

**HARVARD PLANNING BOARD  
MEETING MINUTES  
DECEMBER 3, 2012  
APPROVED: December 17, 2012**

Chairwoman Michelle Catalina opened the meeting at 7:30pm in the Town Hall Meeting Room under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

**Members Present:** Michelle Catalina, Peter Brooks Rich Marcello, Tim Schmoyer and Joe Hutchinson

**Others Present:** Liz Allard (LUB Admin), Tim Carey, Laura Mazurek, Victor Normand and Paul Green

**Devens Economic Analysis Team Update**

Victor Normand, chairman of the Devens Economic Analysis Team (DEAT), was present to discuss DEAT's 2012 Annual Report with the Planning Board as well as DEAT's role in Phase II of the Master Plan (MP). Normand stated the report contains the hard side, tax revenue and operating expenses, and the soft side, the cultural impact on Harvard if the residents decide to take back the historical boundaries of Devens. Normand suggested in regards to the MP, the PB should construct a model using communities similar to Harvard; DEAT looked at eight communities within Massachusetts that are similar to Harvard economically. Normand suggested the PB consider hiring a consultant who has experience with municipal revenue. DEAT would work with the consultant to come up with a budget for the operation of Devens, however identifying the cultural issues might be difficult for a consultant. Normand stated the DEAT feels the Request for Proposal (RFP) as drafted is a good document, but needs some minor edits. Catalina asked for those edits. Normand will send them to her.

Marcello asked if the numbers generated in regards to revenue would be defined on actual or potential numbers. Normand stated actual. Marcello noted that there should be a sensitivity analysis on a full build out of the Devens boundaries and it should be thought in terms of what would be affordable. Hutchinson asked who is going to complete the sensitivity analysis. Normand stated DEAT can for development potential.

Schmoyer stated Normand mention the RFP needed some edits, could he elaborate on that. Normand stated DEAT agreed item #14 under II. Scope of Project, F. The project should comprise the following, needs wordsmith. Normand stated the maintenance of infrastructure of Devens has many facets and DEAT felt the language was too broad. Schmoyer asked if there is anything else DEAT would add, or anything missing that DEAT would want the consultant to do. Normand stated a sensitivity analysis and getting a balance sheet from Mass Development, with a good depreciation schedule, which will feed into the sensitivity analysis. Schmoyer asked if the information DEAT is looking for going to be gathered by the consultant or will it be provided to the consultant. DEAT will be gathering information from Mass Development that could be used in the analysis. In addition, developing a municipal budget is something the consultant should be responsible for.

Brooks asked Normand if he thinks too much is being sought by the RFP. Normand stated there are areas that should be indentified for additional study, with potential funding from Mass Development, rather than request Mass Development pay for the entire RFP. Paul Green, a member of DEAT, stated information collected and studied can become stale over time, so he would like the consultant to show us how they arrive at these cost so we know how to get to those numbers down the road.

Catalina stated from what Steve Finnegan had stated at the DEAT meeting on November 2<sup>nd</sup>, Mass Development could cover the cost of the Master Plan should Harvard decide to take back its historical boundaries. Normand stated he believes Harvard would not get a quick decision from Mass Development on funding the RFP, however as he stated before he believes there are areas within the MP that Mass Development would fund.

Normand stated DEAT looks forward to working with the PB on maximizing resources that could be a benefit to the MP. Catalina thanked both Normand and Green for their time this evening.

### **Approval of Minutes**

Schmoyer made a motion to approve the minutes of November 5, 2012 as amended. Brooks seconded the motion. The vote was unanimously in favor of the motion.

### **Review & Approve Code of Conduct Policy**

Catalina stated she has not received a final version of a Code of Conduct from Town Counsel; therefore there is nothing for the members to review this evening. Catalina stated Robert's Rules of Order outlines a code of conduct. Schmoyer asked if the Planning Board is adopting Robert's Rules of Order. Catalina stated it has been her experience that the Town loosely follows Robert's Rules of Order and if the Planning Board so chooses to do so it is fine with her. Catalina listed several guidelines that should be followed, such as rising of hands to be acknowledged by the Chair when wishing to speak and directing question to the chair. Schmoyer had a point of order on the subject matter, if the PB is going to adopt Robert's Rules of Order then the agenda will need to be amended to show start times of each agenda item, minutes should only record what action was taken, etc. Catalina stated the PB could discuss this further at the next meeting.

### **Discuss Request to insert comments in Minutes listed in email from T. Schmoyer in email message dated 11/6/2012**

Schmoyer had requested the agenda item as a matter of point of fact to recap the decisions that had been made previously by the Planning Board in regards to the Master Plan process.

### **Discuss Budget of Master Plan**

Marcello thinks it is premature to set a budget for the funds allocated to the Planning Board (PB) for Phase II of the Master Plan (MP) prior to completing the Request for Proposal (RFP).

Hutchinson thinks the funds should be budgeted by the consultant the PB hires.

Schmoyer thinks there should be a line item budgets as there maybe expenses beyond the MP statutory elements.

Brooks agrees with Marcello, once the PB gets response from the RFP's they can have a better understanding of what a budget may be.

Catalina agreed with Brooks and Marcello.

### **Town Hall Building Committee Liaison**

Allard explained the Planning Board (PB) has been requested to appoint a liaison to the Town Hall Building Committee. Brooks volunteered to represent the PB on the Committee. Marcello made a motion to appoint Brooks as the PB liaison to the Town Hall Building Committee. Hutchinson seconded the motion. The vote was unanimously in favor of the motion.

### **Right of First Refusal – 9 Depot Road**

Allard explained the Planning Board has received notice the Town's Right of First Refusal for 9 Depot Road. The current offer is in the amount of \$360,000 for 12 acres, which includes a single family dwelling and out buildings. Allard explained the Conservation Commission has passed on the property as it is not adjoining to any other parcels of conservation land; it is an existing horse farm and consists of extensive wetland areas. Brooks made a motion recommending the Board

of Selectmen decline its right to exercise its right of first refusal. Marcello seconded. The vote was unanimously in favor of the motion.

### **ZBA Request for Comments – PRM Capital, Trail Ridge Way**

Allard explained the Planning Board (PB) has received a request for comments from the ZBA in regards to the development known as Trail Ridge off Littleton County Road. Brooks made a motion that a member of the PB review and draft recommendation on how to proceed by the next PB meeting. Marcello seconded. The vote was unanimously in favor of the motion. Marcello volunteered to review the application.

### **Master Plan Progress – Review & Discuss Request for Proposal**

Catalina had previously distributed to the members a Request for Proposal (RFP) for the fiscal and cultural analysis of Harvard, MA resuming jurisdiction of its historical boundaries in Devens, MA, November, 2012, to the Planning Board (PB), the Devens Economic Analysis Team (DEAT) and the Board of Selectmen for comments. Minor editing was previously discussed this evening with members of DEAT (see Devens Economic Analysis Team Update, above), with additional comments still to be received. The only other comment received was feedback from Bill Johnson, which Catalina had previously shared with the Board.

Brooks stated he believes it may be difficult to find a consultant who could accomplish both of the subject matter within the RFP. Brook would prefer to get an RFP out as soon as possible on the financial aspect and leave the cultural for another day. Marcello agreed. Schmoyer wondered if that would then create Phase II A RFP and a Phase II B RFP. Catalina stated it would. Schmoyer asked if they are independent of each other. Brooks thinks there is separate expertise on both subjects and would be easier to responds to if there are two different RFP's. Hutchinson asked if this means the PB has moved from creating a Master Plan, to creating a fiscal and cultural analysis, to just a fiscal analysis. Catalina stated yes.

Schmoyer asked once the analysis's are completed would the PB go to Town Meeting with two reports, one fiscal and one cultural. Brooks thinks an executive summary would suffice at Town Meeting. Catalina also suggested education forums through email and websites. Schmoyer would like to hear a discussion on the proposal being open ended or one that is capped. Marcello stated nothing precludes the PB from going out with both at the same time, or from someone stating they can do both. Brooks would do it without a cap or range.

Brooks made a motion issue two Requests for Proposal, one for the fiscal analysis of the absorption of Devens and one for the cultural, with both RFP's being released at the same time. Marcello seconded the motion. The vote was 4-1, with Hutchinson opposing the motion. Schmoyer will draft the two separate RFP's.

### **2013 Annual Town Meeting Warrant Articles Update**

Marcello stated he has spoken with the Chair of the Municipal Affordable Housing Trust, Barbara Brady, in regards to recommended Bylaw amendments within the Affordable Housing Plan. Brady has agreed to provide input, but has not done so as of yet. As far the solar bylaw and any potential of expanding the district, members agreed it would be best to deal with that piece on an individual basis rather than trying to identify suitable locations.

### **Adjournment**

Brooks made a motion at to adjourn the meeting at 8:52pm. Marcello seconded the motion. The vote was unanimously in favor of the motion.

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