

**HARVARD CONSERVATION COMMISSION  
MINUTES OF MEETING  
NOVEMBER 7, 2013  
APPROVED: January 16, 2014**

Chairman Paul Willard called the meeting to order at 7:00pm in the Town Hall Meeting Room

**Members Present:** Paul Willard, Don Ritchie, Charlie Gorss, Wendy Sisson, Jaye Waldron, Joanne Ward and Jim Saalfeld (Associate Member)

**Others Present:** Liz Allard (LUB Admin), Pam Kimball (Transformations, Inc.), Drew Garvin (R. Wilson Assoc.), Carter Scott (Transformations, Inc.), Joe Schmidt (Park & Rec), Pam Durrant (Harvard Conservation Trust), Molly Cutler (Harvard Conservation Trust) and Marylynn Gentry (Harvard Conservation Trust), Ed Talanian and Andrew Moore

**Review & Approve Construction Sequence, Transformations, Inc., Pine Hill Village, Stow Road (Map 36 Parcels 85 & 86.1)**

Pam Kimball, Project Manager for Transformations, Inc., Carter Scott, owner of Transformations, Inc., and Drew Garvin, of R. Wilson Associates, were present to discuss the construction sequence for the Pine Hill Village development on Stow Road. Ms. Kimball explained the Stormwater Pollution Prevention Plan (SWPPP) is part of the general construction permit application, which needs to be filed two weeks prior to the start of construction with the Environmental Protection Agency (EPA). The SWPP deals with the entire project, but mainly deals with Phase 1, as that is the most sensitive location on the property. Members questioned the "To be Determined" (TBD) in many of the areas of responsible party. Ms. Kimball stated the supervising contractor will be Ken Chaplin of Eco Knoll Construction, but the many other "TBA's" will need to be determined prior to submission to EPA.

There were questions in regards to any threatened and special concern species on the site. Carter Scott explained that the site is not within any priority or estimated habitats. Jaye Waldron asked if there were any additional requirements within Massachusetts above the Federal regulations for the SWPPP. Mr. Garvin stated dust control, which is typically done on an as needed basis using best management practices. Wendy Sisson asked what will happen with the wash water from construction vehicles. Mr. Garvin stated non-polluted water would be recharged back into the soil; any polluted water would be contained and treated. Wendy Sisson asked that vehicles be cleaned before entering the site to control invasive plant species, as well as on the way out of the site. Ms. Sisson asked about the clearing of the site. Ms. Kimball stated Phase I would be cleared first for installation of the roadway.

Questions about monitoring the site by outside sources were discussed. Liz Allard explained that during a project such as this the ZBA requires the monitoring from the consulting engineer, Nitsch Engineering. As well, as the Conservation Agent, Ms. Allard will be monitoring the project for the Commission.

**Request for Determination of Applicability Hearing – Ed Talanian, Harvard Park, Lancaster County Road, Harvard#1013-01. Opened at 7:41pm**

Paul Willard left the meeting

**Executive Session**

Don Ritchie made a motion that the Conservation Commission go into executive session pursuant to Massachusetts General Law Chapter 30A, Section 21(a)(6) to consider the purchase, exchange, lease or value of real property in which a public discussion of these matters will have a detrimental effect on the negotiating position of the Commission, only to return to the public meeting once the discussion is complete. Jaye Waldron seconded the motion. A roll call vote

was taken; Don Ritchie, aye, Wendy Sisson, aye, Charlie Gorss, aye; Jaye Waldron, aye; Joanne Ward, aye

Paul Willard returned to the meeting

#### **Request to Discuss Transfer Station Compost Facility & Conservation Fund**

Liz Allard stated she had spoken with Marie Sobalvarro, chair of the Board of Selectmen, in regards to a request from the Capital Planning and Improvements Committee for the Commission to help with the funding of the compost facility at the transfer station. Members agreed that any of the funds under their control can not be used in that manner.

