

**HARVARD PLANNING BOARD  
MEETING MINUTES  
APRIL 27, 2015  
APPROVED: MAY 18, 2015**

Vice Chair Erin McBee opened the meeting at 7:03pm in the Hildreth House under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

**Members Present:** Kara McGuire Minar, Erin McBee, Don Graham and Michelle Catalina

**Others Present:** Liz Allard (LUB Admin.), Bill Scanlan (Town Planner) and Maren Caulfield (Harvard Press)

**Board Member Reports**

McBee stated the Commercial Design Standards Task Force is reviewing landscaping requirements. The Task Force will meet again on May 11th.

McBee stated the improvements to Hildreth House are now being handled by the Council of Aging.

Graham reported that the Economic Development Committee (EDC) did not have a quorum for their last meeting. The EDC will continue to work on the list of recommendation for the commercial district, the pros and cons of those recommendations and what bylaws amendments would be necessary to achieve those recommendations. The EDC has invited the Planning Board to join them at their June 9<sup>th</sup> meeting to collaborate with each other. The EDC is seeking a specific direction from both the Board of Selectmen and Planning Board.

Master Plan Steering Committee (MPSC) will be meeting this Wednesday; this meeting is not considered a joint meeting between the Planning Board (PB) and the MPSC, however the PB is posted to meet during that time on the off chance there is a quorum present, as has been done throughout this process.

**Planner Report**

Scanlan stated he has been working to develop the Request for Proposals for the Devens section of the Master Plan, which will be reviewed by Master Plan Steering Committee on Wednesday. Scanlan has also been working on the design standards for the commercial district. Additional, Scanlan is updating the Affordable Housing Plan and coordinating the Town Center Traffic Study working group and its meeting dates.

**Approve Minutes**

Minutes were not available for approval this evening.

**Approve Invoices**

Allard stated the Board has received the following invoices for inclusion on the next bill warrant.

- William Scanlan - \$2400.00 (Town Planner)
- Emma's Café - \$75.00 (Retreat April 11<sup>th</sup>)

McGuire Minar made a motion to approve the above invoices. The Board voted unanimously to approve the above mentioned invoices.

### **Election of Officers**

McGuire Minar made a motion to nominate Allard as clerk. McBee seconded the motion. The vote was unanimously in favor of the motion.

Graham made a motion to nominate McGuire Minar as the chair. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Catalina made a motion to nominate McBee as vice chair. Graham seconded the motion. The vote was unanimously in favor of the motion.

### **Representatives & Liaison Appointments**

Members discussed rotating attendance at Montachusett Regional Planning Commission meetings as necessary. Allard will continue to forward MRPC meeting notifications to the members for their review and determination if they should attend.

The following motions were made, seconded and voted unanimously upon as indicated:

Community Preservation Committee – Catalina on a McGuire Minar/McBee motion

Municipal Affordable Housing Trust – Nickerson on a McGuire Minar/Graham motion

Commercial Design Guidelines Task Force – McBee on a McGuire Minar/Catalina motion

### **Appoint Town Center Transportation Committee**

McGuire Minar made a motion to appoint the following individuals to Town Center Transportation Committee, with the term to end on September 30, 2015:

Billy Salter, Tim Clark, Rick Maiore, Linda Dwight, Sue Guswa and John Lee; with Ed Denmark and Rich Nota as advisory members. Catalina seconded the motion. The vote was unanimously in favor of the motion.

McBee made a motion to appoint Catalina as the chair of this committee. Graham seconded the motion. The vote was unanimously in favor of the motion.

### **Review Draft Request for Proposal for FY16 Town Planner**

Members have not had an opportunity to review and comment on the Request for Proposals as of yet. All comments and suggestions should be sent directly to Allard. Members will review the final document at the May 4<sup>th</sup> meeting.

### **ZBA Request for Comments – Plante, 16 South Shaker Road**

Scanlan has reviewed the application submitted to the Zoning Board of Appeals for a variance for the addition of a porch within the allowed front setback at 16 South Shaker Road. Scanlan stated as submitted he has no comments.

### **Communications Goals**

Members had previously discussed the use of social media, such as Harvard Nextdoor, to keep residents up to date on activities of the Planning Board. Members agreed to continue this discussion at upcoming meetings.

### **Master Plan Steering Committee Update**

McGuire Minar encouraged individuals to attend the Master Plan Steering Committee meeting on Wednesday at which the Request for Proposals for the Devens piece of the Master Plan will be discussed.

**Approve & Sign Scenic Road Consent – Transformation, Inc.**

Members had no questions or comments in regards to the Scenic Road Consent Scanlan had drafted for Transformations Inc. for the removal of 80 linear feet of stone wall along Stow Road (Map 36 Parcel 85 & 86.1).

**Adjournment**

Graham made a motion to adjourn the meeting at 9:06pm. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: \_\_\_\_\_  
Liz Allard, Clerk