. It appears that in addition to designating the Account number, you also and the Select Board, not for the Land Use Department or the Planning Board. Please re-query using the correct codes

Planning Board Department Org Code 01017500

Account Object Code 437100 PB Hearings

Land Use Department Org Code 01173200 Account Object Code 520000 Purchase of Services Account Object Code 531200 Training Account Object Code 542000 Office Expenses Account Object Code 569500 MRPC

although I am aware that the Grant is for 250,000 and we have currently committed approx 98,000 - I would like to see this accounted for. Also, you did not include the Status of the expenditures for the State Grant for the Ayer Road Project. I have NEVER seen this data,

If you can get these reports back to me before the weekend, I will send the update to you and all the PB members directly before Monday's meeting. Also, I am aware that Vittoria has been keeping track of our productivity: the details of the special permits, site plan reviews, ANRs and nearings we have conducted YTD. I think it is important to share these metrics on a regular basis, as well.

Thank you

jmc

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G/L ACCOUNT - MASTER INQUIRY

PER ACTUAL 00 .00 01 .00 02 .00 03 .00 04 .00 05 .00 06 .00 07 .00 08 .00 10 .00 11 .00 12 .00 13 .00 Tot: .00	LAST YEAR MONTHLY AMOUNTS ENCUMBRANCE BUE .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	DGET .00 .00 .00 .00 .00 .00 .00 .0
2023 Actual 2023 Closed @ YE 2023 Encumbrance 2023 Memo Bal 2022 Actual 2021 Actual 2020 Actual 2019 Actual 2018 Actual 2017 Actual 2016 Actual 2015 Actual 2014 Actual	PRIOR YEARS TOTAL AMOUNTS .00 2023 Orig Budget .00 2023 Bud Tfr In .00 2023 Bud Tfr Out .00 2023 C Fwd Budge .00 2023 Revsd Budge .00 2022 Orig Budget .00 2022 Revsd Budge .00 2021 Orig Budget .00 2021 Revsd Budge .00 2021 Revsd Budge .00 2023 .00 2023 .00 2023 .00 2022	2 .00 .00 2 .00 2 .00 2 .00 2 .00 2 .00 2 .00
PER 2025 BUDGET 00 .00 01 .00 02 .00 03 .00 04 .00 05 .00 06 .00 07 .00 08 .00 09 .00 10 .00 12 .00 13 .00 Tot: .00	FUTURE YEAR AMOUNTS 2025 REQUEST 2025 REVIEW 2025 FINAL 2025 2025 2025 Revised 2026 Estimate 2027 Estimate 2028 Estimate 2029 Estimate 2029 Estimate 2025 Memo Bal 2025 Encumbrance 2025 Requisition	BUDGET .00 .00 .00 .00

** END OF REPORT - Generated by Frank O Connor **

Report generated: 03/01/2024 10:01 User: 851frank.oconnor Program ID: glacting



G/L ACCOUNT - MASTER INQUIRY -

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Org code: Object code: Project code:	22221020 468000	FY24 MVP (L STATE GRANT	AND USE) REVENUE		Type: R Status: A Budgetary: Y
Fund Function Department Budget Ctrl Location DESE Functn Program Fiscal Year	1 173 700 00 0000 2210	OWN STATE GR GENERAL GO LAND USE SPECIAL PU UNDEFINED UNDEFINED MUNICIPAL Fiscal Yea	VERNMENT RPOSE VULNERABILITY		
Full descripti Reference Acct	on: FY24 :	MVP-STATE R	EVENUE	Short de	esc: STA GRANT
PER 00 01 02 03 04 05 06 07 08 09 10 11 12 13 Tot:	ACTUAL 00 00 00 00 00 00 00 00 00 0	CURRENT YEA ENCUMBR	R MONTHLY AMOUNT ANCE BUD TR .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	S ANSFER .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	BUDGET .00 .00 .00 .00 .00 .00 .00 .00 .00 .0
Actual (Memo) Encumbrances Requisitions Total Available Budg Percent Used		- CURRENT YE .00 .00 .00 .00 .00 .00	Budget Tranfr Carry Fwd Budg Carry Fwd Bud	et In Out Jet Tfr	.00 .00 .00 .00 .00 .00
Inceptn to SOY		.00	Inceptn Orig E Inceptn Revsd	Bud Bud	.00 .00
Encumb-Last Yr Actual-Last Yr Estim-Actual		.00 .00 .00	REVIEW		.00 .00 .00 .00 .00

G/L ACCOUNT - MASTER INQUIRY

PER A 00 01 02 03 04 05 06 07 08 09 10 11 11 12 13 Tot:	CTUAL .00 .00 .00 .00 .00 .00 .00 .0	LAST YEAR MONTHLY AN ENCUMBRANCE .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	MOUNTS BUDGET 00 00 00 00 00 00 00 00 00 00 00 00 00	
2023 Actual 2023 Closed @ YE 2023 Encumbrance 2023 Memo Bal 2022 Actual 2021 Actual 2020 Actual 2019 Actual 2018 Actual 2016 Actual 2015 Actual 2014 Actual		.00 2023 BI .00 2023 BI .00 2023 C .00 2023 R .00 .00 2022 OI .00 2022 R .00 2022 R .00 2021 OI	AMOUNTS rig Budget ud Tfr In ud Tfr Out Fwd Budget evsd Budget rig Budget rig Budget evsd Budget evsd Budget 0.00 0.00)
PER 2025 B 00 01 02 03 04 05 06 07 08 09 10 11 12 13 Tot:	UDGET .00 .00 .00 .00 .00 .00 .00 .0	FUTURE YEAR AMOU 2025 REQUEST 2025 REVIEW 2025 FINAL 2025 2025 2025 2025 Revised 2026 Estimate 2028 Estimate 2029 Estimate 2025 Memo Bal 2025 Encumbrance 2025 Requisition	BUDGET .00 .00 .00 .00 .00 .00 .00 .0	.00 .00 .00 .00 .00 .00

----- ACCOUNT NOTES ------

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Report generated: 03/01/2024 10:02 User: 851frank.oconnor Program ID: glacting



G/L ACCOUNT - MASTER INQUIRY

Org code: Object code: Project code:	L3 FY23 CISMA S OTHER REVENU	MALL GRANT PROG JE	St	pe: R atus: A dgetary: Y
Fund 2900 Function 1 Department 173 Budget Ctrl 700 Location 00 DESE Functn 0000 Program 2213 Fiscal Year 2023	TOWN OTHER SRF GENERAL GOV LAND USE SPECIAL PUR UNDEFINED UNDEFINED CISMA SMALL Fiscal Year	/ERNMENT RPOSE GRANTS		
Full description: FN Reference Acct:	23 CISMA - OTHE	R REVENUE	Short desc	: OTHER REV
PER ACTUAL 00 .00 01 .00 02 .00 03 .00 04 .00 05 -1,650.00 06 .00 07 .00 08 .00 09 .00 10 .00 11 .00 11 .00 12 .00 Tot: -1,650.00			S ANSFER .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	BUDGET .00 .00 .00 .00 .00 .00 .00 .0
Actual (Memo) Encumbrances Requisitions Total Available Budget Percent Used	.00 .00 -1.650.00	Original Budge	et In Out et Tfr	.00 .00 .00 .00 .00
Inceptn to SOY	.00	Inceptn Orig B Inceptn Revsd		.00 .00
Encumb-Last Yr Actual-Last Yr Estim-Actual	.00 .00 .00	REQUEST REVIEW FINAL		.00 .00 .00 .00

G/L ACCOUNT - MASTER INQUIRY

		Contra		
PER AC 00 01 02 03 04 05 06 07 08 09 10 11 12 13 Tot:	TUAL .00 .00 .00 .00 .00 .00 .00 .0	AST YEAR MONTHLY AMOUN ENCUMBRANCE .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	NTS BUDGET .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	
2023 Actual 2023 Closed @ YE 2023 Encumbrance 2023 Memo Bal 2022 Actual 2021 Actual 2019 Actual 2019 Actual 2018 Actual 2017 Actual 2016 Actual 2015 Actual 2014 Actual		PRIOR YEARS TOTAL AMOU .00 2023 Orig .00 2023 Bud T .00 2023 Bud T .00 2023 C Fwo .00 2023 Revso .00 2022 Orig .00 2022 Revso .00 2021 Orig .00 2021 Revso .00 .00 2023 .00 2023 .00 2023 .00 2023 .00 2023 .00 2023	Budget Tfr In Tfr Out d Budget d Budget Budget Budget Budget	.00 .00 .00 .00 .00 .00 .00
PER 2025 BU 00 01 02 03 04 05 06 07 08 09 10 11 12 13 Tot:		FUTURE YEAR AMOUNTS 2025 REQUEST 2025 REVIEW 2025 FINAL 2025 2025 2025 Revised 2026 Estimate 2027 Estimate 2028 Estimate 2029 Estimate 2025 Memo Bal 2025 Encumbrance 2025 Requisition	BUDGET .00 .00 .00 .00 .00 .00 .00 .0	.00 .00 .00 .00 .00 .00 .00
		ACCOUNT NOTES		

** END OF REPORT - Generated by Frank O'Connor **

Report generated: 03/01/2024 10:02 User: 851frank.oconnor Program ID: glactinq