

**HARVARD PLANNING BOARD
MEETING MINUTES
MAY 10, 2017
APPROVED: MAY 22, 2017**

Chair Erin McBee called the meeting to order at 3:10pm in 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, Fran Nickerson and Rich Maiore

Others Present: Liz Allard (LUB Admin.)

Minutes

Maiore made a motion to approve the minutes of April 10 & 24, 2017. Nickerson seconded the motion. The vote was unanimously in favor of the motion for those members eligible to vote. Nickerson abstained.

Approve Fiscal Year 2018 Town Planner Request for Proposals

After a review of suggested changes to the Town Planner Request for Proposals, Maiore made a motion to approve the document as amended. Nickerson seconded the motion. The vote was unanimously in favor of the motion.

Planner Flow Chart

Allard stated she has sent suggested changes to the chart to Catalina to better detail the role of the Planner. This document is still a work in progress and will require additional vetting.

Adjournment

Nickerson made a motion to adjourn the meeting at 3:20pm. Maiore seconded the motion. The vote was unanimously in favor of the motion.

Signed: _____ Liz Allard, Clerk

DOCUMENTS & OTHER EXHIBITS

Planning Board Agenda, dated Monday May 10, 2017

Approve Minutes

- Harvard Planning Board Meeting Minutes, prepared by Liz Allard, dated April 10, 2017 and revised by Bill Scanlan
- Harvard Planning Board Meeting Minutes, prepared by Liz Allard, dated April 28, 2017

Approve Fiscal Year 2018 Town Planner Request for Proposals

- Request for Proposals Town Planner, dated May 1, 2017

Planner Flow Chart

- Planner Flow Chart, undated