

**HARVARD PLANNING BOARD
MEETING MINUTES
MAY 5, 2014
APPROVED: JUNE 16, 2014**

Chair Kara McGuire Minar opened the meeting at 7:33pm in 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, Tim Schmoyer, Joe Hutchinson, Erin McBee and Don Graham

Others Present: Liz Allard (LUB Admin), Bill Scanlan (Town Planner), Chief Rick Sicard, Mark Widner (CMRPC) and Michael Dunne (CMRPC)

Board Member Reports

Hutchinson stated the Master Plan Steering Committee (MPSC) is in the final stages of reviewing the survey for Phase II of the Master Plan. Revisions are being made based on comments from the Town Planner. The survey is designed to help RKG Consulting refine their analysis for the Master Plan. The MPSC will approve the survey on Thursday of this week and plan for it to go live on survey monkey May 13th. The survey will be available on the MPSC website, the Town website. Notification will be placed in the Harvard Press for the next two weeks and a sandwich board will be placed on the Common.

The MPSC received two working papers today from RKG, who is still struggling with the land use paper. Those received today were on transportation and historic. Hutchinson noted the MPSC received an extension of the funds for the Master Plan to June 30, 2015 at the annual town meeting in April. Hutchinson anticipates the Master Plan to be completed by December 2014. McGuire Minar asked if the Economic Development Committee (EDC) had made any input on the survey. Hutchinson stated EDC has very much been involved in the drafting of the survey.

On an update of the EDC Schmoyer stated the EDC's main goal is to have a public meeting on June 5th at the Architect firm at 200 Ayer Road in regards to the commercial district. This meeting will include the Board of Selectmen, State representatives, the Nashoba Chamber of Commerce, business owners in the commercial district and the Town Planner. McGuire Minar stated the Planning Board (PB) should be included. Schmoyer stated it is a public meeting and anyone is invited to attend. McGuire Minar asked how this fits into the Master Plan process. Schmoyer stated Hutchinson (chair of the MPSC) has been included in this process and will include the data in the Master Plan process. This public meeting is part of the EDC's communication plan and will be a chance for businesses and residents to come together to express concerns and needs for the district.

McGuire Minar and Schmoyer discussed the role of the MPSC in the process of developing the commercial district over the next ten years; the role of the PB in the process of bylaw amendments; the road blocks EDC feels the PB has put up to development in the commercial district; and the location of the public meeting on June 5th.

Central Mass Homeland Security Council – Harvard Fire Tower Radio Equipment Building Relocation Project

Mark Widner and Michael Dunne, from Central Massachusetts Regional Planning Commission, were present to discuss with the members the plan to relocate equipment building at the Department of Conservation and Recreation (DCR) property on Pinnacle Road. There are existing buildings on the site that will be removed, with equipment inside relocated within the new building. The existing fenced area will be slightly expanded to accommodate the new structure, but there will be no work done to the existing fire tower. All permissions have been obtained from Harvard University and others as required as a State property. This building will provide for improved situation in regards to the storage and life span of the radio equipment that has been housed in the tower itself. It will also improve radio communications for Fire District 8, State Police and local police and fire.

Schmoyer asked how the area would be secured. Dunne stated the lock on the gate is accessed by all who need to access the area, DCR, Verizon, Mass State Police, local fire and police, as well as home land security. Access to the equipment building would be limited to those who have equipment inside the building.

Minar McGuire thanked Dunne, Wider and Chief Sicard for attending this evening and presenting the proposed plan, which is exempt from the local Site Plan Approval process.

Planner Report

Scanlan stated the Planning Board has received a conditional award for their request for District Local Technical Assistance (DLTA) to create design standards for the Town Center from Montachusett Regional Planning Commission (MRPC). Scanlan suggested the Planning Board create a small working group of five members to aid in the development of a scope of work; a representative from the following boards was recommended, Historic, Board of Selectmen and Planning Board, as well as a citizen and business owner from the Town Center. Scanlan outreach on a larger scale will take place as well. Schmoyer asked how this would be different from the 2005 Town Center Action Plan (TCAP). Scanlan explained the design guidelines will take the TCAP one step further to flesh out their detail. Hutchinson asked Scanlan to outline the process.

In order to move forward with the process MRPC requires a letter from the Board of Selectmen requesting a traffic study, free of charge, under the Unified Planning Work Program. This study will aid in a circulation plan for town center. Scanlan and McGuire Minar are working with the BOS to obtain the letter as required by MRPC.

Election of Officers

McBee made a motion to elect McGuire Minar as the Chair of the Planning Board. Hutchinson seconded the motion. The vote was unanimously in favor of the motion.

McGuire Minar made a motion to elect McBee as the Vice Chair of the Planning Board. Hutchinson seconded the motion. The vote was unanimously in favor of the motion.

Liaison/Representative Appointments

Motions were made, seconded and unanimously voted upon for the following liaisons or representatives from the Planning Board:

Montachusett Regional Planning Commission -Hutchinson
Montachusett Joint Transportation Committee - Schmoyer
Community Preservation Committee - Hutchinson
Historic Commission – Ken Swanton (citizen representative term expires 2017)
Open Space & Recreation Plan Committee – Graham
School Committee Long Range Planning Subcommittee – McGuire Minar
Economic Development Committee - Schmoyer
Hildreth House Improvement Committee - McBee

Registry of Deeds Authorized Agents Signatures

McGuire Minar explained annual the members of the Board must submit their signatures to the Registry of Deeds in Worcester as the authorized agents for such documents as Approval Not Required plans. Allard had prepared the form for signatures by the members.

Traffic Data and Map

After a comment in regards to traffic accidents at the March 17th meeting, Schmoyer compiled data into a spreadsheet using Montachusett Regional Planning Commission Regional Traffic Counts for Harvard. Schmoyer requests the members have facts and data to back up the information they put out to the public. Scanlan distributed a detailed spreadsheet on traffic volume changes on state numbered roads.

McBee made a motion to table the discussion to the end of the meeting to allow for other agenda items to be addressed. Hutchinson seconded the motion. The vote was 4-1 with Schmoyer voting against the motion.

Approve Invoices

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

- William Scanlan - \$6480.00 (Town Planner)
- RKG - \$9170.00 (MPSC Consultant)

McBee made a motion to approve the above mentioned invoices for inclusion on the next bill warrant. Schmoyer seconded the motion. The vote was unanimously in favor of the motion.

Approve Minutes

McGuire Minar made a motion to approve the minutes of March 10th, 17th, 24th and April 2, 2014 as amended. McBee seconded the motion. The vote was unanimously in favor of the motion.

Bill Scanlan left the meeting room at this time.

Town Planner Request for Proposals

Schmoyer suggested language is amended to allow for a longer length of service beyond a single fiscal year. Members agreed that once they have completed the process of hiring a Town Planner for the upcoming fiscal year that they will begin the process for creating a permanent position to be approved at the 2015 Annual Town Meeting. After a brief discussion, McGuire Minar made a motion to approve the Request for Proposal for the Town Planner. Schmoyer seconded the motion. The vote was unanimously in favor of the motion.

Bill Scanlan returned to the meeting room at this time.

Traffic Data and Map, continued

Schmoyer stated he has two goals, one is he wants the Planning Board (PB) to have data and facts and that we can get reported data through Scanlan whenever we want. Wants to make sure we are making changes to bylaws and decisions based on data. This is driving a wedge between the Economic Development Committee and PB.

Adjournment

Schmoyer made a motion to adjourn the meeting at 9:55pm. Hutchinson seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Central Mass Homeland Security Council – Harvard Fire Tower Radio Equipment Building Relocation Project

- ❖ A packet of photo indicating the location of the Harvard Tower Site, North view from tower, Northeast view from tower, East view from tower, Southeast view from tower, South view from tower, Southwest view from tower, West view from tower, Northwest view from tower, mark-up of proposed changes to area, Proposed prefabricated building location of the Harvard Tower Site, aerial view of area indicating location of proposed changes, photo indicating existing structures that will be removed and relocated or removed completely, pictures of current Harvard Tower Site, Harvard Tower Showing antennas, revised mark-up of proposed changes to area, assessor's map 18 indicating site location.
- ❖ Letter from FEMA, TO: Dennis Donehoo, FROM: Fred Holycross, RE: EHP Clearances for Harvard, MA Relocate building, dated March 18, 2014
- ❖ 950 CMR: Office of the Secretary of the Commonwealth Massachusetts Historical Commission Project Notification Form, dated 02/10/2014
- ❖ Letter from Division of Fish & Wildlife, to Victoria Grafflin, NHESP File No: 14-33040, dated March 18, 2014

Traffic Data and Map

- ❖ Traffic Change on State Number Routes, undated
- ❖ Harvard Master Plan, Figure X.2 Traffic Volumes and Crash Locations Draft, dated April 2014
- ❖ Harvard, Massachusetts Crash Location: 2007 – 2011
- ❖ Untitled data Municipality: Harvard, Road Name: Ayer Road, Route Number: Rt 110 & 111, Functional Class: R-2/R-3
- ❖ Email original message from Chief Edward D. Denmark, dated April 1, 2014