

**HARVARD PLANNING BOARD
MEETING MINUTES
APRIL 6, 2015
APPROVED: JUNE 1, 2015**

Chairwoman Kara McGuire Minar opened the meeting at 7:02pm 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, Joe Hutchinson, Don Graham and Michelle Catalina

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Jon Bishop (Nashoba Publishing), Fran Nickerson, Pam Kimball (Transformations, Inc.), Ian Rubin (Markey & Rubin, Inc.), Sally Carrona, Warren Henderson and Chris McWhite

Board Member Reports

McGuire Minar stated the bylaw amendments passed at the Annual Town Meeting (ATM), with Catalina, Scanlan and herself representing the Board. Unfortunately there was not a quorum of the Board so any revisions to the amendments prior to the start of ATM could not be approved. A motion on the floor at ATM to strike the last sentence of 125-39B(5)(a)[2][d] in regards to being in accordance with the master plan was made by Bill Johnson; however McGuire Minar is not positive the amendment was actually voted on. A review of the minutes by the Town Clerk will need to be conducted to make that determination.

The Economic Development Committee (EDC) did propose an amendment to the driveway provision, however it was not accepted by Town Counsel. Graham was asked to follow up with the EDC to determine what it was they were suggesting and how it could be incorporated into a future amendment of the provision.

Funds requested by the Council on Aging for the renovations of the Hildreth House were approved at ATM; which requires a ballot vote tomorrow.

Catalina stated there is no new news on Poor Farm sale.

Hutchinson stated there was nothing new from the Master Plan Steering Committee (MPSC), which will meet again this Thursday. The consultant (RKG) has submitted an invoice in the amount of \$20,340, which according to them brings the plan to 71% complete. Members of the MPSC do not agree with this amount. With the fund set to sunset on June 30th, Hutchinson met with the Finance Director today to discuss the possibility of encumbering the funds. Hutchinson feels the time frame before the MPSC currently may not be met. Hutchinson has developed a possible way to move forward without RKG, however this scenario may not be appropriate and may be considered bid splitting. McGuire Minar stated the Planning Board (PB) and the MPSC needs think how we are going to rewrite the Request for Proposals to complete the Master Plan.

McGuire Minar asked the other members their opinion on the matter and how to move forward. Graham thinks the PB and MPSC should meet jointly to determine how to move forward and/or what it would take to salvage the process with RKG. Graham thinks it would be a big distraction to try and go back out to bid. Catalina believes a majority of MPSC do not wish to work with RKG and longer; there is still a good amount of work to be completed and to do so without volunteers may be difficult, however you also can't

afford to get into a battle with RKG. Catalina believes the quality of the products thus far are an issue for members of the MPSC, however she does not have a good route forward. If neither RKG not the MPSC will bend, the PB may need to find volunteers to step in or find another route to take.

McGuire Minar asked if it make sense to have a joint meeting with the MPSC on Thursday. Hutchinson stated if the PB wanted to meet it would be up to McGuire Minar to make that decision; as the chair of the MPSC Hutchinson has posted a meeting to discuss the alternatives of the completing the Master Plan.

Catalina stated there should be more than one plan to take into consideration what may or may not happen with RKG. Catalina would like to discuss this with the entire MPSC; she fully understands the MPSC is not satisfied with the work products to date from RKG. McGuire Minar does not think if they go back out to bid for the remaining elements it will be of quality workmanship with what remains for funds. McGuire Minar stated it is the Town Administrators opinion there is no need to pay RKG anymore. Members discussed the possibility of a special town meeting in June at which the PB could request the sunset date be extended to allow for the completion of the Master Plan by a new consultant.

Scenic Road Consent Hearing – Transformations, Inc., Stow Road (Map 36 Parcel 85 & 86.1).

Opened at 7:33pm

Economic Development Committee Update

Graham stated the Economic Development Committee (EDC) has committed to come up with a plan by June 1st, which will detail a working direction, list of companies that would improve the economy in Harvard and recommendations that would be needed to accommodate such a facility. Catalina asked how this would be different then the white paper? Graham stated it would contain more detail then the white paper. Graham stated the EDC is concerned that with no new Master plan as of yet they will need to make recommendations based on previous the 2002 Master Plan. The recommendations will include target dates. Graham thinks the EDC should be in an advisor role and work jointly with the Planning Board to complete the recommendations.

McGuire Minar stated the only viable location for development with the commercial district would be at the Route 2 interchange. McGuire Minar was informed by EDC members after the annual town meeting that their focus would be assisted living facilities, however it is McGuire Minar's understanding that since the occupancy at Bower's Brook there has been an increase in calls to the Council of Aging. In addition, this type of business is not an increase in tax revenue. Graham does not think that the EDC is seeking to generate revenue for the town, but to add services. Graham does not think you can bring in enough business to put a dent in the tax revenue in Town. Catalina thinks sewer has been discussed at least three times in the last six years, which has always concluded that it is not financially reasonable; she wondered if something has changed. Graham stated things have not changed, but that the EDC wants to gather the information available to determine what certain types of business would need in order to locate in Harvard. McGuire Minar stated with the proposed zoning changes by MassDevelopment for Devens, the Town should seek something in exchange, such as water and/or sewer connections.

Planner Report

Scanlan stated the design standards for the commercial district has been completed and distributed to the task force members for their review and comments. At the meeting scheduled for next Monday the task force is hoping to have the Bolton Town Planner attend to explain how these types of guidelines has help in that community. McGuire Minar would be interested in how it is work from the point of view of the

developer. The task force has discussed an independent design review board to help in the preparation of the plans that would make the Planning Board stage of development go easier.

Scanlan stated David Hopper, of a Municipal Affordable Housing Trust, has reviewed the proposed Grant Road housing project, in which none of the units proposed would be affordable. Under the Devens reuse plan MassDevelopment is required to create 25% of the overall units as affordable. McGuire Minar asked Scanlan to put together a memo to that affect to the Board of Selectmen and MassDevelopment; to be reviewed by the Planning Board prior to its issuance. Scanlan noted the proposed plan submitted itself was a nice design with a sustainable idea. McGuire Minar asked if there was any value in reaching out to the Devens Economic Analysis Team and getting their opinion. Hutchinson stated they typically do not focus on matters of housing.

In regards to the upcoming Town Center study, Scanlan is looking for other studies to not reinvent the wheel on the information. Brad Harris, of Montachusett Regional Planning Commission, was trying to get the traffic counts done prior to the move of Town Hall; Scanlan is not sure it will be completed prior to the move.

Approve Minutes

Graham made a motion to approve the minutes of March 16, 2015 as amended. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Approve Invoices

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

- William Scanlan – \$4800 (Town Planner)

Hutchinson made a motion to approve the above mentioned invoice for payment. Graham seconded the motion. The vote was unanimously in favor of the motion.

Discuss Town Center Traffic Committee

Scanlan stated he is still waiting to hear back from those individuals that were invited to join the committee as to whether or not they are willing to serve on the committee.

Finalize Planning Board Retreat April 11th

McGuire Minar reminded everyone of the Planning Board's retreat in Saturday April 11th at 9am at Emma's Café in Stow. An agenda and documents will be sent to the members by close of business on Thursday.

Adjournment

Prior to adjourning the meeting for the evening, McGuire Minar thanked Hutchinson for his service to the Planning Board over the past three years, especially as it pertained to the Master Plan update. Graham seconded that thought. With that said, Hutchinson made a motion to adjourn the meeting at 8:56pm. Graham seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

Harvard Planning Board

Scenic Road Consent Hearing

Transformations, Inc., Stow Road (Map 36 Parcels 85 & 86.1)

April 6, 2015

Chair McGuire Minar opened the hearing at 7:33pm in the Town Hall Meeting Room under MGL Chapter 40 §15C and the Code of the Town of Harvard, Chapter 90

Members Present: Kara McGuire Minar, Joe Hutchinson, Don Graham and Michelle Catalina

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Jon Bishop (Nashoba Publishing), Fran Nickerson, Pam Kimball (Transformations, Inc.), Ian Rubin (Markey & Rubin, Inc.), Sally Carrona, Warren Henderson and Chris McWhite

This hearing is for Scenic Road Consent filed on behalf of Transformations, Inc., for the removal of 80 linear feet of stone wall along a scenic road for the development known as "Pine Hill Village" on Stow Road (Map 36 Parcel 85 & 86.1), Harvard.

Ian Rubin, of Markey & Rubin, Inc., stated Transformations, Inc. had previously received conditional approval from Zoning Board of Appeals and the Conservation Commission for the development of an affordable housing project along Stow Road known as "Pine Hill Village". The applicant is waiting for final approval from the Board of Health. The development will consist of 24 units, with a mixture of duplexes' and single family homes. The application before the Planning Board is for the removal of 80 linear feet of stone wall along a scenic road to allow for the access road into the development as approved by the ZBA. The existing wall is not a well maintained stone wall and there are no trees that will be removed within the right of way. The stones to be removed will be reused to create curved walls into the development. The tress that will need to be removed for the access road will replaced elsewhere on the property as part of a low impact design development. McGuire Minar asked if the replacement trees will be similar to what is taken down. Rubin was not certain. The nearest house within the development to Stow Road will be 420', limiting any impact from the roadway itself. Rubin noted no photos were taken at the time of submittal as snow was still coving the area at that time; he offered to submit them now if the Board would like. When asked about how the wall would be reconstructed, Rubin stated as a manually built wall with no mortar.

Scanlan reviewed the site today and found the existing wall is in tough shape with many areas in complete disrepair and making it hard to tell how high it really should be. Members agreed the reconstructed wall should be no more than three feet and it should be built similar to what is there now. Scanlan asked if the applicant intends to rebuild the entire stone wall along the length of the property. Pam Kimball, from Transformations, Inc., stated there was no plan to, but she could see to it.

The Board spent some time discussing the need for an 80' wide opening for such a development. It was concluded that the applicant may need to go back to the ZBA if the opening turns out to be too wide. The Planning Board would not want it look like an entrance to an industrial park. Hutchinson reviewed the site and feels that as proposed it will work. Scanlan stated he could ask the Fire Chief if he is okay with the

radius. McGuire Minar asked if there were any questions about the proposed trees. Catalina stated that would not be under our jurisdiction as they are proposed outside the right of way.

Warren Henderson, an abutter, asked how many tree are being removed. It was explained in order to develop the site and install the required stormwater management systems a large number of trees will be removed close to the roadway. As designed 12 trees will be planted in a grouping on the north side of the entrance and the road way itself will be lined with newly planted trees. The removed and proposed trees are outside of the Planning Boards jurisdiction.

Comments received from the Conservation Commission and the Building Commissioner were read into the record.

With no further questions or comments Graham made a motion to close the hearing. Catalina seconded the motion. The vote was unanimously in favor of the motion.

McGuire Minar suggested the Planning Board send comments to ZBA in regards to the size of the access road onto Stow Road. Catalina stated she worries about a fire trucks being able to enter properly. Members agreed the newly created wall should match the height of the existing wall. McGuire Minar would like to see the wall restored to at least two feet in height. The wall is to be restored as a curved wall into the property with the existing stones, any additional stones in the area will be added to the remaining wall to improve it as much as possible.

McGuire Minar made a motion to issue a Scenic Road Consent to include the above mentioned conditions for Transformations, Inc., Stow Road (Map 36 Parcel 85 & 86.1). Catalina seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk

DOCUEMNTS & OTHER EXHIBITS

Scenic Road Consent Hearing – Transformations, Inc., Stow Road (Map 36 Parcel 85 & 86.1)

- Scenic Road Permit Application Plan for Pine Hill Village in Harvard, Mass., Definitive Plans for the Comprehensive Permit Application, prepared for: Transformations, Inc., prepared by: R. Wilson Associates, File No. 1009, DWG: 1009A-40B-2015, dated February 25, 2015