

## **HARVARD TRANSPORTATION ADVISORY COMMITTEE**

### **Meeting Minutes**

**Date:** November 29, 2022

**Time:** 7:30PM

**Place:** Zoom Virtual Meeting

**Members Present:** Gabriel Medjanis Stacia Donahue, Bruce Leicher, Suzie Allen, Jim Lee, Rene Turnheim, Pam Marston, Kara McGuire Minar

**Others Present:** None.

GMedjanis called the meeting to order at 7:32pm virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, under M.G.L. Chapter 30A S20 and Code of the Town of Harvard Chapter 125.

#### **1. TAC Charge Discussion to Revise to Improve Effectiveness**

GMedjanis started discussion by relating SB comments from his attendance at the recent SB meeting. SB asked TAC to look at the original Charge from January 2021 and find ways to improve the effectiveness of the group by revising the charge. The group reviewed and revised as follows:

- Intent, Purpose, and Authority – language revised to note that the TAC will support and advise others.
- Mission – Updated to include the Open Space Plan and the Climate Action Plan. Discussed when to coordinate with PB and SB and agreed that May, September, and November would be good target time to try and touch base. It was agreed to leave the language in the charge from time to time as needed and prior to the board retreats.
- Organization – Chose to keep the CEDevelopment position and added 'or a town employee designated by the Town Administrator'. Changed Landline Trail Group to its new official name of Nashoba Area Greenways.
- Committee Charge – Where CEDevelopment position is listed we added 'or other planning staff'. We changed 'coordinate' to 'advise' in the primary charge since TAC does not have the power to coordinate. Amended various bullet points to note that we've lost our connection point with not having a direct line to the DPW director with the loss of CEDev position. Should the DPW be coming to our meeting on occasion to communicate directly with us so we can advocate and collaborate more directly. KMinar noted that maybe it would be better if the Chair would reach out to the DPW on occasion to see what is needed from us and for us to communicate out the community at large.
- Committee Meetings Date/Time – added 'at least' in front of quarterly as the TAC has been meeting bi-monthly (if not more) since it's inception. Added language about the 'oral' report at Town Meeting 'as needed'.

GMedjanis will clean up the document and it will be circulated to TAC member prior to sending it along to others. SDonahue will attach it to meeting minutes when distributed. Marked up charge will be forwarded to the SB, PB, and Town Administrator once approved. (see attached for document)

#### **2. TAC Annual Report**

The TAC thanked GMedjanis for his work on the write up for the Town Annual Report. However, several noted that we needed to reduce the content and make the report a little more 'high level'. Will save what was written to show SB the work that has been completed by TAC in the last year plus. Additionally, it would be good to have for on-boarding of any new members.

#### **3. Transportation Related Project Updates**

- a. SB endorsement to Execute Transportation Plan Action and Goals:  
GMedjanis noted that the SB reviewed TAC plan and voted to approve it.
- b. Harvard 2016 Circulation/Transportation Chapter Update

GMedjanis noted that JDocet (Town Admin Assistant) has posted the Updated Chapter on the TAC page already. TAC members noted that it's a bit difficult to find things on the Town's website. JLee will help GMedjanis figure out what else needs to be separated out from PB page and put onto the TAC page on the website so that all our work is in one location.

#### **4. Meeting Minutes:**

Meeting Minutes from 10/10/22 were reviewed and Suzie Allen's name will be revised to be spelled correctly. BLEicher motioned. SAllen seconded. Majority in favor with PMarston abstaining as she was absent from the meeting.

#### **5. Other Business:**

Discussed MassTrails grant application due February 1 of 2023. We don't have a target project for this year and no professional help to get the lengthy application filled in. There's no action on this item at this time. There was discussion that applying for this grant for the Old Mill Road/Devens connection would be desirable, but without DEC/MassDevelopment on board, it would be difficult to move forward.

SDonahue discussed the new proposed project at 203 Ayer Road that's in for review with PB. SDonahue noted she was unable to ask the applicant for park and ride spots as discussed at previous TAC meetings as the hearings have not happened as expected. The TAC members discussed potential MART stop locations other than the 203 Ayer Road project location. Areas discussed included: Charlie Waite Field lot, the new Council on Aging lot, parking near the UU Church or the Elm Street Community building. BLEicher asked if we needed to have parking specifically available to gain a stop. Would MART add a stop without parking (like at Dunkin Donuts?). SDonahue to follow up with COA, P&R, and find someone at the UU to see if they could support parking for a MART stop. SDonahue will also check with MRPC/MART to see if a stop could be added in a location that does not provide parking.

#### **6. Adjournment:**

SDonahue moved to adjourn. SAllen seconded. Unanimous agreement. Adjourned at 9:10pm.

Next meeting: TBD in late January 2023

## Harvard Transportation Advisory Committee (TAC)

Draft 8.32 – January 26, 20231

### Intent, Purpose, and Authority

There shall be so created a Transportation Advisory Committee or TAC, that shall coordinate local transportation planning efforts and to promote collaboration in the development of collective transportation goals and priorities for the Town of Harvard. Members of the TAC shall be appointed by the Select Board for the purpose of carrying out the responsibilities of Chapter C of the Town Bylaws; address proactively a primary responsibility of the Planning Board to make careful studies of the resources, possibilities and needs of the town pertaining to transportation; and support and advise other ~~duties and responsibilities of~~ town boards, committees, and line departments, as may be applicable, that relate to transportation.

