

**HARVARD PLANNING BOARD  
MEETING MINUTES  
JUNE 2, 2014  
APPROVED: JUNE 16, 2014**

Vice-chair Erin McBee opened the meeting at 7:34pm at the Town Hall meeting room under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

**Members Present:** Erin McBee, Tim Schmoyer and Don Graham

**Others Present:** Bill Scanlan (Town Planner)

**Board Member Reports**

Schmoyer reported that the next Economic Development Committee (EDC) meeting is scheduled for Thursday June 5th (note: EDC meeting posted on the Harvard web site for June 3rd).

McBee reported that the Hildreth House Improvement Committee will be meeting with architect next week.

**Planner Report**

Scanlan reported that he and McGuire Minar met with the Board of Selectmen (BOS) last week, and BOS approved acceptance of a \$25,000 MRPC study (pedestrian & parking in Town Center) after a 3-2 vote approval. A letter from BOS formally requesting the study was drafted and sent to Montachusett Regional Planning Commission. The traffic study will commence in October and should take nine to ten months to complete; MRPC has until September 30, 2015 to complete the study. Scanlan also presented information regarding the Kinder Morgan gas pipeline. There are currently no State or Federal approvals for this project.

**Approve Invoices**

This agenda item was deferred to the next meeting as it is dependent on input from Hutchinson and Master Plan Steering Committee.

**ZBA Request for Comments – Kennedy, 11 Bowers Road**

The application is for an accessory apartment on a non-conforming lot (less than 1 ½ acres). Scanlan stated the Protective Bylaw allows for the accessory apartment to be 33% of main dwelling; Scanlan noted the proposal is for 34%. Scanlan will draft a letter to the ZBA.

**Discuss Role & Responsibility of Liaisons/Representatives**

Schmoyer proposed three options for updating the liaison roles & responsibilities:

- 1) insert a liaison section using language from the Board of Selectmen's Policies and Procedures (or something similar) into Chapter 133
- 2) develop our own Policies and Procedures and insert them into Chapter 133
- 3) craft our own Policies and Procedures without including it in Chapter 133

Schmoyer recommended language from Special Permits Chapter 133-19J regarding consultants be copied into the Site Plan Review/Approval, Article V of Chapter 133. McBee suggested including similar language earlier in the Chapter as well in 133-2. Schmoyer and Scanlan discussed possibly having consultants on retainer. These options will be scheduled for additional discussion in the next meeting agenda.

**Review of Town Planner Request for Proposals**

Bill Scanlan was the only submittal for the position of Town Planner. Schmoyer made a motion to accept Bill Scanlan as the Town Planner for Fiscal Year 2015. The motion was seconded by Graham. All voted in favor.

Motion was made and approved to adjourn at 8:15

Signed: \_\_\_\_\_  
Don Graham, Acting Clerk