

**HARVARD CONSERVATION COMMISSION
MINUTES OF MEETING
JANUARY 6, 2011
APPROVED: January 20, 2011**

Chairman Paul Willard called the meeting to order at 7:06pm in the Hildreth House

Members Present: Paul Willard, Wendy Sisson, Don Ritchie, Charlie Gorss, Jim Breslauer, Janet Waldron and Patrick Doherty

Others Present: Liz Allard (LUB Admin), Holly Chandler (Harvard Press) and Matt Bombaci (GPR, Inc.)

Approval of Minutes

Charlie Gorss made a motion to approve the minutes of December 2, 2010 and December 16, 2010 as amended. Jim Breslauer seconded the motion. The vote was unanimously in favor of the motion.

Discuss Flat Fee for Invasive Species Control Project

Liz Allard informed the members that she has been contacted by a representative working with the Fruitland Museum in regards to the filing of a Notice of Intent for invasive species control. The representative would like to know how the Commission would like to handle the filing fee under the Bylaw. Members would like to have the representative come in and discuss the project with them in order to make a determination as how to apply the filing fees.

Update of the Open Space & Recreation Plan Implementation Committee

Patrick Doherty stated that Bruce Leicher, of the Bare Hill Pond Watershed Management Committee, has listed the achievements of the Committee with the associated goals in Section 9 of the Open Space & Recreation Plan. Mr. Doherty would like to do the same with the help of Paul Willard and Liz Allard. As well, Mr. Doherty would like to go over the Commissions goals with the members to determine who would be best suited to each one. A time was set with Mr. Doherty, Mr. Willard and Ms. Allard for the following week. Once completed, it will be distributed to the members for discussion at the next meeting.

Bare Hill Pond Watershed Management Committee Update

Jaye Waldron did not attend the Bare Hill Pond Watershed Management Committee meeting on Tuesday evening. Paul Willard had spoken with Bruce Leicher, chairman of the Committee, who had asked Mr. Willard to attend the meeting in order to meet the woman from ENSR that they were hoping would be able to conduct the review of the draw down data as requested by the Commission. The Commission is still looking for and individual that has had no contact with the project, and since ENSR was heavily involved initially, this is not a good choice. The members suggested that the

Massachusetts Association of Conservation Commissioners (MACC) be contacted for a recommendation. Liz Allard will follow up with MACC.

Review and Approve the 2010 Annual Report

Liz Allard had drafted and distributed the 2010 Annual Report to the members for comments. As requested by Wendy Sisson, the clean-up day hosted by the Land Stewardship Sub-committee (LSS) was added to the report presented this evening. Ms. Sisson asked that the LSS focus for 2010 be added to the document as well. With no other comments, Don Ritchie made a motion to approve the 2010 Annual Report, with the recommend change this evening to be approved by Wendy Sisson prior to submittal. Jim Breslauer seconded the motion. The vote was unanimously in favor of the motion.

Notice of Intent Hearing – Louise Potter, 267 Littleton Road, DEP#177-589, Harvard#1210-01. Opened at 7:33pm

Discuss Site Walk Procedures

Wendy Sisson suggested there might be occasions where a site walk could be handled by the Conservation Agent. Some members prefer to see a site prior to making a decision on it, specifically sites that they are not familiar with. Paul Willard suggested that sites be reviewed by the Agent and one member of the Commission. Liz Allard suggested for the time being the Commission take it on a site by site basis, since most site walks are scheduled at a meeting. The Commission agreed.

Request from Bare Hill Rowing Club

The Bare Hill Rowing Club has asked if the Commission will allow them to break up the exposed rocks on Bare Hill Pond during the current draw down again this year. The same process as last year will be used again this year. The Commission agreed they would like to have a Request for Determination of Applicability filed for this activity to establish a paper trail of the approval. Liz Allard asked about the abutter notification, since it would require the notification of all of the property owners on the Pond. After a brief discussion, Wendy Sisson made a motion to allow notification of the abutters by local publication and posted on the Town's website rather than by certified mail. Jim Breslauer seconded the motion. The vote was unanimously in favor of the motion.

Associate Member Vacancy

Liz Allard informed the members that Associate Member Lewis Beilman has left the Commission due to personal reasons. If anyone is aware of someone who may be interested in filling the vacancy, they are encourage to have that individual attend several meetings to get a sense of the work done by the Commission. Ms. Allard will ask each of the newspapers to put an item in the next issue.

Review and Discuss Tree Cutting Policy

As requested Charlie Gorss re-drafted the tree cutting policy to make it one page. Members had sent comments to Liz Allard, who has collated them into one document. Some members were not satisfied with the new version, as it now seems to state that if tree poses a safety hazard a Request for Determination of Applicability (RDA) must be

filed, which would delay the process. Members agreed that any tree(s) that pose a danger to life and property would qualify for immediate removal through an Emergency Certification, with the requirement that a RDA be filed as soon as possible. Paul Willard and Liz Allard agreed to work on the document for further review at the next meeting.

Update on Conservation Fund

Liz Allard informed the members that at the advice of the Finance Director she has submitted a letter to the Finance Committee requesting that the Conservation Fund be re-established. The letter explains that Community Preservation Act funds should not be used as a replacement source for funding a line item in the Omnibus Budget.

Adjournment

Jim Breslauer made a motion to adjourn the meeting at 8:23pm. Don Ritchie seconded the motion. The vote was unanimously in favor of the motion.

Respectfully submitted,

Liz Allard
Land Use Administrator/
Conservation Agent

Harvard Conservation Commission
Notice of Intent Hearing Meeting Minutes
Louise Potter, 267 Littleton Road, DEP#177-589, Harvard#1210-01
January 6, 2011

The public hearing was opened at 7:33pm by Chairman Paul Willard under the Massachusetts Wetland Protection Act, Ch. 131 §40 and the Harvard Wetland Protection Bylaw in the Hildreth House

Members Present: Paul Willard, Wendy Sisson, Don Ritchie, Charlie Gorss, Jim Breslauer, Janet Waldron and Patrick Doherty

Others Present: Liz Allard (LUB Admin), Holly Chandler (Harvard Press) and Matt Bombaci (GPR, Inc.)

This hearing is for a Notice of Intent filed on behalf of Louise Potter for the construction of a subsurface sewage disposal system within the 200' riverfront area at 267 Littleton Road, Harvard.

Matt Bombaci, from GPR, Inc., was present to represent the applicant. A site walk was conducted on January 5th with Mr. Bombaci, the Conservation Agent and members of the Commission. Mr. Bombaci stated the site contains a perennial stream with a 200' buffer zone, that will have a portion of the associated work for the installation of a subsurface disposal system within that 200'. The activity will take place on a flat lawn area. Erosion controls have not been shown on the plan due to the topography of the area. A detail is shown for erosion control, should any material need to be stock piled during construction.

With no further questions or comments, Don Ritchie made a motion to close the hearing and issue an Order of Conditions with the standard conditions. Patrick Doherty seconded the motion. The vote was unanimously in favor of the motion.

Respectfully submitted,

Liz Allard
Land Use Administrator/
Conservation Agent

DOCUMENTAION & OTHER EXHIBITS

Review and Approve the 2010 Annual Report

- 2010 Annual Report, undated

Notice of Intent Hearing – Louise Potter, 267 Littleton Road, DEP#177-589, Harvard#1210-01

- WPA Form 3 Notice of Intent, Louise Potter, 267 Littleton Road, dated December 2010
- Subsurface Sewage Disposal System New Construction Site Plan and Flow Profile Plan, Job 091076, dated December 2010

Tree Cutting Policy

- Revised Tree Cutting Policy , undated