

**HARVARD PLANNING BOARD
MEETING MINUTES
JUNE 20, 2016
APPROVED: SEPTEMBER 19, 2016**

Chair Kara McGuire Minar called the meeting to order at 7:02pm in the Town Hall at 13 Ayer Road under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

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

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

Board Member Reports

McBee stated the Town Center Transportation Committee will be having a final meeting on June 28th to accept the report prepared by Montachusett Regional Planning Commission.

McGuire Minar stated the traffic consultant for the Ayer Road roundabout has stated the option of locating a roundabout within the location of the Post Office would require the removal of land from conservation. Scanlan has spoken with the Conservation Commission, who did not see the benefit of a roundabout in that location. The traffic consultant will send documentation expressing the benefits of a roundabout in that location for the Commission to review.

Planner Report

Scanlan stated the Bromfield School parking lot plan has been sent to the Tree Warden, but he has not heard back from him.

Scanlan discussed the Stone Cutters Path home owner's association request to turn the road over to the Town with the Department of Public Works Director, Rich Nota, who is not agreeable to that idea. Catalina stated the Planning Board will need to better understand how making the decision to modify this subdivision decision will impact other private roads in Town that may not be up to the current standards. Members agreed that ultimately Town Meeting would need to accept the road, which should be brought up to subdivision standards.

Approve Invoices

Liz Allard stated the following invoices have been received for inclusion on the next bill warrant:

- William Scanlan - \$1200.00
- Harvard Press - \$36.00
- MMA - \$70.00

Catalina made a motion to approve the invoice for William Scanlan. McBee seconded the motion. The vote was unanimously in favor of the motion.

Catalina made a motion to approve the invoices for the Harvard Press and MMA. Graham seconded the motion. The vote was unanimously in favor of the motion.

Approve Minutes

McBee made a motion to approve the minutes of March 7, 2016. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Master Plan Review

After a brief discussion as to why the amendments at the June 6th meeting were made, Catalina made a motion to accept the 2016 Master Plan as amended. Graham seconded the motion. The vote was unanimously in favor of the motion.

Commercial Design Guideline Review

Catalina stated Northborough has a nice format of their design guidelines. Catalina would like to separate the guidelines into two documents, with a “do this, do not do that” type of guideline. Catalina noted the current guidelines have examples of some of the types of design, but not of others. Scanlan and McBee met with Brian Smith from Harvard Energy Advisory Team, who has made suggestions to the guidelines; including not locking designs into one type of product, as products change over time.

With design guidelines still in flux this matter will remain on the agenda under old business for further review by the Board as time allows.

Review/Approve Town Planner Contract

McGuire Minar stated the sole proposal received by the Planning Board was from the current Town Planner, Bill Scanlan. The price proposal received was in the amount of \$62/hour. After a brief conversation, the members agreed McGuire Minar and Catalina should meet with the Finance Director to determine what the options are under the agreement made with the Finance Committee prior to Town Meeting on the hourly rate for this contract.

Adjournment

Graham made a motion to adjourn the meeting at 8:32pm. McBee seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Liz Allard, Clerk