

**HARVARD PLANNING BOARD
MEETING MINUTES
JUNE 15, 2015
APPROVED: AUGUST 10, 2015**

Chair Kara McGuire Minar opened the meeting at 7:07pm in the Hapgood Room at 7 Fairbank Street under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Erin McBee and Don Graham

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner), Maren Caulfield (Harvard Press), Elaine Lazarus, Don Ludwig, Didi Chadran, SusanMary Reddinger,

Master Plan Steering Committee - Devens Impact Evaluation Contract

McGuire Minar gave a brief update on the remaining invoice from RKG and the existing funds.

The Request for Proposals (RFP) for the Devens impact evaluation was received last week, with only one responder, Burns McDonnell. The interview is scheduled for Monday June 22nd at 11:00am. That evening a joint board meeting between the Master Plan Steering Committee (MPSC) and the Planning Board (PB) is scheduled to discuss and work out the contract. Burns McDonnell has indicated they can start by June 24th.

Scanlan stated he thought Burns McDonnell complied with the RFP and has a lot of experience particularly in military; however not a lot of community planning. The proposal did contain some additional information that was not asked for, such public participation process. The proposal details the use of social media and an interactive website and reaching out to MassDevelopment. Scanlan felt the proposal was light on technical analysis.

Reddinger expressed concern with Burns McDonnell experience around the de-commissioning of military bases, which this is not. Burns McDonnell has very little master plan experience; however that may not be an issue as we are not seeking for them to complete the master plan.

McGuire Minar stated the MPSC and PB have the option to re-advertise the RFP. Reddinger stated Burns McDonnell seem accountable and they are going to produce something; just not sure what. Scanlan suggested signing a contract and then develop a new scope of work. Those present agreed that Burns McDonnell should be given a heads up on the concerns so they can be prepared for the interview. Scanlan was asked to set up a call with them and others prior to the interview. Scanlan asked if they could ask for someone within Burns McDonnell that has more planning/master plan skills rather than an architect.

Lazarus like Burns McDonnell scope, but is concerned with the compressed timeline. McBee likes the public participation. McGuire Minar asked how they would integrate with the existing website. Burns McDonnell would probably set up their own website. Chadran wonders if there is something Harvard may have overlooked during the de-commissioning of Devens. Chadran too likes the community outreach put forth by Burns McDonnell.

Board Member Reports

McGuire Minar stated the Planning Board (PB) and the Economic Development Committee (EDC) had a great meeting last week; however at this point the EDC will be unable to meet due to the fact two of the present members are not seeking re-appointment and there is no one to fill those vacancies. PB members agreed they want to continue with an assisted living bylaw. Scanlan asked if PB was interested in applying to Montachusett Regional Planning Commission for the District Local Technical Assistance grant for an impact study of an assisted living facility. Another use of that grant could be more study for the traffic at Poor Farm Road and Ayer Road. PB members agreed to pursue the assisted living facility impact analysis.

McBee stated the Commercial Design Guidelines Task Force will be meeting again soon; having a hard time getting a quorum. Comments on the draft document have not been incorporated into the guidelines. The guidelines will require dimensional changes within the commercial district, as what is there now does not work. McBee will want the Planning Board to review the guidelines before having a public hearing this fall.

Town Center Transportation Committee is meeting Thursday this week.

Planner Report

Scanlan stated he has been conducting meeting coordination for both the Commercial Design Guidelines Task Force and the Town Center Transportation Committee. He has been meeting with the element teams for the master plan. Hopefully in a month the Master Plan Steering Committee can get another draft out for review.

Approve Minutes

McBee made a motion to approve the minutes of March 19, 2015 as amended. Graham seconded the motion. The vote was unanimously in favor of the motion.

Approve Invoice

Allard stated the Board has received the following invoices for inclusion on the next bill warrant.

- William Scanlan - \$2400.00 (Town Planner)
- Boston Globe - \$387.15 (MPSC & Town Planner RFP's)
- Hamwey Engineering - \$540.00 (Case review)
- ISS - \$192.00 (ATM Handouts)
- Harvard Press - \$145.00 (MPSC & Town Planner RFP's)

Graham made a motion to approve the above invoice. McBee seconded the motion. The vote was unanimously in favor of the motion.

ZBA Request for Comments – Finn, 44 Peninsula Road

Scanlan stated he has reviewed the application before the ZBA for a special permit to demolish the existing structure at 44 Peninsula Road and replace it with a new structure that will be four times larger, as well as the conversion from seasonal to year round use. Scanlan suggested the Planning Board recommend that ZBA have this application be sent out for peer review.

This application along with two other previous application to the ZBA prompted a discussion at the recent Land Use Boards meeting of the potential for creating an overlay district around Bare Hill Pond which would prevent this type of re-development of pre-existing nonconforming structures in that area.

The Board of Health has requested a single guidance document be created to assist applicants in the process of seasonal conversions by providing more clear and comprehensive guidance.

Montachusett Regional Planning Commission Representative

After a brief discussion, Graham volunteered to be the Planning Board representative to the Montachusett Regional Planning Commission

Scanlan left the meeting at 8:20pm

Town Planner Contract

The Planning Board received one proposal for the Town Planner from the current Town Planner, Bill Scanlan. Members previously received a copy for their review. Graham asked if the planner report could be part of the documents sent with the agenda on Thursday rather than done during the meeting. Members agreed that would be helpful on follow up during a meeting on any projects the Planner is working on. McGuire Minar will work with Scanlan on a final contract.

Adjournment

McBee made a motion to adjourn the meeting at 8:33pm. Graham seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk