

**HARVARD PLANNING BOARD
MEETING MINUTES
JULY 14, 2014
APPROVED: JULY 28, 2014**

Chairwoman Kara McGuire Minar opened the meeting at 7:33pm at the Town Hall meeting room under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Erin McBee, Joe Hutchinson, Tim Schmoyer and Don Graham

Others Present: Liz Allard (LUB Admin.) and Bill Scanlan (Town Planner)

Board Member Reports

Hutchinson stated the Master Plan is behind schedule; the Master Plan Steering Committee (MPSC) will discuss tomorrow night. RKG, the consultants for the Master Plan, currently owes some deliverables to the MPSC. Hutchinson stated the transportation paper was reviewed by the MPSC and is now back with RKG. Karen Cullen has been retained by RKG to work on town center section of the Master Plan. Hutchinson stated the MPSC will also discuss the sections of the Master Plan that outline Devens, as it appears as its own section in two different chapters of the Master Plan. Hutchinson feels Devens is key to how the Master Plan emerges. McGuire Minar asked what the thought is behind having two sections on Devens. Hutchinson was not sure. Scanlan stated he believed one section is on the data compiled about Devens and the other is the policy/implementation for Devens. Hutchinson is still looking for an analysis of survey results from RKG. Hutchinson is continuing to try and meet with the Finance Director to determine the addendum for the existing contract with RKG. McGuire Minar suggested she, Hutchinson, Scanlan and Barrett (from RKG) sit down and discuss the issue with delivering the Master Plan. It was suggested that the Finance Director and the Principle of RKG be there as well.

Hutchinson reported the Community Preservation Committee is revisiting the funding for Town Hall. By providing funding for the renovation to Town Hall, money available for other projects could be limited in the amount they could receive. McGuire Minar asked Scanlan if there are any grants available that would assist in the renovations of Town Hall. Scanlan stated there could be a possible grant of up to \$100,000, from the State, which would require historic restriction. Scanlan stated he is not aware of any Federal grants.

Schmoyer stated the Economic Development Committee (EDC) is down to four members. The EDC is still looking to increase its membership; will need to discuss further with the Board of Selectmen at a joint meeting, which would include the Planning Board. There have been no new volunteers for the two open seats on EDC. EDC is meeting tomorrow night and may have suggestions for those seats. It was determined that changes to the EDC Charter does not need town meeting vote.

Hutchinson stated the EDC was charged with creating a development plan for the commercial district; he urges the EDC begin creating the plan using the info Montachusett Regional Planning Commission and the Master Plan consultants are gathering on the district.

McBee stated she attended a Hildreth House Improvements Committee meeting this afternoon. There are no specific measurements as how wide the driveway will be. McBee informed the HHIC members of the changes to the driveway provision of the Protective Bylaw. McBee and Scanlan reviewed the driveway today and find it to be 12' wide in most areas. McBee believes the plan being proposed is

reasonable. The HHIC may be combined the first two phases of the improvements rather than having three phases over three years. McGuire Minar asked Scanlan if there are any available grants for this project. Scanlan stated he could look into the Community Development Block Grants to determine if these improvements would qualify.

Planner Report

Scanlan stated he is working with Montachusett Regional Planning Commission to change the scope of the District Local Technical Assistant grant (see District Local Technical Assistance (DLTA) Update below for more information). Scanlan has been working on the revisions to Chapter 133 as requested by the Board (for more information see Discuss Role & Responsibility of Liaisons/Representatives below). Scanlan has been working on revisions to the Accessory Apartment (125-18.1) provision of the Protective Bylaw; specifically the requirement that the primary structure shall be in existence for at least five years in order for an accessory apartment to be constructed. Scanlan is looking to incentivize the Affordable Accessory Apartment (125-18.2) provision of the Protective Bylaw. Scanlan noted the Building Department is developing an online permitting program to be available within the next few months. McGuire Minar stated she would be in touch with the Town Administrator to determine how Scanlan can be involved in the process.

District Local Technical Assistance (DLTA) Update

Scanlan stated RKG, the consultants for the Master Plan, recommended that it would be a higher priority to look at the commercial district (C-district) and the Ayer Road corridor for the Master Plan rather than the Town Center, and therefore they suggested the scope of the DLTA be changed from the Town Center Design Guidelines to the C-district. Scanlan stated in order to do so the Planning Board would need approvals from Montachusett Regional Planning Commission (MRPC) and the Department of Housing and Community Development (DHCD). Scanlan has met with MRPC, who were receptive to the idea of the change. MRPC has passed it by DHCD, who too were okay with the change. The Planning Board will need to vote on this change.

McGuire Minar is concerned with changing the scope and spending money on gathering information that may all ready be available. What will be in the best interest of the funds available from DLTA, Town Center design guidelines or a study of the C-district? Hutchinson is worried about overlap with the Master Plan in regards to the Town Center. Hutchinson would like to see the 2005 Town Center plan updated. McGuire Minar thinks a discussion with RKG is very important and is reluctant to make a decision on this matter this evening without more information. Schmoyer agrees with both Hutchinson and McGuire Minar opinions. Schmoyer will bring up the concerns to the Economic Development Committee tomorrow night.

Approve Invoice

Allard stated the following invoice has been received for payment on the next bill warrant.

- William Scanlan - \$1800.00 (Town Planner)

Schmoyer made a motion to approve the invoice for inclusion on the next bill warrant. McGuire Minar seconded the motion. The vote was unanimously in favor of the motion.

Approve Minutes

Schmoyer made a motion to approve the minutes of June 16, 2014 as amended. McBee seconded the motion. The vote was unanimously in favor of the motion.

August & September Meeting Schedule

The Board agree to cancel the meeting for July 21st; to hold a meeting on July 28th if the meeting with RKG (Master Plan consultants) can take place on the 28th prior to the meeting; meet August 4th or 11th

depending on agenda items; and to meet in September on the 8th and the 22nd; with locations to be determined.

Right of First Refusal – 121 Old Littleton Road

Allard stated the Conservation Commission will be meeting with the Harvard Conservation Trust this week on this matter. The HCT is working towards a possible purchase of the land at 121 Old Littleton Road. Allard has been informed that the Board of Selectmen (BOS) will be holding a public hearing to assign the Town's right of first refusal to the HCT at the August 5th meeting of the BOS.

Discuss Role & Responsibility of Liaisons/Representatives

Scanlan stated he has drafted changes to Chapter 133 as requested by the Board. Hutchinson would like there to be more detail on the roles and procedures of the Planning Board, such as the roles of the members and the Town Planner, an outline of topics for the first meeting after each election, and a process for the implementation of the Master Plan. Language of liaison needs to be revised to detail the requirements of the liaison as it pertains to any votes that may be taken at other boards and committees meetings. McGuire Minar suggested there be a way to replace a liaison should there be an issue with their role as a liaison. Schmoyer believes the same should hold true for the Chair of the Planning Board as well. Members agreed to further discuss the changes at the meeting in August.

Adjournment

McBee made a motion to adjourn the meeting at 9:30pm. Schmoyer seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk