

# JBOS Joint Boards of Selectmen of the Towns of Ayer, Harvard, Shirley and the Community of Devens

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February 16, 2012 Meeting Minutes  
33 Andrews Parkway, Devens, MA

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Chairman Tom Kinch--- ~ Vice Chairman ---Frank Maxant

\* This meeting was recorded by APAC.

**JBOS Members in Attendance.** Chairman Tom Kinch (D), Phil Crosby (D), Enrico Cappucci (S) and Frank Maxant (A)

**Also Attended:** Harvard Planning Board Chairman Kara Minar and Executive Director of the Montachusett Regional Planning Commission Glenn Eaton

**Call to Order.** 7:36 PM. Chairman Kinch noted that this was a special called meeting of the JBOS, intended to discuss the single item of District Local Technical Funding (DLTA) funding for planning function for JBOS. The Devens Enterprise Commission (DEC) has indicated that it will be supportive. Currently, there are initiatives moving forward in Harvard (Ten Year Review), Shirley (Shirley Village Growth) and Devens (Net Zero Housing). Chairman Kinch said that he would like to see all interested parties involved in an organized approach to creating plans for the DREZ. Get a 5,000' view. Chairman Kinch asked if everyone at the table was in agreement.

Mr Cappucci said that Shirley has had a very good experience with a DLTA-funded MRPC planner working with their Economic Development Committee volunteers; MRPC's role has been crucial. They are an agency that has been established by the Commonwealth to help towns that cannot afford to have a planner. Cooperative planning is something that we can control. MRPC works for the JBOS and staff is essential for independence. In favor.

Vice Chairman Maxant said that this is an opportunity for us to recapture our vision.

Ms Minar said that it is an interesting proposition to take a collective look at the issues that affect us all. She would need more information (eg. structure of the planner's position and the allocation of time, etc.) Chairman Kinch agreed that capacity, job description and expectations will have to be defined as part of the process.

Mr Crosby said that he highly supported the initiative. There are questions that must be addressed and this is a way forward to answers. If MassDevelopment leaves, what are we going to have? Is MassDevelopment always congruent with our objectives? We need to be more proactive in shaping what works for us.

Chairman Kinch noted that it was unanimous that everyone was in positive support and suggested that the Board review the Cover Letter and then discuss what is needed in the next 30 days in order to make proper application for the funding. Members reviewed the Cover Letter. No changes were identified. General agreement that the letter should be taken to the Chairs for signatures.

Next steps: JBOS representatives need to take the Cover Letter to the Towns and to the Devens Committee. The cover letter describes exactly what we are asking for. The Select Boards and Devens Committees Minutes will need to reflect that the letter was approved. Then, we need to get the Cover Letter signed by the Chairman of each of the Boards of Selectmen, the Devens Committee and the JBOS.

Mr Cappucci asked Mr Eaton what he saw as the roles and objectives of a shared regional planner, based on his experience in working with the JBOS for several years.

Mr Eaton responded the potential functions of a shared planner will have to be studied. Questions for analysis might include: How do you share a town planner between several entities? How do you share the funding responsibilities? The DREZ situation is more complicated than most towns, so this will bear careful analysis. The shared town planner would be delivered by MRPC.

Collective purchasing may be easier. MRPC test-ran a collective purchasing arrangement with 5 communities and a school district. Items that were shared included paper, toner and ink cartridges. It is amazing how many different ink jet printers and shades of white paper are in use! The collective purchasing program is a \$100 - 150,000 line item.

The formal request would be from JBOS, the Boards of Selectmen and the Devens Committee. Keep the requests simple and focused. MRPC would report to JBOS. The draft reports would be delivered in October, 2012. The final reports would be delivered by November. The details within the scope of services are important. At the outset, there will be a checklist of items for analysis and a detailed timeline.

Ms Minar asked if heating oil could be a collective purchasing item. Mr Eaton replied that heating oil, salt and sand are the most complicated. Ms Minar suggested that the towns come up standardized supplies. Question from the press: Mary Arata asked if Ms Minar was representing Harvard at this meeting. Ms Minar said no, she was here only in a listening role.

Mr Cappucci noted that this initiative sets a clear example of how the JBOS can do something exceptional for our communities. Chairman Kinch agreed and added that it is demonstration of how much power JBOS communities can have by working together. Mr Crosby said that these initiatives are an example of honoring the Reuse Plan. It is a future-oriented program and, further, the Reuse Plan needs to be updated for 2012. Chairman Kinch agreed and said that paper and oil are a good place to start. We need to know what is- and is not- a good idea.

Chairman Kinch asked the Board to peruse the draft Cover Letter. If there are questions, the sooner they are asked, the better. There were no questions. Mr Eaton clarified that the DLTA scope of work will not address an updated Master Plan. If approved, MRPC will seek public input from stakeholders and interested parties. In doing so, discussion cannot help but to touch on the Reuse Plan, but it cannot be expected to be an update.

Cover Letter Signature Pages will be signed by the Chairmen and returned to Liz by **March 2**. Questions may be directed to Liz. The next JBOS meeting date will be moved from February 23 to **Monday, March 5** at 7:30 PM. Chairman Kinch concluded that this initiative will be meaningful, regional and open.

Motion to adjourn by Mr Cappucci. Second by Selectman Maxant. All in favor. Meeting adjourned: 8:20 PM.

### **Meeting Documents.**

February 16, 2012 JBOS Meeting Agenda

February 15, 2012 JBOS DLTA Request Cover Letter (draft)

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Minutes taken by Liz Garner

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