#### **Discuss with Park & Recreation Location for Boat Trail Parking at Bare Hill Pond**

Joe Schmidt, from the Park and Recreation Commission, was present to discuss with the members a location for boat trailer parking. Mr. Schmidt explained the changes to the parking area last fall at the pond have caused a loss of the once available boat trailer parking. Mr. Schmidt stated it has been suggested to create parking for five trailers at the corner of Pond Road and Whitman Lane. The area is a wooded lot, owned by the Town with a small amount of the 100' buffer zone at the corner of the lot. The parking area would be graded and completed with stone dust. Members asked Mr. Schmidt to rope off the area for them to review. Mr. Schmidt will let Liz Allard know when that will be completed so she can inform the members.

#### **Discuss & Acceptance of Gift of Land- HWN Trust, Prospect Hill Road (Map 11 Parcel 13)**

Liz Allard explained to the members at the annual town meeting this past spring the Town accepted a 6.69 acre parcel of land at the corner of Prospect Hill Road and Depot Road. The Board of Selectmen have determined the land is not suitable for building and have suggested it be turned over to the Conservation Commission as open space. This land abuts the existing Newman land, which has an extensive connectivity to a number of parcels of Conservation Land. Joanne Ward made a motion to accept the parcel of land at the corner of Prospect Hill Road and Depot Road, assessor's map 11 parcel 13, as Conservation Land. Don Ritchie seconded the motion. The vote was unanimously in favor of the motion.

#### **Holy Hill Trash Receptacles Eagle Scout Project**

Andrew Moore, a local Eagle Scout, was present to discuss with the Commission the construction of a trash receptacle for the parking area at Holy Hill on South Shaker Road. Mr. Moore explained the design and construction of the receptacle. Wendy Sisson stated she thought it is a bad idea to encourage the dumping of trash as this location, and there may be other locations that are more suitable. There was no agreement amongst the members of a better location. Don Ritchie made a motion to allow Andrew Moore to construct and place a trash receptacle, to be maintained by the Department of Public Works, in the parking lot of Holy Hill. Charlie Gorss seconded the motion. The vote was unanimously in favor of the motion.

#### **ZBA Request for Comments – LeBlanc, Pattee Road**

Liz Allard stated the Commission has received a request for comments from the ZBA on a special permit application for an addition to a pre-existing non-conforming structure at 8 Pattee Road. The site contains no resource areas; therefore the Commission has no comments on the application.

#### **Approve Minutes**

Wendy Sisson made a motion to approve the minutes of September 5<sup>th</sup> and 19<sup>th</sup> and October 3, 2013 as amended. Don Ritchie seconded the motion. The vote was unanimously in favor of the motion.

#### **FY14 1<sup>st</sup> Quarter Funds Update**

Liz Allard had previously distributed the first quarter funds spreadsheets to the members for their review. There were no questions from the members.

### **Potential Grant Funding**

Liz Allard informed the members of an opportunity for grant money for trail improvements. The recently purchased Hoch land will need not only trail improvement, but a foot bridge to gain access over the intermittent stream that runs through the property. However, when speaking with Wendy Sisson about this opportunity she indicated there is an existing bridge that is in need of repair, that being the bridge on the Holy Hill Land along the Shaker Road area. If the members are in support of pursuing these funds, Liz Allard will get the necessary documents together to do so. Members agreed this would be a great opportunity to get this work completed as the bridge at Holy Hill is larger scale project that the trail stewards can not handle and will need to be completed by professionals.

### **Baseline Report for Hoch**

Liz Allard informed the members now that the Conservation Restriction for Hoch is in its final approval at the State, it is time to move onto the next step and that is completing a baseline report for the property. Ms. Allard has been in contact with Nick Holland and Land Stewardship, Inc., who has indicated the cost for such a report will be about \$1500.00. Don Ritchie made a motion to allocate up to \$1500.00 for the completion of the baseline report for the Hoch Land. Joanne Ward seconded the motion. The vote was unanimously in favor of the motion.

### **Request for Update on Herman Orchards**

Liz Allard stated Tony Shaw has requested an update on his proposal for the Herman Orchard and where the Commission is on gathering information on the restoration of the land. Wendy Sisson explained to the members she was close to getting the information she needed to report to the Commission when her contact was let go from the company she was dealing with. Ms. Sisson needs to get back on it and follow up with another contact she has. Ms. Sisson stated she will have the information for the members within the next month or so.

### **Master Plan Update**

Jaye Waldron stated she has been attending the Master Plan Steering Committee meetings at which they have been discussing acceptance criteria for Devens. There seems to also be items included in the final contract with the consultant that appear to be under the purview of the Commission, such as the open space and recreation plan. Liz Allard will further review the contract to see what it is exactly the consultants will be doing in regards to that plan.

### **FY15 Budget**

Liz Allard stated she has submitted the operating budget for fiscal year 2015 as a level funded budget. The personnel budget includes a step increase and no cost of living increase. Ms. Allard has also submitted a cost analysis of the three land use board's applications over the past three years.

### **Capital Planning Implementation Committee (CPIC) Request for Information**

Liz Allard had been informed by the Town Administrator that the CPIC was looking to discuss with the Commission their existing funds and their long-term goals for those funds. At the time of the request the date given for this discussion would not allow for the Commission to have an opportunity to discuss this request amongst themselves at a public meeting. Ms. Allard conveyed that to Deb Ricci; who stated she understood and the CPIC could hold off on this discussion, but would most likely like to discuss this with the Commission in the up coming months.

### **Issue Certificate of Compliance**

There were no Certificates of Compliance to be issued.

### **Approve Invoices**

Liz Allard stated the following invoices have been received and need to be approved for payment to be included on the next bill warrant:

- ❖ Polatin Ecological Services - \$10,500
- ❖ Harvard Conservation Trust, trail guides - \$140

Don Ritchie made a motion to approve the above mentioned invoices for payment on the next bill warrant. Wendy Sisson seconded the motion. The vote was unanimously in favor of the motion.

**Adjournment**

Don Ritchie made a motion to adjourn the meeting at 9:59pm. Jaye Waldron seconded the motion. The vote was unanimously in favor of the motion.

Respectfully submitted,

Liz Allard  
Land Use Administrator/  
Conservation Agent

**Harvard Conservation Commission  
Request for Determination of Applicability Hearing Meeting Minutes  
Ed Talanian, Harvard Park, Lancaster County Road, Harvard#1013-01  
November 7, 2013**

The public hearing was opened at 7:41pm by Chairman Paul Willard under the Massachusetts Wetland Protection Act, Ch. 131 §40 and the Harvard Wetland Protection Bylaw, Chapter 119 of the Code of the Town of Harvard in the Town Hall Meeting Room

**Members Present:** Paul Willard, Don Ritchie, Charlie Gorss, Wendy Sisson, Jaye Waldron, Joanne Ward and Jim Saalfeld (Associate Member)

**Others Present:** Liz Allard (LUB Admin) and Ed Talanian

This hearing is for a Request for Determination of Applicability filed on behalf of Ed Talanian for trail improvements along the trails behind Harvard Park within the resource area and its associated buffer zone at Harvard Park on Lancaster County Road, Harvard.

Ed Talanian, a local Eagle Scout, explained the project he is recommending for the trail behind the McCurdy Track on Lancaster County Road. Mr. Talanian explained a trench will be dug in mid section of the trail and filled with stone for a more natural drainage. Members have reviewed the site on a number of occasions and recommends the work be done during dry weather.

With no further questions or comments, Don Ritchie made a motion to close the hearing and issue a Negative 3 Determination of Applicability with the condition that the work is done in dry weather. Charlie Gorss seconded the motion. The vote was unanimously in favor of the motion.

Respectfully submitted,

Liz Allard  
Land Use Administrator/  
Conservation Agent

## **DOCUMENTS & OTHER EXHIBITS**

### **Review & Approve Construction Sequence, Transformations, Inc., Pine Hill Village, Stow Road (Map 36 Parcels 85 & 86.1)**

- ❖ Stormwater Pollution Prevention Plan for Pine Hill Village, Stow Road, dated 10/21/2013