

**HARVARD PLANNING BOARD  
MEETING MINUTES  
NOVEMBER 2, 2020  
APPROVED: MARCH 11, 2021**

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:** Christopher Ryan (Director of Community and Economic Development), Beth Williams, Cameron Caroom, Brandon Ducharme (Ross Associates, Inc.), Tom Cotton (Harvard Conservation Trust), James Ellis, Rich Maiore, and Matthew Flokos (Harvard Press)

**Approval Not Required Endorsements (7:00pm)**

- **19 South Shaker Road**

Donahue made a motion to endorse the "Plan of Land in Harvard, Mass. owned by Stone Realty Trust", Job No.: 33275, Plan No.: L-14086T, prepared by David E. Ross Associates, Inc., September, 2020. Nickerson 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

- **55 Whitney Road/68 Littleton Road**

Donahue made a motion to endorse the "Plan of Land in Harvard, Mass. prepared for Cote Contracting LLC", Job No.: 33349, Plan No.: L-14139, prepared by David E. Ross Associates, Inc., October, 2020. Nickerson 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

**Driveway Site Plan Review – Aldrich, 168 Bolton Road**

Brandon Ducharme, from Ross Associates, Inc., was present to represent the applicant. Ducharme explained the site plan calls for the extension of existing driveway to the new house location. The existing house was removed and the new house will be further back on the property. Ducharme explained how new design will comply with the Town's driveway standards. There is no need to file an application with the Conservation Commission for this development as it does not encroach on any existing wetland areas. Ryan noted that Allard thought a peer review of this application would not be required as the driveway is mostly existing and does not impact wetlands. The Department of Public Works will be reviewing the plan for connection to the road, at that time perhaps they could review the entire driveway for compliance with the Bylaw.

Leonard asked about the cut in the scenic road stone wall, which there was no plan included with the application. Ducharme noted that the existing cut in the stone wall was to remain as is and there will be no tree removal within the right-of-way. Donahue noted that erosion control was not shown on the plans as it's not required, however with a previous application before the Board there was concern about the wetlands on the adjoining property being impacted by the construction run off. It was requested that Allard be consulted and erosion control measures added if it were determined to be needed.

Donahue made a motion to approve Driveway Plan, for Nathan Aldrich, 168 Bolton Road, Harvard, MA Job No.: 33340 Plan No.: L-14129 prepared by David E. Ross Associates, Inc., with the conditions that the Conservation Agent looks at the erosion control barrier and the Department of Public Works looks at the construction of the driveway. Nickerson seconded the motion.

Biering suggested a friendly amendment, to which Donahue made a motion include the conditions that the Conservation Agent assesses the need for erosion control and the Department of Public Works inspects the driveway construction. Nickerson second 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

Donahue then made a motion to approve Driveway Plan, for Nathan Aldrich, 168 Bolton Road, Harvard, MA Job No.: 33340 Plan No.: L-14129 prepared by David E. Ross Associates, Inc. Nickerson second 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

### **Communicating with the public**

The Board discussed what they are allowed to discuss outside of Planning Board meetings. The general intent is to point people back to the public record. Members should be careful about topics related to open hearings. General information about Board happenings is fine, but open hearings need to be 'listen only' and can't really respond. In regards to the Protective Bylaw, try not to 'interpret' them for anyone. Let people figure it out on their own as they are legal documents once they have passed and need to be interpreted professionally, not by Board. Biering noted that our meetings should be listed in the 'meetings and hearings' section of the Harvard Press.

### **Discuss Chapter 125-57 Senior Residential Development Bylaw**

- **Process and Timing**
- Reviewed the senior housing development project timeline by Leonard.
- Reviewed project kick-off thoughts by Biering, who has drafted something for the Bylaw to announce in the Harvard Press.
- Reviewed the thought of having an informal sub-committee or group, which would not have meetings or responsibility, but a loose knit group of people to ask about back history on the project. Good will ambassadors for the Bylaw as it moves forward is the hope.
- Donahue expressed concern about the schedule/time and input. Concerned about burnout as the Board members are all volunteers and our staff time is very limited. The Board also have other tasks from the Master Plan.
- Input, revision, outreach is the mantra for moving forward.
- Bylaw language will be complete by March, then work to get support during April and May
- **Survey**
- Nickerson feels survey will be same as the last two conducted by the Council on Aging; other members feel the survey will be different this time since the questions will be different and will provide different information than the last time.
- There will be two separate surveys – one for seniors and one for non-seniors
- **Reflection on Process / Vision Exercise**
- Ryan reviewed what is in the visioning exercises to help keep the members focused.

### **Board Member Reports**

- **Representatives & Liaisons Update**
  - Donahue stated **Parks & Recreation Commission** will be applying to the Community Preservation Committee for funding to study a possible use for the parcel along Pond Road; wanted to know if the Board had any plans for that parcel with regards to the Town Center upgrades.
  - **Transportation Improvement Project** – there are no available funds to include The Engineer Company (TEC) at the most recently discussed public input meeting, however Board members still want to have the meeting to bring it keep fresh in the resident's minds. Any questions that arise at this meeting can be brought back to TEC. Kelley

wanted to make sure that Option 3 is updated on the website and that it's the only thing showing; she is having trouble finding the 'final' version. Website needs to be update to status of current project. Ryan will look to put Option 3 in the forefront of the website and move option 1 and 2 lower on the page, but keep them on the page in case we are forced back into either of those options.

#### **Approve Minutes**

Donahue made a motion to approve the minutes for July 6 and 18, 2020 as amended. Nickerson 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

#### **Approve Invoice**

Donahue made a motion to approve the invoice from the Harvard Press in the amount of \$240.00. Nickerson 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**

Biering made a motion to adjourn the meeting at 9:58pm. Donahue seconded the motion. The vote was unanimously in favor of the motion by a roll call, Donahue, aye; Nickerson, abstained; Biering, aye; Leonard, aye; Brown, aye.

Signed: \_\_\_\_\_ Liz Allard, Clerk

#### **EXHIBITS & DOCUMENTS**

- Planning Board Agenda November 2, 2020
- Planner Update – November 2, 2020
- Plan of Land in Harvard, Mass. owned by Stone Realty Trust, Job No.: 33275, Plan No.: L-14086T, prepared by David E. Ross Associates, Inc., September, 2020
- Plan of Land in Harvard, Mass. prepared for Cote Contracting LLC, Job No.: 33349, Plan No.: L-14139, prepared by David E. Ross Associates, Inc., October, 2020
- Driveway Plan, Nathan Aldrich, 168 Bolton Road, Harvard, MA Job No.: 33340 Plan No.: L-14129 prepared by David E. Ross Associates, Inc.,