

**HARVARD PLANNING BOARD
MEETING MINUTES
AUGUST 29, 2017
APPROVED: SEPTEMBER 11, 2017**

Chair Erin McBee called the meeting to order at 8:34am in the Town Hall, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Michelle Catalina, Stacia Donahue and Fran Nickerson

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner) and John Osborne (Harvard Press)

2017 Protective Bylaw Amendment – Brewery Use

Scanlan stated Montachusett Regional Planning Commission (MRPC) has responded to the request of similar bylaws within the region. According to MRPC there are none.

After a brief discussion Catalina made a motion for the Planning Board to proceed with a Protective Bylaw amendment to include Breweries as a use in the Town of Harvard. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Review and Approve Letter to Charter Commission

Catalina stated she has revised the Planner flow chart as suggested at the last meeting by removing the Park and Recreation information. Catalina reviewed the letter drafted to the Charter Commission. Those present agreed, as discussed, the letter provided the information necessary to detail the role of a Town Planner. Members felt an important role of the Planner is to oversee implementation the Master Plan since Planning Board members are volunteers with limited time availability. Catalina will revise the letter for final approval at the September 11 meeting of the Planning Board.

Adjournment

Catalina made a motion to adjourn the meeting at 8:59am. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

- Planning Board Agenda, dated Tuesday, August 29, 2017
- Letter to the Charter Commission, dated August 29, 2017