

**HARVARD PLANNING BOARD  
MEETING MINUTES  
MAY 10, 2017  
APPROVED: MAY 22, 2017**

Chair Erin McBee called the meeting to order at 3:10pm in Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

**Members Present:** Erin McBee, Fran Nickerson and Rich Maiore

**Others Present:** Liz Allard (LUB Admin.)

**Minutes**

Maiore made a motion to approve the minutes of April 10 & 24, 2017. Nickerson seconded the motion. The vote was unanimously in favor of the motion for those members eligible to vote. Nickerson abstained.

**Approve Fiscal Year 2018 Town Planner Request for Proposals**

After a review of suggested changes to the Town Planner Request for Proposals, Maiore made a motion to approve the document as amended. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

**Planner Flow Chart**

Allard stated she has sent suggested changes to the chart to Catalina to better detail the role of the Planner. This document is still a work in progress and will require additional vetting.

**Adjournment**

Nickerson made a motion to adjourn the meeting at 3:20pm. Maiore seconded the motion. The vote was unanimously in favor of the motion.

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

**DOCUMENTS & OTHER EXHIBITS**

**Planning Board Agenda, dated Monday May 10, 2017**

**Approve Minutes**

- Harvard Planning Board Meeting Minutes, prepared by Liz Allard, dated April 10, 2017 and revised by Bill Scanlan
- Harvard Planning Board Meeting Minutes, prepared by Liz Allard, dated April 28, 2017

**Approve Fiscal Year 2018 Town Planner Request for Proposals**

- Request for Proposals Town Planner, dated May 1, 2017

**Planner Flow Chart**

- Planner Flow Chart, undated