

**HARVARD PLANNING BOARD  
MEETING MINUTES  
OCTOBER 3, 2011  
APPROVED: October 17, 2011**

Vice Chair Michelle Catalina 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:** Michelle Catalina, Peter Brooks and Maggie Green

**Others Present:** Liz Allard (LUB Admin) and Joe Hutchinson

**Master Plan Steering Committee Update**

Joe Hutchinson was present to update the Board on the Master Plan Steering Committee (MPSC) progress. Hutchinson stated that the website is moving along and now has both the charge and the mission statement of the Committee. The MPSC is in the process of engaging other Boards and Commissions for the formation of working groups. The voting members currently consist of eight members, with a potential ninth member. A meeting schedule has been set for the second Mondays of the month at 7:30am and the fourth Wednesdays at 7:30pm.

A Request for Proposal went out in late August; there were eight attendees at the bidder's conference on September 15<sup>th</sup>, with the MPSC receiving six proposals by the required deadline last week. The MPSC will interview four consultants this Friday, October 7<sup>th</sup>.

Brooks asked if there was any value in hiring more than one consultant, perhaps one consultant is stronger in an area that another is not? Hutchinson stated that was a good question that the MPSC may consider for the second phase, however the visioning portion is very detailed orientated and the MPSC is focusing on a firm that is strong in that process.

Hutchinson stated that he and others from the Committee have been visiting local Planning Boards seeking back round on their Master Plan process, issues and questions they would suggested be answered by the consultants.

Today Hutchinson applied to participate with Montachusett Regional Planning Commission in a regional grant program which could provide the MPSC wit \$65,000 towards the development of Phase II of the Master Plan update.

Local outreach has begun with a presentation set up by MPSC Tim Clark with the second grade at Harvard Elementary School. Seniors at Bromfield will be contacted for assistance in conjunction with their required senior project. The MPSC will be contacting local university students about assisting in the survey process.

**Board Member Reports – Committee Activities**

There were no reports available, however at the last meeting the Board voted to appoint Green as the Planning Board representative to the Community Preservation Committee. Green is unable to accept that appointment. Brooks made a motion to re-appoint Catalina as the Planning Boards representative to the Community Preservation Committee. Green seconded the motion. The vote was unanimously in favor of the motion.

**Review & Discuss Environmental Notification Form & Chapter 91 Waterways Application for Bare Hill Pond Watershed Management Committee**

Allard explained that as part of the dredging project proposed by the Bare Hill Pond Watershed Management Committee at the Town beach, the Committee was required to file an

Environmental Notification Form and a Chapter 91 Waterways application. Both of these applications require that a copy be submitted to the Planning Board for any comments they may have. Catalina will review the applications and report back to the Board at the October 17<sup>th</sup> meeting.

**Zoning Amendments for the 2012 Annual Town Meeting**

Catalina stated that the Economic Development Committee (EDC) is interested in amending the existing sign bylaw, Chapter 125-41. The EDC may want to create a sign committee to further explore to options. Catalina stated that the current bylaw is okay for single use sign, but once you get into multiple users the bylaw is not okay. Catalina has briefly reviewed several other Towns sign bylaws and feels there is one out there that matches or comes close to matching Harvard sign bylaws desires. Catalina is not certain this amendment will be pre-pared in time for the annual town meeting.

**Adjournment**

Books made a motion to adjourn the meeting at 7:50pm. Green seconded the motion. The vote was unanimously in favor of the motion.

Signed: \_\_\_\_\_  
Maggie Green, Clerk