

Action Items	Member/Staff Responsible
Consider This Article – By-Right Explanation	McBee

**HARVARD PLANNING BOARD
MEETING MINUTES
FEBRUARY 24, 2020
APPROVED: MARCH 2, 2020**

Vice Chair Justin Brown called the meeting to order at 7:05pm in the Hildreth House, 15 Elm Street, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

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

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

MassDevelopment Update on Amendments for Vicksburg Square

At the request of MassDevelopment this item had been rescheduled to March 16, 2020.

101 Training – Procedures

Ryan presented the Board with their second training module on Process which included the following topics:

- Pre-Meeting
 - Preparation
 - Notifying the Public
- Framework for Planning Board Meetings
 - Explaining the Process
 - Role of the Chairperson
- Conducting Meetings
 - Respect and Decorum
 - Listening and Keeping an Open Mind
 - Receiving Public Comments
 - Keeping the Agenda/Staying on Topic
- Post-Meeting

With limited time this evening Ryan postponed the exercises he had prepared for tonight until the next meeting. Donahue requested training on the Town's Global Information System (aka GIS).

Continuation of the Protective Bylaw Amendment Hearing – Chapter 125-30C Height. Opened at 7:33pm (see page 4 for complete details)

Discussion of Open Space Design Bylaw and Workshop

Brown thanked Ryan for his organizing of the event. McBee suggested thank you letters be sent to the other sponsors of the event. Donahue has secured two seats at the Lion's Club Winter Fest this weekend, at which she could engage the public on the proposed Open Space Design Bylaw. Ryan will provide her with the presentations made at workshop.

McBee stated attendees of the recent Harvard Conservation Coffee suggested the bylaw be “by-right” as opposed to requiring a special permit. McBee is drafting a “Consider This” article on what “by-right” means as many in the community do not know. Ryan stated the bylaw still needs to be tweaked in regards to water and septic requirements; which may be simply to comply with Title 5 regulations.

The members agreed they need to start dedicating time to reviewing small sections of the bylaw in order to be able to know it inside and out and to be able to convey it to the public when gathering support. Members are eager to have a mock design using an actual parcel in Town to show how this development would look once completed.

Town of Harvard Residential & Commercial Permitting Guide Input

Rushmore stated the document is not only a value to applicants, but to board members as well. The document details the processes in a logical way. Members recommended a key of the districts detailed on the use chart be added, as well as moving this chart to after the introduction.

Board Member Reports

McBee stated she will be meeting with Select Board member Kara McGuire Minar to discuss the Historic Commission’s proposed Demolition Delay Bylaw. As drafted the bylaw would require any structure older than fifty (50) years be reviewed by the Commission before its demolition. McBee will provide the Board information as she receives it.

McBee, Brown and Ryan will be meeting with Steve Nigzus tomorrow to discuss a potential Town Center Overlay District.

Rushmore will be attending the Open Space Committee meeting scheduled for this coming Friday.

Donahue was unable to attend the first meeting of the Climate Resilience Working Group Subcommittee. Ryan stated the \$70,000 in State grant funding received will not be sufficient to complete the entire Climate Action Plan. In addition, due to the lateness of the allocation of the grant, the Group only has three months to in which to allocate the funds. The Request for Proposal, which went out last week, is seeking a consultant or consulting team to develop a Town-wide climate action and resilience plan framework and Phase 1. The framework will lay out an outline for a Plan that will serve as a comprehensive strategy for addressing climate change in Harvard and will identify targeted policies, programs, and projects that will both mitigate the Town’s contribution to climate change, with the goal of reducing greenhouse gas emission 80% by 2050, and prepare Harvard for the unavoidable impacts of climate change. In addition, the consultant will work with Harvard to develop the initial tools for Plan development and collect the data needed and prepare the first phase of the plan. The next meeting of the group is this Thursday, February 27th.

Members were reminded of the Citizen Planner Training Collaborative annual conference is scheduled for March 21, 2020 at Holy Cross College. Registration information has been forwarded to the member.

Brown and Donahue attended the recent Volunteer Fair at which they met Jane Biering, who was in attendance this evening in order to get a sense of what it is the Planning Board does. Unfortunately, Biering left before getting a chance to discuss her interest in joining the Board. McBee had previously encouraged Biering to submit a volunteer form to the Select Board.

Donahue will be attending the All-Boards meeting this Saturday; Brown may be able to attend as well.

Director's Update

Ryan stated the Ayer Road Redevelopment project under Mass Department of Transportation's (MassDOT) Transportation Improvement Program (TIP) continues to move forward. Ayer Road has seen an increase in traffic due to the development of the new truck stop in Ayer and the commercial development in Devens. TIP projects are funded through MassDOT, which can be very competitive and fast paced. MassDOT has specific guidelines during the design phase of a project. At 10% design phase a community shall allow for public input. At the 25% design phase a public hearing is conducted by community and MassDOT. Harvard has chosen to conduct a public meeting for the public input, which is tentatively scheduled for March 25th.

Ryan reviewed the three alternative designs provided by The Engineering Company. McBee suggested these plans be reviewed with the Select Board before the public hearing.

Approve Minutes

McBee made a motion to approve the minutes of February 3, 2020 as drafted. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Approve Invoices

McBee made a motion to approve the two invoices from the Harvard Press totaling \$360.00. Rushmore seconded the motion. The vote was unanimously in favor of the motion.

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 February 24, 2020
- Director of Community and Economic Development UPDATE, February 24, 2020
- DRAFT HARVARD PLANNING BOARD MEETING MINUTES FEBRUARY 3, 2020. prepared by Liz Allard
- Town of Harvard Residential & Commercial Permitting Guidebook, February 2020
- "Dealing with Difficult People Requires Finesse" by Elaine Cogan, undated
- "Ex-Parte Contacts" by C. Gregory Dale, AICP, Planning Commission Journal Volume 1 Number 2 January/February 1992
- "Community Leadership & the Cincinnati Planning Commission", by Laurence C. Gerckens, AICP, Planning Commission Journal Number 18 Spring 1995
- Roberts Rules Cheat Sheet, undated
- Roberts Rules of Order Simplified, undated

Harvard Planning Board

Continuation of the Protective Bylaw Amendment Hearing

February 24, 2020

Vice Chair Justin Brown opened the public hearing at 7:33pm 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, Stacia Donahue and Jarrett Rushmore

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

Brown reviewed where the Board is at to this point in the process with this amendment. Ryan updated the Board on his meeting today with the Building Commissioner, Fire Chief, Deputy Fire Chief, and via telephone, chair of the Zoning Board of Appeals. Ryan stated the bottom line for fire safety is the need to have accessibility to a structure no higher than twenty-four (24) feet, whether it be an accessible window or the eve of the structure. However that does not mean a structure can only be twenty-four feet in height. The Fire Department wants to see language within the provision that includes the accessibility for fire personnel and equipment. Ryan will draft new language by next week for their review. Ryan suggests a workshop be conducted with engineers and builders to get their feedback as well. Matt Flokos asked if this means there will be two different requirements for height. Ryan stated that was correct, but some how the requirement of the building height to be no taller than thirty-five (35) feet and the ability for fire personnel and equipment access to be no taller than twenty-four (24) feet needs to some how work together.

After a brief discussion the Board agreed it would be best if this amendment was held off until the fall town meeting. With that said, Donahue made a motion to close the public hearing to allow for further development of this bylaw before presenting to town meeting. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk