

Posted 7/7/2021 @10:01am by CB
Reposted 7/12/2021 @ 9:53am by LA

**TOWN OF HARVARD
PLANNING BOARD AGENDA
MONDAY JULY 12, 2021 @ 7:00PM**

This meeting will be held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A, S.20. Interested individuals can listen in and participate online and/or by phone by following the link and phone number below.

UpperTH ProWebinar is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/82070677454?pwd=SUZxU1BPWFZ6QUpzQkhHUG1WVHdOZz09>

Meeting ID: 820 7067 7454

Passcode: 733191

One tap mobile

+13126266799,,82070677454# US (Chicago)

+19294362866,,82070677454# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 820 7067 7454

Find your local number: <https://us02web.zoom.us/j/kbcZ525lr0>

Public Comment

New Business: a) Approval Not Required – 39 Glenview Drive (7:05pm)

b) Interview Interested Volunteers (7:10pm)

- Brian Cook
- Doug Thornton
- Michael Kilian
- Deborah O'Rourke

c) Appoint Steve Nigzus to the Design Review Board

Standard Business: a) Board Member Reports

- Representatives & Liaisons Update
- Community Matters

b) Director's Update

c) Approve Minutes

d) Approve Invoices

Old Business: a) Fall Town Meeting, October 16, 2021, Bylaw Amendments

- Erosion Control – Add new section 125-58 - Purpose, Applicability, Exemptions and Waivers

- Scenic Roads – Amend Chapter 90 – Review Design Guidelines
- Affordable accessory apartment -Delete Chapter 125-18.2
- Permitted Uses in the AR District by Special Permit – Amend Chapter 125-21B(1)
- Ayer Road Village Special Permit – Assisted Living Facility – Delete Chapter 125-52I
- Senior Residential Development – Amend Chapter 125-57 – Add Assisted Living Facility

b) Spring Town Meeting, 2022

- Open Space Residential Development – Amend Chapter 125-35 – All About Open Space

NEXT SCHEDULED MEETING: JULY 19, 2021



Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

Volunteer Form

Good Government Starts with You

Date Submitted: June 14, 2021

Name: Doug Thornton

Home Address: 213 Littleton Road
Harvard

Mailing Address: 213 Littleton Road
Harvard

Phone Number(s): (978)-505-2161 - Cell
- Unspecified

Email Address: dthornton01451@gmail.com

Current Occupation/Employer: Principal Software Engineer / MedUnison LLC

Have you previously been a member of a Board, Committee or Commission (either in the Town of Harvard or elsewhere)? Yes

If yes, please list the Board name and your approximate dates of service:

Parks and Recreation, elected 2015, 2018

Are you a registered voter? Yes

Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest? Yes

If YES, please describe the possible conflict:

My wife works at the school and therefore is an employee of the town, though I don't see any obvious conflict.

Narrative: I've been on Parks and Recreation for two full terms and had been appointed the fall before being elected – overseeing the day-to-day operations of the town's recreational facilities. My P&R term is up and I am looking to move into a longer-term planning role. I understand the town's recreational facilities requirements and I have seen neighboring towns acquire facilities through working closely with businesses moving to town. I think the inverse square law protects us from 5G radiation. I think town residents should take erosion control more seriously. Climate change needs to be tackled from all angles, though I would argue that using less fuel and plastic goes further than individuals being told they should not trim their trees or cut the grass. I have browsed the town bylaws, though I would do poorly if tested on them today. The ideal Planning Board candidate may have more civil engineering and/or legal experience than I, but I know some basics and am familiar with how the town operates. Joining Planning Board would be a learning experience I am ready to take on for one term, if offered the opportunity. Kids will all be in college in the fall, I have the time.

Board(s) / Committee(s): PLANNING BOARD

TOWN OF HARVARD

VOLUNTEER APPLICATION (12/02/2008)



Thank you for your interest in serving the town of Harvard. Please complete this application to be kept informed of volunteer opportunities and/or to apply for a specific position or fill a vacancy when one occurs. You may be also be contacted based on your stated areas of interest for other opportunities to volunteer. Your application will be kept on file for 3 years.

Date of Application: July 30, 2021

Applicant Information:

Name: Michael Kilian

Address: 25 Candleberry Lane

Home/Work Phone # 978-456-8498

Mobile Phone# 978-290-0892

Email Address: michael.kilian@gmail.com

Indicate below which Board(s) or Committee(s) are of interest to you:

Planning Board

Have you previously been a member of a Board, Committee or Commission (either in Harvard or elsewhere)? If so, please list the Board name and your approximate dates of service:

Do you have any time restrictions?

YES

NO

Are you a registered voter?

YES

NO

Please list your present occupation and employer (you may also attach your résumé or CV)

Software Engineer at Ab Initio.

Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest? (If YES, please describe the possible conflict) No.

Please outline any education, special training or other areas of interest you have that may be relevant to the appointment sought.

I have lived in town for over 20 years and have participated on the periphery of a number of issues. It is now time for me to put my money where my mouth is.

While I may not have formal training in planning, I have worked on conservation issues (was a founding member of the Organization of the Assabet River and assisted in allocating conservation land for agricultural purposes -- the Breakneck Hill Conservation Land in Southboro).

Received by Town of Harvard

Return to: Town Of Harvard, 13 Ayer Road, Harvard MA 01451 or email jdoucet@harvard.ma.us



Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

Volunteer Form

Good Government Starts with You

Date Submitted: June 16, 2021

Name: Brian D Cook

Home Address: 92 Ann Lees Rd
Harvard

Mailing Address: 92 Ann Lees Rd
Harvard MA 01451

Phone Number(s): (650)-492-0089 - Cell

Email Address: brian.cook582@gmail.com

Current Occupation/Employer: Architect/Jacobs

Have you previously been a member of a Board, Committee or Commission (either in the Town of Harvard or elsewhere)?No

If yes, please list the Board name and your approximate dates of service:

Are you a registered voter? Yes

Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest?No

If YES, please describe the possible conflict:

Narrative: I am a principal of my firm and can make time for what is required for the duties of the planning board. I am a trained and licensed Architect, with a degree from Roger Williams University. I have been in front a numerous planning boards throughout my career and am now ready to be part of the one in my community.

Board(s) / Committee(s): PLANNING BOARD

BRIAN D. COOK AIA, NCARB

Home Address – 92 Ann Lees Road, Harvard, MA 01451 - Personal Email | brian.cook582@gmail.com
Boston Office – 120 St. James Ave, Boston MA 02116 - CELL: 650.492.0089 | brian.cook@jacobs.com

Personal Profile

A father of 3 boys (8yrs, 6yrs, 3yrs), and a recent addition to Harvard (Dec. 2020), my wife and I couldn't be happier with our decision to move to Harvard. I am originally from Central NY, from a town very similar to Harvard at the base of the Adirondack Mountains. A town where the community is as much a part of a child's upbringing as it is here in Harvard. The culture, environment and character of the town is vital to its survival. I see the planning board as a critical part in preserving and maintaining the culture of the community,

Professional Profile

I am a Principal of the Boston office. A Registered Architect in NY, MA, NH, RI and CT, I oversee all Architecture, Interior and Lab Planning projects, providing technical support and leadership. I am an experienced leader of large design/consultant teams on complex multi-phased projects, from programming/concept through Construction Administration to project closeout. I am also the Regional Solutions and Technology Leader for the North Region of Jacobs, which coordinates and connects all architectural staff from Arlington, VA to Chicago, IL and all of Canada.

Professional Experience

JACOBS (www.jacobs.com)

December 2018 - Present

Boston, Massachusetts

Position – Principal of Architecture, Interiors and Lab Planning

Principal responsible for the oversight, signing and stamping of all design projects. Oversee the QC process of the design disciplines, staff mentoring, technical education lunchtime series, and office project delivery standards.

Company Initiatives / Groups / Committees

North Region Standards Committee - Chair - Establishing standards and graphic quality across the North Region in conjunction with Philadelphia and St. Louis.

North Region Technical Delivery Group – Group of multi-office leaders tasked with overseeing the future strategies of Project Delivery, Innovation initiatives and the future tools of the trade.

Americas Strategic Group - Group of multi-office and multi-discipline leaders from the Built Environment to establish the strategic vision of the Americas Built Environment LOB.

Notable Projects

101 Smith Place – Cambridge, Massachusetts – Estimated completion – March 2023

Principal in Charge – Lead Technical Architect
250,000 SF Lab/Office

455 Grand Union – Somerville, Massachusetts – Estimated completion – July 2021

Technical Principal – Lead Technical Architect

CRISPR Therapeutics HQ Fit out – Boston, Massachusetts – Estimated completion – Apr 2022

Principal in Charge – Lead Technical Architect

Projects under leadership

MITIMCO 730/750 Main Street – Cambridge, Massachusetts

Regeneron – East Greenbush, New York

Confidential Financial Client – Various Projects

SQZ Biotech – Watertown, Massachusetts

ARROWSTREET, Inc (www.arrowstreet.com)

July 2015 – December 2018

Boston, Massachusetts

Position – Senior Associate

Project Architect and Lead Senior Associate for a multitude of project types and complexities.

Projects

Parcel K – Residence and Hotel, Boston, Massachusetts (Seaport) – Completed – November 2020

- Lead Architect of a LEED Silver, 2 high-rise towers on 2 levels of retail podium, consisting of a 294 key Hyatt Hotel and a 304-unit luxury apartment building. Starting from the end of Schematic Design to now currently in Construction Administration.

Congress Square, Boston, Massachusetts – Completed – May 2019

- Lead Architect of a LEED Silver, 7.5 story addition to an existing 1904 Fidelity HQ in Post Office Sq. This project is comprised of a fully custom ultra-performance curtain wall, with Fiber Reinforced Polymer Soffit.

San Francisco, California

Position – Associate – Senior Technical Architect

Project Architect for a multitude of project types and complexities.

Projects

Moscone Convention Center, San Francisco, California – Estimated completion–November 2019

- Project Architect/Lead Technical Architect of a LEED Platinum, 4 phase, 800,000 sf expansion to an existing 1.3m sf Convention Center. Starting from Programming/ Concept to Construction Administration. The challenging part of this project is that during all 4 phases the convention center must remain open, since the center is responsible for 21% of the city's revenue.
- In coordination with our Project manager, managed the \$550M budget throughout design and construction.

Poly International Plaza, Beijing, China – Completion date December 2015

- Project Architect/Lead Technical Architect of a LEED Gold, 3 Tower 130,000sm (1.4Msf) high-rise complex on 7 Hectares (17 Acre), from Programming/Concept through Construction Administration. The complexity in this project comes from the fully double skinned building supported by an exterior diagrid structural system within an elliptical shape, creating the need for stretch formed aluminum panels at the nodes.
- In coordination with our Project manager, managed the \$1.27b budget throughout design and construction.

San Bernardino Justice Center, San Bernardino, California – Completed 2014

- Technical Architect of a LEED Gold, 35 Courtroom, 360,000sf 12 story tower with 3 story podium Courthouse on 7 acres. This building is unique because of its proximity to an active fault line, and due to the expected magnitude of the seismic activity, the building is base isolated with a total movement of 42" in every direction. It is the first building of its kind to employ both a rigid moment frame within the podium and a fluid-viscous damper braced frame within the tower all on top of the base isolation.

RossDrulisCusenbery Architecture (www.rdcarchitecture.com)

2008-2010

Sonoma, California

Position: Project Designer

Allana, Buick & Bers, Inc. Architects and Engineers (www.abbae.com)

2006-2008

Palo Alto, California

Position: Building Envelope Technologist

Berry Lykins Architects, Providence, Rhode Island

2004-2006

Position – Designer

Franklin Studio, Bristol, Rhode Island

2002-2004

Position – Designer

Registrations / Educations / Seminars / Publications / Memberships / Competitions

Registration: New York State – Architects Registration – Since June 2014 – Status:

Current License Number - 036373

Massachusetts – Architects Registration – Since 2019 – Status: Current

License Number - 952307

Rhode Island – Architects Registration – Since 2019 – Status: Current

License Number - 5254

New Hampshire – Architects Registration – Since 2019 – Status: Current

License Number - 04709

Connecticut – Architects Registration – Since 2019 – Status: Current

License Number - 0014504

Education: Roger Williams University School of Architecture – Bachelor of Architecture
Bristol, Rhode Island

TOWN OF HARVARD

VOLUNTEER APPLICATION (12/02/2008)



Thank you for your interest in serving the town of Harvard. Please complete this application to be kept informed of volunteer opportunities and/or to apply for a specific position or fill a vacancy when one occurs. You may be also be contacted based on your stated areas of interest for other opportunities to volunteer. Your application will be kept on file for 3 years.

Date of Application: July 9 2021

Applicant Information:

Name: DEBORAH O'ROURKE

Address: 40 BOLTON ROAD

Home/Work Phone # 978.456.0254 Mobile Phone# 617.595.5272

Email Address: DEBORAHOROURKE@VERIZON.NET

Indicate below which Board(s) or Committee(s) are of interest to you:

PLANNING BOARD

Have you previously been a member of a Board, Committee or Commission (either in Harvard or elsewhere)? If so, please list the Board name and your approximate dates of service:

NRWA GREENWAY COMMITTEE, GROTON 2001-2003/ SCHOOL BOARD MEMBER, NEW BOSTON, NH 1997-2000

Do you have any time restrictions?

YES

NO

Are you a registered voter?

YES

NO

Please list your present occupation and employer (you may also attach your résumé or CV)

RECENTLY RETIRED

Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest? (If YES, please describe the possible conflict) NO

Please outline any education, special training or other areas of interest you have that may be relevant to the appointment sought.

AREAS OF INTEREST INCLUDE CONSERVATION, BIODIVERSITY, RESILIENCY, SUSTAINABLE DEVELOPMENT, EQUITY AND INCLUSION. RECENT CERTIFICATE FROM CLIMATE REALITY LEADERSHIP CORPS.

Received by Town of Harvard 10/11/2017 Processed by jd on
Return to: Town Of Harvard, 13 Ayer Road, Harvard MA 01451 or email jdoucet@harvard.ma.us

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**HARVARD PLANNING BOARD
MEETING MINUTES
MARCH 29, 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

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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 look 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

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**HARVARD PLANNING BOARD
MEETING MINUTES
APRIL 5, 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, Jane Biering and Becca Kelley (Associate Member)

Others Present: Christopher Ryan (Director of Community and Economic Development), Matthew Flokos (Harvard Press), Beth Williams (Council on Aging), Eric Ward, Jennifer Finch, Keli Callaghan, Debbie Thompson (Director, Council on Aging), Rich Maiore (Select Board liaison),

Approval Not Required Endorsement – Callaghan, 268 Old Littleton Road

Keli Callaghan, of 268 Old Littleton Road, explained the reasoning for creating a new parcel to allow for the addition of a garage to her existing dwelling. In order to do so she has purchased the abutting vacant lot and created two new parcels; one that would provide the necessary setbacks for the garage (Parcel B2). Parcel B1 would remain undeveloped. Although all aspects of the plan are meeting the requirements, Dillis & Roy Civil Design Group neglected to remove the property line between Parcel B2 and 268 Littleton Road. As presented this evening the Board was unable to favorably endorse the Approval Not Require Plan. Ms. Callaghan will provide an amended plan for the next meeting of the Planning Board.

Board Member Reports

• **Representatives & Liaisons**

- **Transportation Advisory Committee** had its first meeting recently and has selected a chair, scheduled quarterly meetings and discussed what is being worked on currently and what is in the pipeline.
- **Ayer Road Project** – Brown & Ryan have discussed this project with the chairs of a number of Boards in regards to attending their meetings to gain support for this project.
- **Harvard/Devens Jurisdiction Committee** – Biering stated both State Representative Jamie Eldridge and Dan Sena were present at the most recent meeting. The Committee provided them with updates and background information. Biering stated that although 2033 seems far off in the distance there is a lot to be done before then. Representative Eldridge asked questions of the two Devens residents in attendance, which was helpful in molding where Harvard might end up.
- **Design Review Board (DRB)** is being reactivated with a potential Ayer Road Village – Special Permit application being submitted soon. Two previous members of the DRB have stated they are unable to serve at this time. Ryan is still waiting to hear from one additional former member. If any Planning Board members know of any who could serve on the DRB please have them be in touch with staff. Ryan will review the requirements for membership on the DRB.

• **Community Matters**

- Brown noted he will be meeting with Jeanie Avola soon to discuss her concerns with wireless communication towers

Proposed Protective Bylaw Amendments Hearing. Open at 7:30pm (see page 3 for complete details)

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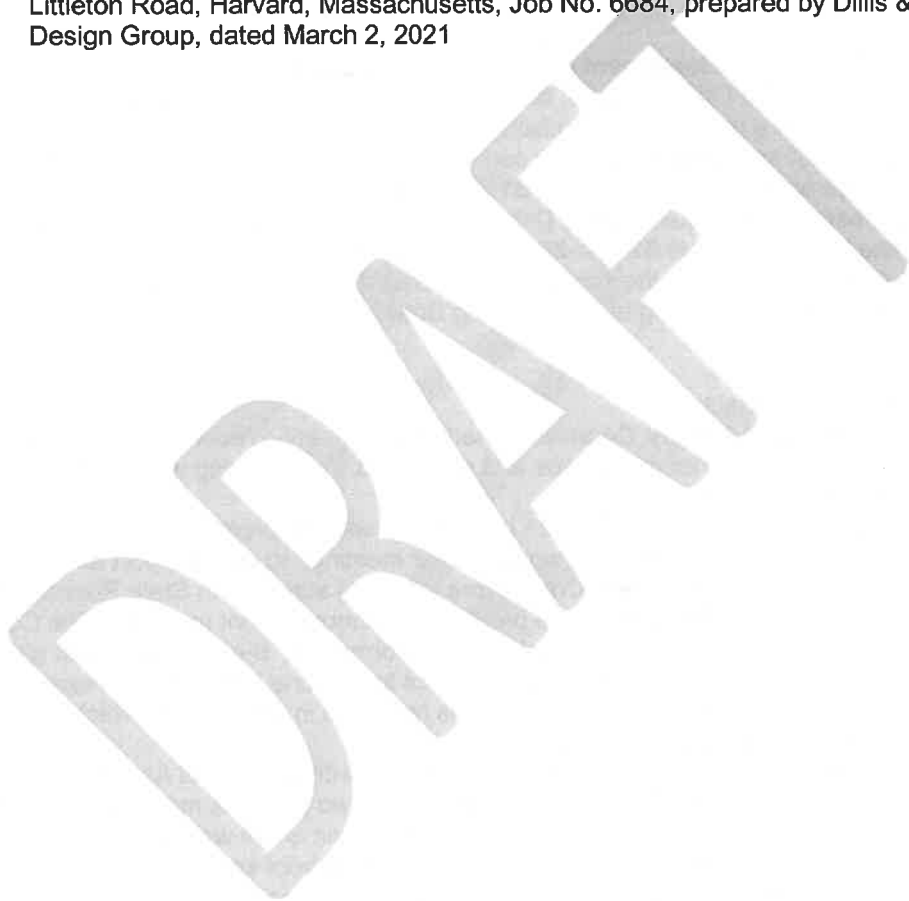
Adjournment

Biering made a motion to adjourn the meeting at 8:32pm. Donahue seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye; Biering, aye; and Brown; aye.

Signed: _____ Liz Allard, Clerk

EXHIBITS & OTHER DOCUMENTS

- Planning Board Agenda April 5, 2020
- Director of Community and Economic Development Update, April 5, 2021
- Plan of Land Harvard, Massachusetts Prepared for: Kevin & Kelli Callaghan, 268 Old Littleton Road, Harvard, Massachusetts, Job No. 6684, prepared by Dillis & Roy Civil Design Group, dated March 2, 2021



113 **Harvard Planning Board**

114
115 **Proposed Protective Bylaw Amendments Hearing Meeting Minutes**

116
117 **April 5, 2021**

118
119 The public hearing was opened at 7:32pm by Chair Justin Brown under MGL Chapter 40A the
120 Zoning Act and the Code of the Town of Harvard Chapter 125 the Protective Bylaw virtually in
121 accordance with the Governor's Executive Order Suspending Certain Provisions of the Open
122 Meeting Law, MGL Chapter 30A §20.

123
124 **Members Present:** Justin Brown, Stacia Donahue, Jane Biering and Rebecca Kelley (Associate
125 Member)

126
127 **Others Present:** Christopher Ryan (Director of Community and Economic Development), Matt
128 Flokos (Harvard Press), Beth Williams (Council on Aging), Eric Ward, Jennifer Finch, Debbie
129 Thompson (Director, Council on Aging), Rich Maiore (Select Board liaison),

130
131 Christopher Ryan, Director of Community and Economic Development, provide an overview of
132 the process that has brought the Planning Board to this point in creating senior residential
133 development in Harvard with a three-phase approach. The initial plan is to bring two bylaws to
134 annual town meeting – a new section 125-57 Senior Residential Development and revisions to
135 125-18.1 Accessory Apartments. Ryan provided an overview of new section 125-57 Senior
136 Residential Development.

137
138 Rich Maiore, a member of the Select Board, stated he is a big supporter of these bylaws and
139 wants to help out leading up to the Annual Town Meeting. Debbie Thompson, Director of Council
140 on Aging (COA), thanked everyone for their effort to provide senior housing options in Harvard
141 without over running the Town. Thompson stated there is currently very few options for seniors to
142 downsize here in Harvard, this and the taxes are why seniors are leaving Town. Beth Williams,
143 board member of the COA, is also happy with the proposed approach of phasing-in of this subject
144 matter.

145
146 **New Section 125-57 - Senior Residential Development**

- 147 • No comments from the public

148
149 **Amend Section 125-18.1 - Accessory Apartments**

- 150 • Modify the terminology from Accessory Apartment to Accessory Dwelling Unit (ADU)
151 • Allowed by Special Permit or by right, provided the unit is designed and constructed
152 according to the Age-Appropriate Design Criteria as defined in 125-57E.
153 • Feedback from seniors indicted the maximum 1,200 square feet for a ADU was a bit to small;
154 as amended the maximum would be 1,500 square feet or 50% of the primary unit as to not
155 have the ADU dominate the existing dwelling
156 • There is no limitation on the owner living in the ADU and renting out the primary dwelling

157
158 Donahue made a motion to continue the hearing to May 3, 2021 at 7:30pm. Biering seconded
159 the motion. The vote was unanimously in favor of the motion by roll call vote, Donahue, aye,
160 Biering, aye; and Brown, aye.

161
162 Signed: _____ Liz Allard, Clerk

**HARVARD PLANNING BOARD
MEETING MINUTES
APRIL 26, 2021**

Chair Justin Brown called the meeting to order at 7:03pm 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, Fran Nickerson, Jane Biering, Gwen Leonard and Becca Kelley (Associate Member)

Others Present: Christopher Ryan (Director of Community and Economic Development), Liz Allard (Land Use Administrator), Matthew Flokos (Harvard Press), Tyler Richards (Crown Castle), Keli Callaghan, Catherine Warner, Ellen Leicher (Community Resilience Working Group), Lucy Wallace (Community Resilience Working Group), Michael Arata, Matthew Flokos (Harvard Press), Adam Meier (Community Resilience Working Group) and Greg Boucher (Saul Ewing Arnstein & Lehr, LLP)

Approval Not Required Endorsement – Callaghan, 268 Old Littleton Road

Donahue made a motion to endorse "Plan of Land Harvard, Massachusetts" prepared for Kevin & Keli Callaghan, 268 Old Littleton Road, Harvard, Massachusetts, Job No. 6684, prepared by Dillis & Road Civil Design Group, March 2, 2021. Nickerson seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye; Nickerson, aye; Biering, aye; Leonard, aye; and Brown; aye.

Climate Resiliency Working Group (CRWG) Update

Ryan provided the regular update of the CRWG, as required by their Charge, including current membership, vision and what has been accomplished since 2019. Ellen Leicher, chair of CRWG, detailed the future actions of the CRWG, including completing Climate Action Plans, as recommended by the consultant, KLA, with a Plan Development Team, continuing Communication Plans with Outreach/Communications Team and continuing to work with the Apple Country Grant and pursue other grant funding to support the mission and vision of the CRWG. Other considerations of the CRWG include creating a statement on the Town's Sustainability Response and elevate CRWG to a standing committee. Leonard asked if the KLA plans are on the website? Ryan stated they are available on the Town's website under the CRWG tab on Planning Board webpage. CRWG is recommending the Planning Board revise the charge to expand the membership and allow for associate members.

Leicher thinks CRWG needs to reach out to the Agricultural Advisory Committee to assist with getting their webpage seen. Biering ask if the focus of the CRWG is what is to come or what is happening. Leicher stated both, with long-term solutions for what the climate is to bring, as well as what is right in front of us right now. Biering express concern as climate issues are vast and trying to tackle them all may be asking a lot of a group that are already burden. Donahue, a member of CRWG, stated Leicher has done a great job taking on the role of chair and getting things on track.

Donahue made a motion to approve the amendments to the Community Resilience Working Group Charge, dated April 2021. Nickerson seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye; Nickerson, aye; Biering, aye; Leonard, aye; and Brown; aye.

Scenic Road Consent Hearing - Joel Cote, 120 Pinnacle Road. Opened at 7:41 (see page 3 for complete details)

Climate Resilience Working Group (CRWG), Revisited

56 With a few extra minutes between hearings the Board discussed how often they would like
57 CRWG to report to the Planning Board. Members agreed quarterly was good.
58 **Renewal of a Special Permit and Driveway Site Plan Approval Hearing- SBA 2012 TC**
59 **Assets, LLC, 60 Old Shirley Road.** Opened at 8:00pm (see page 4 for complete details)

60
61 **Renewal of a Special Permit and Driveway Site Plan Approval Hearing - CCATT LLC, 336**
62 **Old Littleton Road.** Opened at 8:46pm (see page 5 for complete details)

63
64 **Recommendations for Annual Appointments**
65 Nickerson and Kelley are not seeking re-appointment creating two open seats on the Board for a
66 member and an associate member.

67
68 **Appoint/Re-Appoint Design Review Board Members**
69 Donahue made a motion to appoint the members of the Design Review Board, which includes
70 Justin Brown, as chair, Steve Moeser, Rochelle Greayer and Suzanne Dutkewych. Nickerson
71 seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue,
72 aye; Nickerson, aye; Biering, aye; Leonard, aye; and Brown; aye.

73
74 **Board Member Reports**
75 • **Representatives & Liaisons – None**
76 • **Community Matters**
77 ○ Biering stated she is drafting a second and final article on the **Senior Residential**
78 **Development Bylaw.** Nickerson was asked to inquire with the Municipal Affordable
79 Housing Trust (MAHT) to determine if they to, along with the Select Board, Zoning Board
80 of Appeals and Council on Aging, would be willing to support this bylaw. Nickerson
81 stated MAHT has not met in a long time, so she thinks not. Biering is also working on the
82 answer to how many senior units are currently available in Town. Brown will follow up
83 with the Agricultural Advisory Committee for endorsement.
84 ○ Brown stated the Finance Committee has endorsed, although not unanimously, the **Ayer**
85 **Road Plan.** School Committee liked the plan and is still working out a formal
86 endorsement.

87
88 **Approve Minutes**
89 Donahue made a motion to approve the minutes of December 7 and 21, 2020, January 11, 2021
90 as amended and January 4, 2021 as drafted. Nickerson seconded the motion. The vote was
91 unanimously in favor of the motion by roll call, Donahue, aye; Nickerson, aye; Biering, aye;
92 Leonard, aye; and Brown; aye.

93
94 **Approve Invoice – Harvard Press \$168.00**
95 Donahue made a motion to approve the Harvard Press invoice in the amount of \$168.00.
96 Nickerson seconded the motion. The vote was unanimously in favor of the motion by roll call,
97 Donahue, aye; Nickerson, aye; Biering, aye; Leonard, aye; and Brown; aye.

98
99 **Adjournment**
100 Donahue made a motion to adjourn the meeting at 10:09. Nickerson seconded the motion. The
101 vote was unanimously in favor of the motion by roll call, Donahue, aye; Nickerson, aye; Biering,
102 aye; Leonard, aye; and Brown; aye.

103
104 Signed: _____ Liz Allard, Clerk

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112 **Harvard Planning Board**

113
114 **Scenic Road Consent Hearing Minutes**

115
116 **Joel Cote, 120 Pinnacle Road**

117
118 **April 26, 2021**

119
120 The public hearing was opened at 7:41pm by Chair Justin Brown under MGL Chapter 40A the
121 Zoning Act and the Code of the Town of Harvard Chapter 125 the Protective Bylaw virtually in
122 accordance with the Governor's Executive Order Suspending Certain Provisions of the Open
123 Meeting Law, MGL Chapter 30A §20.

124
125 **Members Present:** Justin Brown, Stacia Donahue, Fran Nickerson, Jane Biering and Rebecca
126 Kelley (Associate Member)

127
128 **Others Present:** Christopher Ryan (Director of Community and Economic Development), Liz
129 Allard (Land Use Administrator) and Dan Wolfe (Ross Associates, Inc.)

130
131 This hearing is for a Scenic Road Consent filed on behalf of Joel Cote for the construction of a
132 driveway for a new single-family dwelling requiring the removal of a portion of a stone wall and
133 the removal of two trees, one 4" twin oak and one 12" oak tree located within the right of way at
134 120 Pinnacle Road, Harvard.

135
136 Dan Wolfe, of Ross Associates, was present to represent the applicant. Wolfe detailed the basic
137 lot along Pinnacle Road, which was once part of the Poor Farm property at 166 Littleton Road. A
138 portion of the existing stone wall within the right-of-way along Pinnacle Road will need to be
139 removed in order to locate a driveway. Wolfe met with Tim Kilhart, the Director of the Department
140 of Public Works, as well as the Tree Warden to review the proposed plan. Kilhart recommended
141 the installation of the driveway be as far from the intersection with Littleton Road as possible.
142 The driveway was located in area that will require minimal disturbance to the stone wall and only
143 require the removal of two trees. The stones that will be removed will be used to re-build the
144 remaining wall within the right-of-way. Leonard stated Wolfe did a fantastic job presenting the
145 application; and wondered if the Tree Warden made any recommendations for replacement trees.
146 Wolfe stated replacement trees are noted on the plan as recommended by the Tree Warden.

147
148 Donahue made a motion to close the hearing and grant a Scenic Road Consent to Joel Cote at
149 120 Pinnacle Road as detailed on the plan entitled "Site Plan for Scenic Road Permit" Job No.:
150 33590. Plan No.: S-15030, prepared David E. Ross Associates, Inc., March 2021. Nickerson
151 seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue,
152 aye; Nickerson, aye; Biering, aye; Leonard, aye; and Brown; aye.

153
154
155 Signed: _____ Liz Allard, Clerk

167 **Harvard Planning Board**

168
169 **Renewal of a Special Permit and Driveway Site Plan Approval Hearing Minutes**

170
171 **SBA 2012 TC Assets, LLC, 60 Old Shirley Road**

172
173 **April 26, 2021**

174
175 The public hearing was opened at 8:00pm by Chair Justin Brown under MGL Chapter 40A the
176 Zoning Act and the Code of the Town of Harvard Chapter 125 the Protective Bylaw virtually in
177 accordance with the Governor's Executive Order Suspending Certain Provisions of the Open
178 Meeting Law, MGL Chapter 30A §20.

179
180 **Members Present:** Justin Brown, Stacia Donahue, Fran Nickerson, Jane Biering and Rebecca
181 Kelley (Associate Member)

182
183 **Others Present:** Christopher Ryan (Director of Community and Economic Development), Liz
184 Allard (Land Use Administrator), Matt Flokos (Harvard Press) and Greg Boucher (Saul Ewing
185 Arnstein & Lehr, ^{LLP})

186
187 This hearing is for a Renewal of a Special Permit and Driveway Site Plan Approval filed on behalf
188 of SBA 2012 TC Assets, to renew the existing Special Permit and Driveway Site Plan Approval
189 for a wireless communications tower at 60 Old Shirley Road, Harvard.

190
191 Greg Boucher, of Saul Ewing Arnstein & Lehr, ^{LLP}, detailed the items provided with the
192 application. To date he has not received any comments from any abutters or Town Departments
193 or Committees. Boucher is hoping to have the 2016 permit extended again. Ryan asked about
194 the condition of the site as he was unable to view; members might have an interest on the upkeep
195 of the site. Leonard stated photos submitted with the application provide a clear picture of what is
196 happening onsite; she has no concerns in that regard. Biering stated a recent application from a
197 co-locator indicated there are three co-locators on the tower, but elsewhere in this application it
198 states only AT&T is on the tower. Ryan explained the table only references the most recent
199 replacement of equipment by AT&T, whereas equipment from Verizon & T-Mobile are the same.
200 Donahue wants to firm up the information on how many co-locators can be added to the tower.
201 Ryan thought that was clarified in the original permit. Ryan stated the Board may need to
202 determine how many are actually on the tower, as AT&T proposed nine recently. Donahue stated
203 according to report there are 96 antennas there now. Brown suggested a condition within the
204 decision that states the antenna shall not be in conflict with stealth or stress the tower.

205
206 The Board reviewed the 2016 conditions; added the number of transmitters allowed to add clarity;
207 lighting, generators and number of antennas, all conditions for this special permit. Questions
208 about the generator are not necessary as SBA 2012 TC Assets is only the owner of the tower.
209 With some additional information necessary to finalize the decision the applicant allowed for a
210 continuance of the hearing.

211
212 Donahue made a motion to continue to May 3, 2021 at 7:10pm. Biering seconded the motion.
213 The vote was unanimously in favor of the motion by roll call, Donahue, aye; Biering, aye;
214 Leonard, aye; and Brown; aye.

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217 Signed: _____ Liz Allard, Clerk

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222 **Harvard Planning Board**

223

224 **Renewal of a Special Permit and Driveway Site Plan Approval Hearing Minutes**

225

226 **CCATT LLC, 336 Old Littleton Road**

227

228 **April 26, 2021**

229

230 The public hearing was opened at 8:46pm by Chair Justin Brown under MGL Chapter 40A the
231 Zoning Act and the Code of the Town of Harvard Chapter 125 the Protective Bylaw virtually in
232 accordance with the Governor's Executive Order Suspending Certain Provisions of the Open
233 Meeting Law, MGL Chapter 30A §20.

234

235 **Members Present:** Justin Brown, Stacia Donahue, Fran Nickerson, Jane Biering and Rebecca
236 Kelley (Associate Member)

237

238 **Others Present:** Christopher Ryan (Director of Community and Economic Development), Liz
239 Allard (Land Use Administrator), Matt Flokos (Harvard Press) and Tyler Richards (Crown Castle)

240

241 This hearing is for a Renewal of a Special Permit and Driveway Site Plan Approval filed on behalf
242 of CCATT LLC, to renew the existing Special Permit and Driveway Site Plan Approval for a
243 wireless communications tower 336 Old Littleton Road., Harvard.

244

245 Tyler Richards, with Crown Castle, was present to represent the applicant. Richards stated there
246 are no proposed changes to the existing facility, which conforms to the original special permit.
247 Ryan stated this application is a similar situation to previous application, with the findings being
248 the same, but more detail to the conditions for this tower. Biering viewed the site and found
249 things to be in compliance. Richards can provide the Board with pictures of the ground
250 equipment. Leonard stated there are two different heights in the application. Richards explained
251 the height approved by Federal Communication Commission is taller than what is permitted by
252 the Special Permit; any increase would have to come before the Board. Ryan asked if Richards
253 has reviewed the limitation within the 2001 decision in regards to the size of the antenna and
254 frequencies. Richards does not want to rule out the possibility in the future to modify the Special
255 Permit should additional carriers be considered. Ryan strongly recommends the applicant review
256 and comment on both the 2001 and 2016 conditions. Biering would like to know how many
257 antennas are on the tower currently. Richard stated there are nine antennas on the tower
258 currently, as detailed within the application.

259

260 The Board reviewed the 2016 conditions. Biering noted previous application included a condition
261 in regards to providing proper information to assessing. Ryan can confirm with assessing that
262 this is a necessary condition, as Richards does not have that information available.

263

264 The Board reviewed 2001 decision. Antenna size is the one item Richards would like to confirm so
265 that it does not tie their hands with future applications. Biering would like additional time to review
266 conditions and allow the applicant to review the previous decisions. Richards agreed to continue
267 the hearing.

268

269 Donahue made a motion to continue the hearing to May 3, 2021 at 8:15pm. Nickerson seconded
270 the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye;
271 Nickerson, aye; Biering, aye; Leonard, aye; and Brown; aye.

272

273

274 Signed: _____ Liz Allard, Clerk

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EXHIBITS & OTHER DOCUMENTS

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- Planning Board Agenda April 26, 2020
- Plan of Land Harvard, Massachusetts” prepared for Kevin & Keli Callaghan, 268 Old Littleton Road, Harvard, Massachusetts, Job No. 6684, prepared by Dillis & Road Civil Design Group, March 2, 2021
- Memorandum to Planning Board from Community Resilience Working Group Re: Prospective Members and Allocated Slots, April 23, 2021
- DRAFT Town of Harvard Community Resilience Working Group, April 2021
- Harvard MVP Program Activities, Spring 2021
- Director of Community and Economic Development Update, April 26, 2021
- Site Plan for Scenic Road Permit prepared for Joel Cote #120 Pinnacle Road Harvard, Massachusetts, Job No.: 33590. Plan No.: S-15030, prepared David E. Ross Associates, Inc., March 2021

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**HARVARD PLANNING BOARD
MEETING MINUTES
MAY 3, 2021**

Chair Justin Brown called the meeting to order at 7:06pm 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, Fran Nickerson, Jane Biering, Gwen Leonard and Becca Kelley (Associate Member)

Others Present: Christopher Ryan (Director of Community and Economic Development), Rich Maiore (Select Board), Matthew Flokos (Harvard Press), Tyler Richards (Crown Castle), Gregory Boucher (Saul Ewing Arnstein & Lehr, ^{LLP}), Ryan Donnelly (SBA Regional Site Manager) and Paul Peckens (Crown Castle)

Zoning Board Appeal Request for Comments – 24 Mill Road

Ryan noted that variance poses no detriment to the Town and seems reasonable. Planning Board comments will be to double check the precedent set from any previous approvals.

Continuation of a Renewal of a Special Permit and Driveway Site Plan Approval Hearing- SBA 2012 TC Assets, LLC, 60 Old Shirley Road. Opened at 7:15pm (see page 3 for complete details)

Continuation of the Proposed Protective Bylaw Amendments Hearing. Opened at 7:40pm (see page 4 for complete details)

Continuation of a Renewal of a Special Permit and Driveway Site Plan Approval Hearing - CCATT LLC, 336 Old Littleton Road. Opened at 8:18pm (see page 5 for complete details)

Re-introduction Open Space Residential Development Bylaw

Brown recapped the effort put forth by the Planning Board on revising the Open Space Residential Development provision of the Protective Bylaw when the Covid-19 pandemic disrupted the meeting schedule last spring. Ryan reviewed the reasoning behind revising the existing Open Space and Conservation - Planned Residential Development provision of the Protective Bylaw, which has only been applied for once. The original goal was to preserve open space by consolidating the housing and maintaining the protected open space for the residents. Brown noted that the last revision had our consultants' comments included, therefore the Board should work from this version moving forward.

Board Member Reports

•Representatives & Liaisons

- **Community Preservation Committee (CPC)** – Donahue stated CPC will be accepting application only once per year moving forward
- **Montachusett Regional Planning Commission** – Ryan asked Donahue to advocate for the **District Local Technical Assistance** funding requests he had submitted for assistance with the Agricultural Advisory Commission and the transportation chapter plan for the **Climate Resiliency Working Group** and the **Transportation Advisory Committee** guides.

•Community Matters

- Biering noted that she and Leonard will be outside the General Store this weekend to talk about the proposed bylaw amendments. Biering will also keep an eye out for any potential volunteers for the open seats on the Planning Board, come July 1st.

- 57 ○ Biering continues to recruit people to speak at town meeting in support of the bylaw
58 amendments. Biering requested that all member keep asking people to speak at town
59 meeting.
- 60
- 61 ○ Biering noted the Council on Aging (COA) has not endorsed the proposed bylaw, but they
62 did support the bylaw amendments; she thinks it is a technical matter, but is going to touch
63 base with COA to confirm.
- 64
- 65 ○ Biering attended the Agricultural Advisory Commission meeting to talk about the proposed
66 bylaws and had only one comment/question.
- 67
- 68 ○Brown noted that Board of Health has asked him and Ryan to attend one of their meetings
69 and talk about the Ayer Road proposals and upcoming Transportation Improvement Project.
- 70

71 **Director's Update**
72 Most items were covered below with the exception of Design Review Board; the Board is seeking
73 one additional member. Donahue will reach out to the Historic Commission and Leonard will
74 reach out to Harvard Conservation Trust.

75
76 **Approve Minutes**
77 Unavailable this evening

78
79 **Approve Invoice – Isotope \$1755.00**
80 Nickerson made a motion to approve the Isotope invoice in the amount of \$1755.00. Leonard
81 seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue,
82 aye; Nickerson, aye; Biering, aye; Leonard, aye; and Brown; aye.

83
84 **Adjournment**
85 Biering made a motion to adjourn the meeting at 9:35 pm. Nickerson seconded the motion. The
86 vote was unanimously in favor of the motion by roll call, Donahue, aye; Nickerson, aye; Biering,
87 aye; Leonard, aye; and Brown; aye.

88
89 Signed: _____ Liz Allard, Clerk

90
91 **EXHIBITS & OTHER DOCUMENTS**

- 92
- 93 •Planning Board Agenda May 3, 2021
- 94 •Director of Community and Economic Development UPDATE, May 3, 2021
- 95
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113 **Harvard Planning Board**

114

115 **Continuation of a Renewal of a Special Permit and Driveway Site Plan Approval**
116 **Hearing Minutes**

117

118 **SBA 2012 TC Assets, LLC, 60 Old Shirley Road**

119

120 **May 3, 2021**

121

122 The public hearing was opened at 7:15pm by Chair Justin Brown under MGL Chapter 40A the
123 Zoning Act and the Code of the Town of Harvard Chapter 125 the Protective Bylaw virtually in
124 accordance with the Governor's Executive Order Suspending Certain Provisions of the Open
125 Meeting Law, MGL Chapter 30A §20.

126

127 **Members Present:** Justin Brown, Stacia Donahue, Fran Nickerson, Jane Biering, Gwen Leonard
128 and Becca Kelley (Associate Member)

129

130 **Others Present:** Christopher Ryan (Director of Community and Economic Development), Matt
131 Flokos (Harvard Press), Gregory Boucher (Saul Ewing Arnstein & Lehr, ^{LLP}) and Ryan Donnelly
132 (SBA Regional Site Manager)

133

134 This hearing was continued from April 26, 2021 for a Renewal of a Special Permit and Driveway
135 Site Plan Approval filed on behalf of SBA 2012 TC Assets, to renew the existing Special Permit
136 and Driveway Site Plan Approval for a wireless communications tower at 60 Old Shirley Road,
137 Harvard.

138 Ryan Donnelly, Regional Site Manager for SBA, reviewed the existing conditions and confirmed
139 there are actually only 36 transmitters on the existing tower. The 90 pieces indicated on the
140 application are the transmitters and accessory pieces. Greg Boucher, of Saul Ewing Arnstein &
141 Lehr, ^{LLP}, confirmed that four carriers each have 12 or less transmitters for the total of 36.
142 Donnelly noted that the site was built for five carriers and there are currently only four, with some
143 consolidation anticipated with Sprint and T-Mobile. Boucher stated he had previously requested
144 Conditions #7 and #8 from the 2016 decision be removed. There was no discussion from the
145 Board on this request.

146

147 Ryan has proposed a modification to the 2016 decision that reserved the Planning Board's right
148 to have changes in technology peer reviewed. Boucher was not in agreement with this exception,
149 as he believe it is a mater of right and takes exception to paying for any structural peer review.
150 Ryan explained that he had tried with the wording to allow flexibility, but still allowing the Board
151 the ability to know what is actually on the tower at any given time. In addition, reserving the right
152 to engage peer review, as the Planning Board are not technical experts on these matters.
153 Donnelly noted that each time a carrier proposed to be added to the tower SBA completes a
154 structural analysis.

155

156 After briefly discussing and come to agreement on the exception, Donahue made a motion to
157 continue the hearing to May 17, 2021 at 7:45pm. Nickerson seconded the motion. The vote was
158 unanimously in favor of the motion by roll call, Donahue, aye; Nickerson, aye; Biering, aye;
159 Leonard, aye; and Brown; aye.

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162 Signed: _____ Liz Allard, Clerk

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Harvard Planning Board

Continuation of the Proposed Protective Bylaw Amendments Hearing Minutes

May 3, 2021

The public hearing was opened at 7:40pm by Chair Justin Brown under MGL Chapter 40A the Zoning Act and the Code of the Town of Harvard Chapter 125 the Protective Bylaw virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, MGL Chapter 30A §20.

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

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

Brown asked for public comment. There was no public input at this time.

• New Section 125-57 - Senior Residential Development

The Board reviewed Brown's proposed introduction to the bylaws. Biering noted the t-shirt analogy might scare people off and might be unnecessary. Donahue and Nickerson want to emphasize that the need for senior housing predates this Planning Board and the Director of Community and Economic Development, Chris Ryan. Biering urged Brown to keep it simple and not to say more than is necessary to get senior housing passed; the 2/3 majority vote is a high bar, so not to ruffle any feathers, if it is not necessary. Biering urged slimming the introduction to be just a narrow focus on the bylaw. Leonard also urged to keep the focus on just the two bylaws. Maiore asked for some talking points he could provide to the Select Board. Maiore agreed with Biering and Leonard, to keep it simple.

•Section 125-18.1 - Accessory Apartments

No discussion.

Biering made a motion to accept the bylaw amendments to §125-18.1 Accessory Apartments Use and the addition of §125-57 Senior Residential Development as printed in the warrant for the 2021 Annual Spring Town Meeting. Nickerson seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye; Nickerson, aye; Biering, aye; Leonard, aye; and Brown; aye.

Donahue made a motion to close the hearing. Nickerson seconded the motion. The vote was unanimously in favor of the motion by roll call, Donahue, aye; Nickerson, aye; Biering, aye; Leonard, aye; and Brown; aye.

Signed: _____ Liz Allard, Clerk

223 **Harvard Planning Board**

224
225 **Continuation of a Renewal of a Special Permit and Driveway Site Plan Approval**
226 **Hearing Minutes**

227
228 **CCATT LLC, 336 Old Littleton Road**

229
230 **May 3, 2021**

231
232 The public hearing was opened at 8:18pm by Chair Justin Brown under MGL Chapter 40A the
233 Zoning Act and the Code of the Town of Harvard Chapter 125 the Protective Bylaw virtually in
234 accordance with the Governor's Executive Order Suspending Certain Provisions of the Open
235 Meeting Law, MGL Chapter 30A §20.

236
237 **Members Present:** Justin Brown, Stacia Donahue, Fran Nickerson, Jane Biering, Gwen Leonard
238 and Becca Kelley (Associate Member)

239
240 **Others Present:** Christopher Ryan (Director of Community and Economic Development), Matt
241 Flokos (Harvard Press) and Tyler Richards (Crown Castle)

242
243 This hearing was continued from April 26, 2021 for a Renewal of a Special Permit and Driveway
244 Site Plan Approval filed on behalf of CCATT LLC, to renew the existing Special Permit and
245 Driveway Site Plan Approval for a wireless communications tower 336 Old Littleton Road.,
246 Harvard.

247
248 Tyler Richards, of Crown Castle, noted that he had submitted additional documentation as
249 requested; the Board confirmed that documentation had been received. Ryan stated Condition #4
250 of original 2001 is to be waived; noting that waiving the specific paint color would be acceptable,
251 but not the deletion of all of Condition #4. Richards was amenable to this request. Ryan stated
252 that Finding #22 and Condition #10 related to signage; noting that the Board was just looking for
253 an inventory of existing signage. Richards stated that photos and documentation have been
254 provided; this is not an issue.

255
256 Condition about 'change in technology' paragraph is also amenable to Richards. Biering asked
257 when the applicant gives the updated technology information. Ryan stated when the application
258 is submitted, that then it would be time to update the technology and quantity. Ryan read into the
259 record his Exception #3 as written in Director's Report as requested by Richards so everyone
260 was clear on what was being required. Ryan noted that the original decision had all the technical
261 specifications of the transmitters at the time of approval. Richard requested the words 'cover the
262 reasonable costs...' so that peer reviewer fees do not get out of hand; the Board was amenable
263 to this request. Brown requested 'supporting structures, and facilities, *camouflaging*, and
264 accessories...'. Biering requested 'for any such extension...'

265
266 There were no comments from the public.

267
268 Donahue made a motion approving the renewal of Special Permit and Driveway Site Plan with six
269 special conditions and three exceptions to Condition #1 as amended for 336 Old Littleton Road.
270 Nickerson seconded the motion. The vote was unanimously in favor of the motion by roll call,
271 Donahue, aye; Nickerson, aye; Biering, aye; Leonard, aye; and Brown; aye.

272
273
274 Signed: _____ Liz Allard, Clerk

