

Action Items	Member/Staff Responsible
Attend BHPWMC Meeting July 23 rd RE: Turf Field	All

**HARVARD PLANNING BOARD
MEETING MINUTES
JULY 2, 2018
APPROVED: AUGUST 13, 2018**

Chair Erin McBee called the meeting to order at 7:02pm in the Town Hall Meeting Room, 13 Ayer Road, under M.G.L. Chapter 40A and Code of the Town of Harvard Chapter 125

Members Present: Erin McBee, Stacia Donahue, Fran Nickerson and Jarrett Rushmore (associate member)

Others Present: Liz Allard (LUB Admin) and Matt Fiokos (Harvard Press)

Approve Minutes

Donahue made a motion to approve the minutes of May 21 and June 4, 2018 as amended. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Board Member Reports

The application to Complete Streets for improvements in Town Center was not approved again this year. However, the MassWorks application for the same improvements in the Town Center has been approved. Tim Kilhart, Director of the Department of Public Works, is handling the process for the time being.

Members were reminded of the upcoming meeting to discuss the proposed turf field along Pond Road. The discussion will take place during the Bare Hill Pond Watershed Management Committee meeting on July 23rd at 7:30pm in the Town Hall.

Approve Invoice

Donahue made a motion to approve the following invoice:

- William Scanlan, \$27750.00

Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Review Master Plan Implementation Letter

Nickerson made a motion to approve the letter drafted in regards to the implementation by other boards and committees of the Master Plan action items. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Finalize Director of Community & Economic Development Job Description

Donahue made a motion to accept the job description as drafted. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Finalize Nesbeda, 54 Oak Hill Road, Special Permit and Driveway Site Plan Approval

Donahue made a motion to approve the Special Permit and Driveway Site Plan Approval as amended this evening. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Adjournment

Nickerson made a motion to adjourn the meeting at 7:24pm. Donahue seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS**Planning Board Agenda, dated Monday July 2, 2018****Approve Minutes**

- Draft minutes of May 21 and June 4 prepared by Liz Allard

Approve Invoices

- INVOICE – William Scanlan, Consulting Town Planner, dated June 28, 2018

Review Master Plan Implementation Letter

- Memo from the Office of the Planning Board Subject Master Plan Recommendations, dated July 2, 2018

Finalize Director of Community & Economic Development Job Description

- Director, Community and Economic Development job description, undated

Finalize Nesbeda, 54 Oak Hill Road, Special Permit and Driveway Site Plan Approval

- Decision on application of Lucy Nesbeda, dated July 2, 2018