

**HARVARD PLANNING BOARD
MEETING MINUTES
MAY 26, 2021
APPROVED: JULY 19, 2021**

Chair Justin Brown called the meeting to order at 7:05pm 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 and Rebecca Kelley (Associate Member)

Others Present: Christopher Ryan (Director of Community and Economic Development), and Matt Flokos (Harvard Press)

Thank you to Fran Nickerson

Brown stated on behalf of the Board he would like to thank Fran, as well as her husband Bruce, for all of they have done for the Town over the years. Brown reflected on when he started on the Board and Nickerson took him under her wing.

Town Meeting Round-Up & Next Steps

○ **Senior Residential Bylaw**

The Board reviewed the good, the bad, and how they can improve for the next time. Leonard reviewed her positives in regards to the Senior Residential Development. Biering stated outreach assisted in bringing to light questions that assisted in explaining the process better. Chris Tracey's letter to the editor did a lot for assisting in passing these bylaws. Questions at Town meeting were what the Planning Board had heard before, other than the question in regards to verification of age. Donahue thought a key component was having an advocate from another board, which helped show support of the bylaws. Brown thought Beth Williams from the Council on Aging did a great job.

Leonard reviewed what needs work and can be done better next time. The Board needs to be prepared for a question that may throw them off guard. Biering agreed that establishing a timetable is essential early on in the process. A pre-town-meeting huddle to address any unresolved issues is also essential. Members need to remain engaged until very end; if there is a conflict everyone should provide their feedback. Donahue feels she did not know the bylaw solid because it was being done by a subcommittee; for the future the Board should not do it this way again. The time involved by the subcommittee was remarkable, but not everyone can commit a large amount of time to Planning Board; members need to find a balance.

Leonard wanted Brown and Ryan to address the timetable issues that were presented during the process. Ryan felt this was one of the biggest projects he has ever worked on and the time consumed by the subcommittee started to become too much. Ryan detailed some of the obstacles he faced during the process. Leonard thought the discussion should focus on the process and not personalities; she took umbrage to what was been said by Ryan.

Brown stated a nice Frequently Asked Questions (FAQ) was prepared in March; he was disappointed to have another FAQ out there that had conflicting information. Biering stated her document was questions the Board might get at Town Meeting, as that was the role assigned to her, Leonard and Donahue. Brown would recommend not going forward with a subcommittee in the future. Leonard asked if an action plan can be created. Bylaws should be on the agenda as much as possible to allow for both the members and the public to be in the loop.

○ **Ayer Road Visioning Plan**

- Ryan felt this material was solid
- Need to get supporters up to speak upfront

- A lot of wrong information at the microphone
- More emphasis on how many Master Plans in the past have this vision
- Select Board continues to be supportive and directed the Planning Board to keep going
- Assess the outreach as it appears there were many who did not understand the plan
- Need more discussion at meetings to allow for all the members to know the information well
- Outreach to the businesses and residents of the district may assist in getting more support; which was intended at the first phase of the Vision Plan
- **Open Space Residential Development Bylaw**
 - Fully written; newer members need to become familiar with it
 - Concerns with enough time for public relations; suggested to conduct in the Spring
- **Town Center** – No discussion on this topic
- **Scenic Road Bylaw, Chapter 90**
 - Discuss one section at each meeting as an education process and public relations
 - Filling in the gaps, design guidelines, what defines a Scenic Road (legalese) and fines associated with enforcement
 - Why change the process now? Gives additional guidance to the Board and assists in the preservation of Harvard
- **Erosion Control Bylaw**
 - Fully written; newer members need to become familiar with it

Biering suggested a summary of the suggested bylaws and how much work is required to bring them to Fall town meeting. Ryan mentioned the requirement to have a multi-family housing, which may have to be included for Fall Town Meeting. Ryan asked members to please stop by the office to review the Town map to determine potential location for this district.

Appoint Dan Daly to the Design Review Board

Donahue made a motion to appoint Dan Daly to the Design Review Board. Nickerson seconded the motion. The vote was unanimously in favor of the motion by roll call vote, Donahue, aye; Nickerson, aye; Leonard, aye; Biering, aye; Brown, aye.

Board Member Reports

- Representatives & Liaisons Update
 - **Open Space Committee** may be able to help locate a multi-family district; Ryan can do the same with existing GIS layers
- Community Matter - None

Director's Update

Covered under other items this evening

Approve Minutes

Donahue made a motion to approve the minutes of January 25, February 1, 18 and 22, 2021 as amended. Nickerson seconded the motion. The vote was unanimously in favor of the motion by roll call vote, Donahue, aye; Nickerson, aye; Leonard, aye; Biering, aye; Brown, aye.

Adjournment

At 9:59pm Donahue made a motion to adjourn the meeting. Nickerson seconded the motion. The vote was unanimously in favor of the motion by roll call vote, Donahue, aye; Nickerson, aye; Leonard, aye; Biering, aye; Brown, aye.

Signed: _____
Liz Allard, Clerk

EXHIBITS & OTHER DOCUMENTS

- Planning Board Agenda May 26, 2021
- Director of Community & Economic Development Update, May 24, 2021
- Harvard Planning Board Spring Town Meeting 2021 Lessons Learned
- DRAFT Lessons Learned re Getting Questions Passed at Town Meeting, Jane Biering, May 20, 2021