### Mission

Harvard Transportation Advisory Committee (TAC) shall meet to discuss issues and concerns related to transportation matters and initiatives in the town and and its connection with neighboring communities. The TAC shall establish collective goals and priorities for improving all means of transportation in the town consistent with the vision and goals of the ~~then current~~2016 Harvard Master Plan, Open Space Plan and Climate Action Plan and other relevant policy documents. The TAC shall invite input from other boards and committees and the general public to ensure that the Committee is truly representative of the interests of the people of Harvard. The TAC shall present their goals, priorities, and recommendations to the Planning Board and Select Board from time to time as needed and prior to annual board retreats~~prior to respective Board retreats; provide semi-annual updates~~ regarding progress, trends and other activities to each Board; and shall publish their accomplishments and recommendations in a report for Annual Town Meeting. Additional meetings may be called to respond to transportation issues as they arise.

Commented [GM1]: And it's connection with

Commented [GM2]: Time to time as needed and prior to annual board retreats

### Organization

Membership shall be comprised of five (5) at-large members and one (1) member each from the Select Board, Planning Board, School Committee, and Council on Aging. Members shall be appointed by a majority vote of the Select Board. Members serve for three (3) year terms, at the discretion of the Select Board, according to the provisions of Article 3, Section 3-7 of the Town of Harvard Charter. There are no term limits, and members can be any qualified resident of the Town of Harvard. At establishment, there shall be ten (10) members, comprised of the following:

1. Director of Community and Economic Development (Committee administrator/non-voting) or a town employee designated by the Town Administrator
2. One (1) member of the Planning Board
3. One (1) member of the Select Board
4. One (1) member of the Council on Aging
5. One (1) member of the School Committee
6. One (1) at-large member representing bicycle and/or trails advocacy

Commented [GM3]: or a town employee designated by the Town Administrator

7. One (1) at-large member representing business community
8. Three (3) at-large members Harvard residents

The Committee may also seek consultation and advisement from other boards, committees, and agencies as they may be necessary including but not limited to:

1. Director of the Department of Public Works or designee
2. Police Chief or designee
3. Fire Chief or designee
4. MRPC Transportation Planning and/or Trails (MRTC) Representative
5. Devens Enterprise Commission Representative
6. Landline Trail Group Representative

Commented [GM4]: Nashoba Regional Greenway

The TAC shall annually elect officers from its membership which shall include a Chair, Vice-Chair, and a Clerk, in a manner it deems necessary and desirable.

#### Committee Charge

The TAC shall ~~advise on~~coordinate all transportation-related projects, issues, and questions as may arise that are within or may impact the Town of Harvard. Specific responsibilities also may include:

Commented [GM5]: Shall advise rather than coordinate

- Serves as the entity that formulates future transportation system planning taking into consideration projections for population, housing, ~~education~~ and commercial growth; regional projections and trends; equity and other factors that can influence travel behavior and needs. The Transportation Advisory Committee shall, coordinate with other Town boards, committees, staff, other officials, and the public and establish recommendations for collective Town goals and priorities.
- Acts as liaison, ~~and provide input to the along with~~ DPW Director, regarding issues, policies, and plans of regional and local interest considered by the Montachusett Joint Transportation Committee (MJTC) of the Montachusett Metropolitan Planning Organization (MMPO) including the Transportation Improvement Plan (TIP), Unified Planning Work Plan (UPWP), Long Range Transportation Plan (LRTP), Public Participation Plan (PPP), and Regional Transportation Plan (RTP).
- Considers issues, policies, and plans of the Massachusetts Department of Transportation (MassDOT) and, coordinates with the DPW Director, who is the liaison to MassDOT on current or proposed projects of a regional or local connection.
- ~~Determines and recommends to the Planning Board the local transportation project priorities to be incorporated into the plans and programs of the MPO through the MJTC.~~
- Determines and recommends to the Planning Board and Select Board the transportation projects that should be considered to address local needs and priorities as may be expressed in local plans and policies including but not limited to the Master Plan, Town Center Action Plan, and Town Center Transportation Study Report.

Commented [GM6]: education

Commented [GM7]: Provide input to the DPW Director

Commented [GM8]: How should TAC be aware of DPW activities? Meeting update? Bimonthly call?

Commented [GM9]: Remove beyond current scope of TAC

BAL revisions Nov 13, 2008

- Works with the DPW Director, Director of Community and Economic Development or other planning staff, and other entities to pursue the grants that should be sought to address the transportation priorities and projects.
- Recommends changes based on public input in the town street and road system to address traffic, safety, and other transportation priorities.
- Works with DPW and the Planning Board to recommend specific projects to be included in the State and Regional Transportation Improvement Program (TIP).
- Provides an open public forum for transportation-related projects in Harvard, and encourage coordinationes between projects and interests in cases where separate projects may impact each other or require joint planning due to interconnectivity.

**Commented [BL10]:** The Director of Community and Economic Development position is in the Town Charter and is currently vacant. I would leave this in as long as the Charter has that provision

**Commented [GM11]:** Based on public input

**Commented [GM12]:** Remove (redundant)

**Commented [GM13]:** Encourage coordination

**Committee Meetings Date/Time**

1. Meetings of the Transportation Advisory Committee are open to the public and subject to the Massachusetts Open Meeting Law MGL Chapter 30A, §§18-25.
2. The Transportation Advisory Committee shall meet at least quarterly and may convene special meetings as may be needed.
3. Committee meetings shall be held (date, time, place) as to be determined by the Committee. Agendas shall be available at Town Hall and are posted to the Town website 48 hours prior to the meeting date.
4. The Transportation Advisory Committee provides a summary of action in the Annual Town Report and shall where appropriate provide an oral report to Annual Town Meeting.

**Commented [GM14]:** At least quarterly

**Commented [GM15]:** Shall where appropriate provide an oral report