

**HARVARD PLANNING BOARD
MEETING MINUTES
MARCH 29, 2021
APPROVED: JULY 12, 2021**

Chair Justin Brown called the meeting to order at 7:01pm 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, Stacia Donahue, Gwen Leonard, Jane Biering and Becca Kelley (Associate Member)

Others Present: Christopher Ryan (Director of Community and Economic Development), Liz Allard (Land Use Administrator), Matthew Flokos (Harvard Press), Eric Ward, Jennifer Finch and Beth Williams (Council on Aging)

Roles and Responsibilities of Staff & Board Members

Ryan and Allard provide Module 2: Process and Procedures – Short Version for ATM and PH Prep, which included meeting preparation, process and procedures during public meetings, motions, preparation before a meeting, zoom meetings, process with the public, role of chair, respect and decorum, keeping to the agenda and staying on topic.

Q: When in a virtual meeting how should questions or comments in the chat function be addressed?

A: The chat function should not be used for asking questions or making comments by the Board, public or staff.

Q: What if I have to walk away for a moment, should I turn off my video?

A: No. It is understandable that you would need to step away for a moment, but still able to listen to audio.

Q: Do we have to vote on the substitute motion?

A: Yes.

Q: What is ex parte communication?

A: Having a discussion outside of a meeting on a specific topic with an applicant or proponent that is on the agenda or will be in the future.

Q: What is the proper order of roll call vote?

A: Whatever the Board is comfortable with

Discuss Annual Town Meeting Bylaw Amendments

- **Section 125-18.1 - Accessory Apartments**
 - Why does this version have the Board of Health (BOH) comments? Ryan stated before providing for inclusion in the warrant he incorporated comments from Town Counsel, the March 15th meeting and BOH citation.
 - What should happen to this amendment should 125-57 Senior Residential Development fail at Town Meeting? Recommend the article be withdrawn.
- **New Section 125-57 - Senior Residential Development**
 - Should 125-57G Senior Residential Development Types reference 125-18.B(1)(b)? Yes
 - 125-57D(2) Pace of Development - Leonard is not comfortable with the maximum of 100 units annually, nor was Kelley, however after reflection she understands the number is suitable for certain types of development such as an assisted living facility or a Continuing Care Residential Community. Donahue suggested leaving it at 100 units, but be prepared to reduce it at Town Meeting. Kelley suggested moving section G to before D as a better flow for visually understanding the bylaw. Biering agrees with Kelley.

Leonard stated assisted living facilities did not have a large draw from those who responded to the survey; what was a large draw was small housing clustered together to provide open space. Ryan explained the Board could not provide everything the residents are seeking at once and the Board is starting with what they feel would be achievable. Donahue clarified how section G landed where it did within the provision; A - F applies to all of the types to come and not just the two consistent in this bylaw. Brown stated the provision is attempting to address a need that exists for seniors in Harvard.

- **Outreach Update & Guidelines**

- Ryan & Biering have sent emails out to all of the Boards & Commissions
- Ryan & Biering are attending the Zoning Board of Appeals on April 14th, at which the Building Commissioner will be in attendance
- Biering is looking into presenting to the Universal Unitarian Woman's group
- Ryan & Biering will be attending the Council on Aging on April 20th
- Donahue and Biering will attend the April 7th meeting of the Historic Commission
- All should think about who they can engage at Town Meeting to speak on behalf of these warrant articles
- When addressing another Board, do it in tandem with a staff member or another board member

- **Presenting Bylaw Amendments at Town Meeting**

- Reviewed the process for the public hearing
- Suggested Brown or Donahue present the articles
- Provide written narrative for the Board to review well before Town Meeting

Approve Minutes

Biering made a motion to approve the minutes of November 30, 2020 as amended. Leonard seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye; Biering, aye; Leonard, aye and Brown, aye.

Adjournment

Donahue made a motion to adjourn the meeting at 9:37pm. Biering seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye; Biering, aye; Leonard, aye; and Brown, aye.

Signed: _____ Liz Allard, Clerk

EXHIBITS & OTHER DOCUMENTS

- Planning Board Agenda March 29, 2021
- Planning Board Training Module 2: Process and Procedures Short Version for ATM and PH Prep, March 27, 2021
- §125-18-.1 Accessory Apartment Use proposed amendment
- §125-57 Senior Residential Development
- Bylaw Amendment Public Hearing Process
- DRAFT Harvard Planning Board Meeting Minutes November 30, 2020 prepared by Liz Allard