

**HARVARD PLANNING BOARD
MEETING MINUTES
June 6, 2011
APPROVED: August 1, 2011**

Chair Kara McGuire Minar opened the meeting at 7:31pm 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) and Valerie Hurley (Harvard Press)

Approval of Minutes

Bardenheuer made a motion to approve the minutes of March 7, March 21 and April 25, 2011 as amended. Catalina seconded the motion. The vote was unanimously in favor of the motion.

Appointments of Representatives to the Master Plan Steering Committee

Members discussed the upcoming All-Boards meeting hosted by the Board of Selectmen at which time McGuire Minar will present an outline to the Master Plan Steering Committee for those Boards and Commissions that have not yet submitted a name as a representative. Members requested copies of the proposals submitted for the last Master Plan update. Members agreed to invite all of the existing appointees from the various boards and commissions to the June 20, 2011 meeting for an informal meet and greet, at which a start date for this committee can be decided upon. Allard will contact those who have already volunteered, as well as the chairs of the Boards and Commissions who have not.

Board Member Reports – Committee Activities

Catalina attended the Solar Meeting on May 31st at which the State recommends a statement with guidelines for the installation of solar array panels. Catalina will follow up with surrounding Towns to see how they are handling this activity. Bardenheuer asked if there was any indication of issues with solar glare. Catalina stated that the panels are engineered not to have any. Additional, the Board may want to think about solar easements, which would disallow your neighbor from planting hedges within the array area.

Bardenheuer attended the recent Montachusett Joint Transportation Committee meeting at Monachusett Regional Planning Commission, at which the Strategic Framework Plan was discussed. The use by right proposed under the Comprehensive Land Use Reform and Partnership Act has got a lot of communities concerned. MRPC will be conducting workshops on the subject matter and will keep Harvard informed of them.

ZBA Request for Comments – Bobzin, 76 Old Mill Road

Members reviewed the plans as submitted by Jeffery and Ruth Bobzin for an Accessory Apartment in an existing garage at 76 Old Mill Road and had no comments. A letter to that effect will be sent to the ZBA and the applicant.

Response to Building Commissioners Letter

After the last meeting McGuire Minar decided that the letter drafted by Brooks to the Building Commissioner may have been a bit too hard hitting, so she has re-drafted a simpler more defined letter. Bardenheuer asked what it is the action the Planning Board is seeking at this point and how do we make certain that the Protective Bylaw is protected. McGuire Miner will wordsmith the letter one more time. When sent the letter should include all corresponding documents and should be copied to the Town Administrator and the Board of Selectmen.

Scenic Road Violations

Allard explained to the members that under the Scenic Road Bylaw those who are able to enforce include the Board, the Building Inspector, the Tree Warden, the Director of the Department of Public Works or others designated by the Town Administrator. Currently the Board relies on the Building Commissioner (Inspector), who could take as long as a month to get a letter out on a violation and then directs the violator to contact Allard. Allard is suggesting that the Board allow her to ask that the Town Administrator appoint her as a designee. The members agreed and Allard will follow up with the Town Administrator.

Adjournment

Catalina made a motion to adjourn the meeting at 8:37pm. Bardenheuer seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____
Michelle Catalina, Clerk