

**HARVARD PLANNING BOARD
MEETING MINUTES
JULY 20, 2020
APPROVED: NOVEMBER 16, 2020**

Chair Justin Brown called the meeting to order at 7:00pm virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

Members Present: Justin Brown, Fran Nickerson, Stacia Donahue, Jane Biering, Gwen Leonard and Becca Kelley

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

Discuss Items Not Covered at the Strategic Planning Session

- **Master Plan**

- Set Priorities for FY2021 – Using the table under Master Plan from the July 18, 2020 meeting (see minutes of July 18, 2020), the Board agreed to the order of the following list as the priorities for fiscal year 2021:

- Open Space Residential Design
- Ayer Road Plan Adoption and Implementation
- Senior Residential Development Bylaw
- Town Center Action Plan
- Town Center Zoning
- Address Scenic Road Bylaw Issues
- Ayer Road Infrastructure
- Economic Development Plan – Specific action item.
- Multifamily District
- Master Plan Implementation Committee
- Protective Bylaw Re-codification/Rewrite
- Department of Community and Economic Development
- Pedestrian and Bike Projects
- Rural Life

- Future Direction & Vision – The Board discussed moving from a static Master Plan process to a more dynamic Master Plan that is constantly updated with new information, concepts, actions, and takes advantage of opportunities and threats more nimbly.

- **Transportation Committee**

- Biering is interested in being involved in the committee
- Donahue will draft goals based on the charter
- Next step would be to present to Select Board
- Continue to recruit members for presentation to the Select Board

- **Possible Protective Bylaw Amendments**

- Open Space Design Bylaw – Spring Town Meeting 2021
- Senior Residential Development – Fall Town Meeting 2020
 - How does the height allowed in this provision compare to existing height in 125-30C
 - Age-appropriate Design may be too narrow
 - Review definitions in 125-2 for overlap
 - Keep the Council on Aging informed of this process

- **Master Plan Implementation Liaisons**
 - Water & Sewer – Biering
 - Community Preservation Committee – Donahue
 - Energy Advisory Committee – Biering
 - Select Board – Brown
 - Board of Health – Biering
 - Department of Public Works – Biering
- **Miscellaneous Items**
 - Conflict Resolution
 - Set the guidelines for a hearing/discussion item
 - Regulate public comment
 - Continue the hearing/discussion to another date and time
 - Prepare yourself on available materials and review the site
 - Scenic Road Enforcement
 - Weak and lack of clarity between the Tree Warden, Department of Public Works and the Planning Board
 - Staff to review with Leonard
 - Electronic Application Filling Process for Planning Board Review
 - Funding unavailable at this time, but would be embraced by staff
 - Summer Vacation Schedules
 - Please provide Allard with schedules
 - Grants
 - District Local Technical Assistance Grant
 - Town-wide build out and financial analysis
 - Community Compact Cabinet Program
 - Once the 2021 State budget is approved, economic development as a best practice, may allow the Town to apply for funding for the three phases of the Ayer Road project.
 - Economic Development
 - Developing a comprehensive economic development plan would take a significant time of staff hours
 - Town-wide survey and the data that will accrue from the buildout and fiscal impact project
 - Municipal Vulnerability Preparedness (MVP)
 - A new committee replaced the original MVP Advisory Subcommittee appointed by the Energy Advisory Committee which is called the Community Resilience Working Group (CRWG), a subcommittee of the Planning Board
 - Retained the consulting firm Kim Lundgren Associates (KLA) to develop the Climate Action Plan which will include a full agricultural action plan and a robust outline for the remainder of a comprehensive climate action plan.
 - Website Reorganization and Development
 - Still a work in progress that Kelley is willing to assist with

- GIS and Mapping
 - Ryan is working with CAI Technologies, the company that provide the Town it's GIS services, to provide training to staff and volunteers
- Social Media
 - Has not been embraced by the administration at Town Hall as of yet
 - Current mode of conveying information to the residents is NextDoor Harvard; staff is discouraged to use this platform as the Town website is a where residents should be seeking information

Endorse Thayer Revised Approval Not Required

Donahue made a motion to accept and endorse the revised Approval Not Required Plan as discussed at the July 6, 2020 meeting of the Planning Board for the Thayer property on South Shaker Road as detailed on the plan entitled Plan of Land in Harvard, MA, prepared for Alice Thayer Family Trust, Plan No. L-11248^A, prepared by David E. Ross Associates, Inc., dated June 2020. Nickerson seconded the motion. The vote was 3-1 by roll call, Brown aye; Donahue, aye; Nickerson, aye; Biering, aye; and Leonard, nay.

Board Member Reports

No updates this evening.

Director's Update

No update this evening.

Approve Minutes May 18, 2020

Donahue made a motion to approve the minutes for May 18, 2020 as amended. Seconded the motion. The vote was unanimously in favor of the motion by roll call vote; Donahue, aye; Nickerson, aye; Biering, aye; Leonard, aye; and Brown, aye.

Adjournment

Nickerson made a motion to adjourn the meeting at 9:24pm. Biering seconded the motion. The vote was unanimously in favor of the motion by a roll call, Donahue, aye; Nickerson, aye; Biering, aye; Leonard, aye; Brown, aye.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

- Planning Board Agenda, dated July 20, 2020
- Open Space Design Development Proposed Process Summary, undated