

Action Items	Member/Staff Responsible
Invite all of the business owners along the Ayer Road corridor to the public input meeting on March 25 th	Ryan
Provide with the members the MassDOT documents that detail the traffic calming measures and restrictions.	McBee
Review Demolition Delay Bylaw	All
Circulating the current version of the Open Space Design bylaw to local engineers for their feedback	Ryan
Create a calendar for the review of the Open Space Design bylaw in small and public outreach opportunities from now until the fall town meeting	Ryan/Allard
Reach out to those in community who have the land area to support an Open Space Design to determine if they are willing to have a mock development created using their land	Ryan

HARVARD PLANNING BOARD
MEETING MINUTES
MARCH 2, 2020
APPROVED: MAY 18, 2020

Chair Erin McBee called the meeting to order at 7:02pm in the Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Justin Brown, Fran Nickerson and Stacia Donahue

Others Present: Liz Allard (Land Use Boards Administrator/Conservation Agent), Christopher Ryan (Director of Community and Economic Development), Valerie Hurley (Harvard Press) and Matthew Flokos (Harvard Press)

Prepare for Ayer Road Redevelopment Transportation Improvement Project Public Input Meeting March 25th

Ryan provided background on the project within his update for this week. McBee is worried Select Board will not have an opportunity to meet with the Department of Public Works Director, Tim Kilhart, and the Planning Board before the public input meeting. McBee strongly urges an explanation as why the round-about at Gebo Lane is no longer part of the design. Ryan stated the project scored well with Mass Department of Transportation (MassDOT) and looks good for achieving funding from the Transportation Improvement Program (TIP). The public hearing will detail the 10% design phase, which allows for public input very early in the process. This project includes the resurfacing of Ayer Road, which if not funded by TIP, would take years to have the suitable funds to complete that work.

Ryan explained each of the three alternative plans has a shared use path. Issues with each alternative have been detailed by The Engineering Company. Additional cost and right-of-way takings would make it difficult to install a shared use path that maintains rural Harvard. Ryan suggests a site walk of the Ayer Road corridor to allow members of the Planning Board to get a sense of these improvements. Brown agreed this would help get a feel for the area and see how things could work out. McBee suggest engaging some of the businesses owners along the corridor to determine what features they may want to see incorporated into the plan; perhaps they would be willing to make donations toward some of these features. It was suggested Ryan invite all of the business owners along the corridor to the public input

meeting. McBee will share with the members the MassDOT documents that detail the traffic calming measures and restrictions.

Discuss Proposed Town Center Overlay District

McBee, Brown and Ryan met with Steve Nigzus and others who are interested in creating a Town Center Zoning Committee to look at the possibility of create less stringent zoning requirements on the parcels within Town Center. With most of these parcels being a quarter the size of the standard lot size meeting required setbacks when making improvements to these parcels is difficult. With a broader scope for the Town Center in the works, the Planning Board will be taking this under consideration and will look at other community's bylaws to determine how they are preserving their rural town centers.

Discuss Historic Commission Proposed Demolition Delay Bylaw

The Historic Commission has drafted a demolition delay bylaw for present this fall. Members were encouraged to review the document for discussion at the March 16th meeting.

Review Open Space Design Bylaw, 13th Draft

Ryan provided a framework of review within his update, which includes revisions to the Subdivision Control, Chapter 130. McBee suggested circulating the current version to local engineers for their feedback. Ryan noted that the financial feasibility is what is going to make these projects work. Allard suggested the Board setup a table outside of the annual town meeting to assist on getting the word out about this bylaw. Ryan and Allard will create a calendar for the review of this bylaw in small sections and public outreach opportunities from now until the fall town meeting. Ryan will reach out to those in community who have the land area to create this type of development to determine if they are willing to have a mock development created using their land.

Attendance at Citizen Planner Training Collaborative Annual Conference March 21st

Donahue has signed up; others were provided a list of workshops.

Board Member Reports

Members of the Board attended the All-Boards meeting on Saturday, at which the potential for an override maybe necessary this year to balance the budget. The Town has diligently reduced its spending over the last several years, and is unable to reduce it any further without making major cuts to services. Some in attendance at the All-Boards meeting felt bringing in more commercial development and diverse housing revenues could increase revenue. Ways on how Harvard as a community can generate enough revenue as to not have to rely on State funding is being considered. When asked about the request for funding for the full-scale economic analysis of the Ayer Road Corridor, Ryan stated he had not received any feedback as of yet.

Donahue will be attending the monthly meeting at Montachusett Regional Planning Commission on Thursday.

Director's Update

Ryan stated the Climate Resiliency Working Group Subcommittee met last week to discuss action items and the pending Request for Proposals, which are due back this Thursday at noon. The timeline to spend the grant money received may be unrealistic; the State may need to be consulted on extending this timeline.

Harvard was awarded District Local Technical Assistance grant from Montachusett Regional Planning Commission (MRPC) in amount of \$15,000 for the update of the Town's Build Out Analysis and a Fiscal

Impact Analysis of the updated results. Ryan will work with MRPC to develop a scope of work and timeline for this project.

Ryan has revised the Height definition based on the meeting held last week with the Building Commissioner, representatives of the Fire Department and the chair of the Zoning Board of Appeals. The Building Commissioner is willing to model the definition to assist in explaining the definition during the public process.

Approve Minutes

Nickerson made a motion to approve the minutes of February 24, 2020 as amended. Brown seconded the motion. The vote was unanimously in favor of the motion.

101 Training

Procedures exercises were postponed to a later date.

Allard reviewed the Town's Geographic Information System, including a step-by-step process for entering the system and an overview of the tools available from the program. Allard noted the tutorial on the Assessing Department page of the Town website is outdated; she has informed the Assessor this document needs updating.

Adjournment

Donahue made a motion to adjourn the meeting at 9:33pm. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

- Planning Board Agenda, dated Monday March 2, 2020
- Director of Community and Economic Development UPDATE, March 2, 2020
- Town of Harvard Demolition Delay Bylaw for the Preservation of Historically Significant Buildings, Draft 2/20/2020
- DRAFT HARVARD PLANNING BOARD MEETING MINUTES FEBRUARY 24, 2020, prepared by Liz Allard
- Geographic Information System (GIS) Tutorial, updated June 2014
- Geographic Information System Basic Steps for Entering the system and navigating available tools, undated