

**HARVARD PLANNING BOARD
MEETING MINUTES
MAY 23, 2016
APPROVED: SEPTEMBER 12, 2016**

Chair Kara McGuire Minar called the meeting to order at 7:05pm in the Hildreth House at 15 Elm Street under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

Members Present: Kara McGuire Minar, Michelle Catalina and Fran Nickerson

Others Present: Liz Allard (LUB Admin.), Bill Scanlan (Town Planner) and Connie Larrabee (Town Hall/Hildreth House Construction Committee)

Approve Invoice

Allard stated the Planning Board had received the following invoice for inclusion on the next bill warrant:

- William Scanlan - \$2100.00

Nickerson made a motion to approve the above mentioned invoice. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Commercial Design Guideline Review

With McBee unavailable this evening the members agreed to table the discussion until the next meeting.

Review and Approve Site Plan - Town Hall/Hildreth House Construction Committee, 15 Elm Street (aka the Hildreth House)

Scanlan had revised the decision as requested at the previous meeting. Scanlan stated the Department of Public Works Director, Rich Nota, thought a sloped granite curb would be better; which is included in the decision. McGuire Minar asked if there has been any official word from the Board of Selectmen (BOS) in regards to the removal of two parking spaces from the Town Hall parking area to widen the access drive. Scanlan stated he spoke with BOS chairman, Ken Swanton, who was amenable to the condition. McGuire Minar requested Scanlan receive written notification from Nota about the curbing. Members discussed receiving notification from BOS in regards to the two parking spaces before issuing the decision; concluded a letter from BOS agreeing to the removal of the parking spaces on the Town Hall property should be provided.

Review District Local Technical Assistance Proposed Scope

Members reviewed and discussed the revised scope of service. After a discussion of whether or not including a provision for a bungalow bylaw, members requested the scope include a Planning Board member for the proposed meetings. With no further comments Catalina made a motion to accept the scope as revised this evening. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Master Plan Review

Members reviewed Chapter 5 and 7 of the Master Plan and made minor edits, which Scanlan will incorporate. Members will review Chapter 8 -11 on June 6, 2016.

Adjournment

Nickerson made a motion to adjourn the meeting at 9:55pm. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk