

**HARVARD PLANNING BOARD
MEETING MINUTES
MAY 19, 2014
APPROVED: JUNE 16, 2014**

Vice Chair Erin McBee opened the meeting at 7:32pm in the Town Hall Meeting Room under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

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

Others Present: Liz Allard (LUB Admin), Bill Scanlan (Town Planner) and Valerie Hurley (Harvard Press)

Board Member Reports

Schmoyer reminded the members there is a joint meeting with the Board of Selectmen and the Economic Development Committee (EDC) tomorrow evening. The EDC is preparing for the June 5th public forum and has a potential public meeting schedule for the 29th of May. Schmoyer further reminded the members of the June 14th EDC commercial district forum at Volunteers Hall from 10:30am to noon.

Hutchinson stated the Master Plan Steering Committee has received two working papers from the consultant, those being transportation and historical and cultural, which has been reviewed by members. Land use and housing is next. Hutchinson stated he and Judi Barrett, of RKG Consulting, met with the Finance Commission recently. The Master Plan survey is available on-line until June 6th. A time line and process has been drafted to discuss with RKG.

Planner Report

Scanlan had previously distributed the Unified Planning Work Program (UPWP) from Montachusett Regional Planning Commission (MRPC), which includes Harvard's task of a Town Center Operational Study. In order for this task to be included in the program a letter will need to be generated by the Board of Selectmen to MRPC requesting the task be included in the UPWP.

Scanlan stated he has contacted the Director of the Department of Public Work in regards to available grant funding for flood mitigation.

Scanlan will be meeting with John Hume, from MRPC, tomorrow in regards to the District Local Technical Assistance (DLTA) to develop the scope of work for the design standards for town center.

Schmoyer asked if there is any correlation between the Town Center Action Plan (TCAP) and zoning. Scanlan would like them to review the TCAP and see what is still relevant, what has worked, what does not work. Scanlan hopes to create standards that have a different approach to zoning, as the current zoning bylaw really does not apply to the Town Center at all. Hutchinson asked if there would be other opportunities to meet with MRPC. Scanlan stated there would and suggested Hume be invited to a Planning Board meeting.

Right of First Refusal – 121 Old Littleton Road

Allard explained the purchase of this property was discussed by the Conservation Commission (Concom) last year, but they were unable to meet the sale price offered by the owners. Since that time Allard has been in contact with and will continue to work with the potential developer of the property to retain some of the property as open space. The Concom will be discussing the Right of First Refusal with the Harvard Conservation Trust (HCT) on June 5th, as there is a renewed interest in retaining the entire parcel as open space. With the need for diversity for housing in town, Schmoyer wondered if there is a way to bring down the price of the lots, should the parcel be developed for housing, to be more affordable for young couples.

The members agreed to hold off on any comments until the Concom has an opportunity to meet with the HCT.

Review Time Line of Town Planner Request for Proposals

Allard reviewed the timeline set forth in the Request for Proposals for the Town Planner. A member or members of the Planning Board will need to conduct the opening of the proposals on May 29th as Allard will be out of the office that day. McBee stated she would be available for opening on the 29th.

Review Policy on Submittal of Documents for Meetings

Allard has previously distributed the policy set forth by the Planning Board in regards to the submittal of documents for the meetings. Allard reminded all that any documents required for a meeting shall be submitted by noon the Thursday prior to the Monday meeting.

Discuss Roles & Responsibilities of Liaisons/Representatives

Allard had previously distributed the language used in the Board of Selectmen's (BOS) policies in regards to roles and responsibilities of liaisons. It was suggested to either add a similar policy within Chapter 133 Planning Board Procedural Rules and Regulations or create Planning Board policies. Members agreed to review the BOS policy and Chapter 133 and discuss further at the next meeting.

Approve Invoices

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

- William Scanlan - \$2280.00 (Town Planner)

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

ZBA Thank you Letter

Allard had previously distributed a letter from the ZBA thanking the Planning Board for the bylaw amendment 125-3. McGuire Minar had made mention of drafting a response to the ZBA, but with her absence the members agreed to discuss at the next meeting.

Adjournment

Schmoyer made a motion to adjourn the meeting at 8:35pm. Hutchinson seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk