

**HARVARD PLANNING BOARD
MEETING MINUTES
JULY 28, 2014
APPROVED: AUGUST 18, 2014**

Chairwoman Kara McGuire Minar opened the meeting at 7:06pm at the Center on the Common 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)

Meeting with RKG Update re: Master Plan

Hutchinson, McGuire, Scanlan and Allard met with the Master Plan consultant, RKG, this morning to discuss the status of the Master Plan. Hutchinson was looking for what happened and why we are late with the elements of the Master Plan. Hutchinson felt he did not get an answer to that from RKG. Hutchinson feels RKG can not deliver on the December 15th deadline. According Hutchinson's timeline he believes the Master Plan will not be completed until February. RKG is stating it can be completed by December 15th. Currently RKG is working without a contract as the previous contract expired March 31 of this year. A new contract for the remainder of the Master Plan needs to be finalized by Friday of this week.

In regards to the process, RKG is suggesting that rather than isolate subject matters they will seek to combine the working papers and show how one affects the other. Hutchinson will seek input from the steering committee on this matter.

Schmoyer arrived at 7:18pm

Hutchinson stated the new contract contained a penalty clause. After discussion at the meeting this morning that was removed. Hutchinson is leaning towards individual working papers rather than one narrative for Chapter 2. Hutchinson, McBee and McGuire Minar prefer the individual working papers over the narrative. Schmoyer thinks you need to switch to the narratives, considering the final product is going to be a narrative.

Hutchinson noted the steering committee will be seeking to have two additional forums on the topics of the commercial district and Devens.

District Local Technical Assistance (DLTA) Update

McGuire Minar stated the matter of change in direction with the DLTA grant from Town Center to the Commercial District (C-district) was discussed with RKG this morning. RKG will look at the C-district at a 10,000 foot view whereas DLTA will take a look from 500 feet down. Scanlan added RKG will present a physical build out of the district. The DLTA will take an even deeper approach by looking at what types of business would be suitable, issues with working in Harvard, etc. The approach by DLTA will be a tool for the Economic Development Committee to use; whereas RKG is more of how can zoning improve the district.

McGuire Minar wants the Planning Board to vote on this change. In addition, McGuire Minar wants to make sure the money spent on the DLTA grant will get the Town something they want and need. Having

Montachusett Regional Planning Commission working under the DLTA may be a good thing for the C-district as business owners seem under interested in working directly with the Town.

Schmoyer made a motion to change the scope of the District Local Technical Assistance grant from the Town Center to the Commercial District. Hutchinson seconded the motion. The vote was 3-0 with both Schmoyer & McGuire Minar abstaining from the vote.

Planner Report

Scanlan reported that the Community Development Block Grants (CDBG) are down playing the development of new senior centers these days and focusing more on handicapped access in conjunction with renovations. There maybe a possibility to have some of the Hildreth House improvements funded by CDBG, which are due in February. Scanlan will continue to pursue.

Economic Development Committee (EDC) Update

Schmoyer stated the EDC is putting together a list of candidates for the open seats. The finishing touches are being put on the presentation for the August 5th Board of Selectmen (BOS) meeting. EDC is seeking to continue with the Protective Bylaw amendment to the allowed size of a grocery store. EDC would like to discuss communications, a plan for business inquires and the ability of reporting to the BOS only at the August 5th meeting.

Approve Invoice

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

- RKG - \$5280.00 (Master Plan)

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

Approve Minutes

McBee made a motion to approve the minutes of July 14, 2014 as amended. Graham seconded the motion. The vote was unanimously in favor of the motion.

Discuss Role & Responsibility of Liaisons/Representatives

To be discussed in detail at a later meeting.

Right of First Refusal – 121 Old Littleton Road

Allard stated the Conservation Commission has voted to participate in the purchase of the land by the Harvard Conservation Trust (HCT) by contributing up to \$150,000 for a trail easement on the property. The HCT will be meeting with the Board of Selectmen (BOS) on August 5th for a public hearing for the BOS to assign the right of first refusal over to the HCT.

Adjournment

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

Signed: _____
Liz Allard, Clerk