

**HARVARD PLANNING BOARD  
MEETING MINUTES  
MAY 4, 2017  
APPROVED: MAY 22, 2017**

Chair Erin McBee called the meeting to order at 9:04 a.m. in the 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, Michelle Catalina, and Rich Maiore

**Town Planner RFP**

Members reviewed the draft Request for Proposals (RFP) for the Town Planner. Catalina relayed to the Board comments made by Marie Sobalvarro regarding required content in the RFP. Per Marie's comments and recommendations, the members amended the RFP.

McBee agreed to type up the RFP as amended at this meeting and review it with Marie and bring the amended version to the next Planning Board meeting for approval.

**Adjournment**

Maiore made a motion to adjourn the meeting at 9:30am. Catalina seconded the motion. The vote was unanimously in favor of the motion.

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