

**HARVARD PLANNING BOARD  
MEETING MINUTES  
JANUARY 3, 2011  
APPROVED: January 24, 2011**

Chair Kara McGuire Minar opened the meeting at 7:32pm in the Town Hall Meeting Room under M.G.L. Chapter 40A and the Code of the Town of Harvard Chapter 125

**Members Present:** Kara McGuire Minar, Craig Bardenheuer and Michelle Catalina

**Others Present:** Liz Allard (LUB Admin)

**Approval of Minutes**

Bardenheuer made a motion to approve the minutes of November 15, 2010 as written. McGuire Minar seconded the motion. The vote was unanimously in favor of the motion.

**Planning Board Vacancies**

McGuire Minar stated that former Planning Board member Marc Sevigny would be someone of interest for the associate member position currently available. McGuire Minar will get in touch with Sevigny to see if he is interested.

**Election of New Clerk**

The members agreed to wait on the election of a new clerk until Peter Brooks is appointed to the Board in February.

**2011 Annual Town Meeting Bylaw Amendments**

McGuire Minar asked Allard to look into the Sudbury Scenic Road Bylaw for enforcement of violations, which is built into their Bylaw rather than having to file a civil case. Town Counsel should also be consulted as to what can be added to the Bylaw to make restoration a part of the enforcement.

In regards to the corrections need to the numbering of the Zoning Map, Allard will review and assess the list of amendments she created for the Town Clerk after the 2010 Annual Town Meeting.

**Scenic Road Violation**

Town Counsel, Mark Lanza, has drafted a letter to the Kavanagh's at 339 Stow Road requesting they pay the \$100.00 fine and meet with two members of the Planning Board (PB) to try and mediate restoration of the removed cedar tree. McGuire Minar feels the letter is still not getting the point of the PB across. Bardenheuer wanted clarification on what the PB is trying to accomplish. McGuire Minar stated that precedent is a big piece, because you don't want to just let this go and have residents in Town thinking that the decisions of the PB are not to be taken seriously. Allard will re-work the letter and send it out for review.

**Continuation of the Amendments to Chapter 133 Procedural Rules and Regulations -**

Opened at 8:11pm

**Discuss Site Plan Review**

McGuire Minar had drafted a letter to the Board of Selectmen (BOS) in regards to the opinion of Building Commission Gabe Vellante on compliance with Site Plan Approval issued by the Planning Board (PB) for Robert Hirsch at 285 Ayer Road. After much discussion, Allard suggested that a letter be sent directly to Vellante, copied to the BOS liaison, stating that the PB disagrees with his opinion that the jersey barriers are sufficient for traffic control in and out of the site. The decision issued by the PB required compliance with any and all previous Site Plan Approvals. Bardenheuer agreed to draft a letter and circulate for review by the members.

**2010 Annual Report**

McGuire Minar has not completed the 2010 Annual Report, but will do so in the next week. Any comments should be forwarded directly to Allard to be incorporated into a final version.

**Request from Montachusett Regional Planning Commission (MRPC) for Priority Areas**

Catalina will attend a meeting scheduled for Monday January 10<sup>th</sup> with Board of Selectmen member, Ron Ricci and the Affordable Municipal Housing Trust chairman, Mort Miller, in an attempt to complete the request form from MRPC.

**Adjournment**

Bardenheuer made a motion to adjourn the meeting at 9:05pm. Catalina seconded the motion. The vote was unanimously in favor of the motion.

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

Harvard Planning Board

Amendments to Chapter 133 Procedural Rules and Regulations

January 3, 2011

This hearing was opened at 8:11pm by Chairperson Kara McGuire Minar under M.G.L. Chapter 40A and the Harvard Protective Bylaw Chapter 125 of the Code of Harvard in the Town Hall Meeting Room.

**Members Present:** Kara McGuire Minar, Craig Bardenheuer and Michelle Catalina

**Others Present:** Liz Allard (LUB Admin)

This hearing was continued from December 20, 2010 and is being held for the amendments to the Code of the Town of Harvard, Chapter 133 Procedural Rules and Regulations.

With only a few members present to discuss any amendments to the Procedural Rules and Regulations, McGuire Minar made a motion to continue the hearing until January 24, 2011 at 8:00pm. Bardenheuer seconded the motion. The vote was unanimously in favor of the motion.

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