

**HARVARD PLANNING BOARD
MEETING MINUTES
JULY 6, 2020
APPROVED: NOVEMBER 2, 2020**

Chair Justin Brown called the meeting to order at 7:02pm 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, Gwen Leonard, Jane Biering and Becca Kelley (arrived at 7:53pm)

Others Present: Liz Allard (Land Use Boards Administrator/Conservation Agent), Christopher Ryan (Director of Community and Economic Development), Marijke Vallaes, Alice Thayer, Lucas Thayer, Jeff Hayes, Andy Warner, Matt Flokos (Harvard Press), Mark Mikitarian, Judy Warner, Stephen Morris, Karen Levitt and Rosemary Vandorpe

Election of Officers – Chair, Vice Chair & Clerk

Donahue made a motion to elect Brown as the Chair of the Planning Board for Fiscal Year 2021. Biering seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye; Nickerson, aye, Leonard, aye, Biering, aye; and Brown, aye.

Nickerson made a motion to elect Donahue as the Vice Chair of the Planning Board for Fiscal Year 2021. Leonard seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye; Nickerson, aye, Leonard, aye, Biering, aye; and Brown, aye.

Welcome New Board Members

Brown took the opportunity to welcome the new members, Leonard, Biering and Kelley to the Board, along with providing some of his own background, which Donahue and Nickerson followed suit.

Introduction of the Chair

Brown detailed the process of Planning Board meetings going forward.

Meet the Future Building Commissioner/Facility Manager, Jeff Hayes

Jeff Hayes was present and stated he was very impressed with the formality presented by Brown in regards to the process in which the Planning Board would conduct their public meetings. Hayes provided his background and goals for the position. He understands the close working relationship with the Planning Board, as well as all the Land Use Boards.

Preview Strategic Planning Agenda

Members added additional comments to the agenda for the upcoming strategic planning meeting of the Board.

Approve Invoice – Harvard Press \$192.00

Nickerson made a motion to approve the invoice from the Harvard Press in the amount of \$192.00. Donahue seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye; Nickerson, aye, Leonard, aye, Biering, aye; and Brown, aye.

Approval Not Required for the Subdivision of Land – Alice Thayer Family Trust, South Shaker Road

Ryan explained the current Lot 1 consists of 10.09 acres and applicant is seeking an endorsement as an Approval Not Required (ANR). The accompanying plan is not a subdivision because the plan does not show a division of land. Essentially, the applicant is seeking validation

that the existing lot contains the minimally required access and frontage, as is the sole requirement for endorsement of an ANR.

Ryan confirmed the plan as submitted meets the requirements for endorsement by the Planning Board in fact that it has reasonable access from the public way to a buildable portion of the lot, that emergency vehicles may access a residence, and other elements and frontage. The lot in question requires frontage of 180' and the plan shows 782.19' which is in compliance.

Questions over the location of the historic boundary as shown on the plan were discussed in great detail. Ryan suggested removing the historic boundary from the plan, as this boundary is not a zoning issue. Ryan stated there are two solutions he could recommend to the Board; 1) endorse the plan with the condition that the historic boundary be removed; or 2) request an extended timeframe, beyond the 21-days, from the applicant; in order to resolve issues with the location of the historic boundary.

Leonard was not comfortable with endorsing a plan that would remove the historic boundary. If the applicant is insistent on retaining the historic boundary on the plan, Ryan further suggested expanding the disclaimer on the plan made it clear the Board was not endorsing anything other than access and frontage. Lucas Thayer confirmed he was agreeable to the expanded disclaimer on the plan.

Donahue made a motion to endorse the Approval Not Required plan entitled 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, with the conditions that the historic boundary be removed and the disclaimer is expanded as detailed this evening. Thayer accepted the motion as stated. Biering 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

- Representatives & Liaisons Update – none this evening
- Community Matters – Members are encouraged to share topics they would like the Planning Board to address or those matters that are brought to their attention by the general public. Once all members express their topic(s) the Board will agree to discuss two to three in detail this evening.
 - Brown: Town Meeting follow-up; Ayer Road Public Input meeting; Meeting with Town Administrator; meeting with Select Board liaison, Rich Maiore; and Outdoor Marijuana Grow Facility presentation to the Select Board
 - Donahue: Montachusett Regional Planning Commission grant opportunity for friendly advancement of senior housing and the hiring of a new Regional Economic Development Director; Landlines; and Community Resiliency Working Group
 - Leonard: Harvard Conservation Trust
 - Biering: Beautification of Ayer Road corridor along proposed shared paths
 - Nickerson: Counsel on Aging, what can be done to advance Phase II of the Hildreth House expansion
 - Kelley: Sidewalks along roadways in Town

Due to the lateness of the meeting tonight and the fact that a majority of the topics above will be discussed at the Strategic Planning Session this coming Saturday, the Board agreed not to get into a discussion of these topics.

Director's Update

This item was passed over

Adjournment

Donahue made a motion to adjourn the meeting at 9:36pm. Biering seconded the motion. The vote was unanimously in favor of the motion by a roll call, Donahue, aye; Nickerson, aye; Biering, aye; and Leonard, aye.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

- Planning Board Agenda, dated July 6, 2020
- Harvard Press Invoice#8117, dated 6/25/2020
- 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