

MASTER PLAN STEERING COMMITTEE

MEETING MINUTES

July 19, 2011

The meeting was opened at 7:35am in the Town Hall Meeting Room by Tim Clark

Present: Tim Clark (BOS), Al Combs (Ag Comm. & EDC), Jim Breslauer (Concom), Craig Bardenheuer (PB), Chris Tracey (ZBA), Joe Hutchinson (Citizen at large) and Liz Allard (Land Use Admin)

Election of Officers

After a brief discussion Tracey made a motion to elect Joe Hutchinson as the Chair of the Committee. Breslauer seconded the motion. The vote was unanimously in favor of the motion contingent on there being no conflict with Hutchinson job with the Harvard Press.

Breslauer made a motion to elect Al Combs as Vice Chair of the Committee. Bardenheuer seconded the motion. The vote was unanimously in favor of the motion.

Discussion of Phasing of Master Plan Re-write, deliverables for Annual Town Meeting 2012, Solicitations for services

Members received copies of the Request for Proposals (RFP) from Stow. Allard spoke with the Stow Planner and reported that Stow had written most of their plan internally and the request was for supplemental support work. Stows RFP was attractive in that it was simple to read and the deliverables were clear, otherwise it was not relevant to Harvard's project.

Clark reviewed the nine sections of State requirements of a Master Plan (MP). The goal of the Committee is to complete a rewrite of the plan by Annual Town Meeting (ATM) 2013. The Committee discussed approaches to completing a re-write. Due to funding, the RFP should reflect a phased approach to completing the MP update.

Discussion of work to complete by ATM 2012 (Phase 1):

Master Plan Steering Committee (MPSC) analysis of existing plan, why things done/not done
Engage Board/Commission/Committee representatives to verify/recommend Priorities for next 5 years and review their sections of the existing MP - Have MP goals been met? Have priorities changed? List Studies/projects completed since 2002 MP, are there any new objectives
Public engagement necessary to validate and confirm recommendations of Boards/Commissions/Committees. Process should exploit new social media for engagement of citizenry to identify their priorities and (in)validate recommendations
Identify remaining work to be completed in Phase 2
Identify supplemental funding sources for components of Phase 2

A time line for public engagement was discussed. It was agreed that the first public forum should be held the second week in November and then again in January. A final report as to the disposition of the MP should be completed for ATM 2012.

Professional Assistance to be considered/requested:

Facilitate/document/organize public engagement component and amended priorities (2x public meetings - internal meetings as necessary with MPSC)

Compile bibliography of reports, projects findings of Boards/Commissions/Committees since 2003.

Develop RFP for Phase 2

Provide grant information to Perform Phase 2, data analysis/update, integrate public input (goals/priorities) into implementation plan and complete MP

Work product discussion Phase 1:

Define Principals priorities and objectives of Community - Citizenry input is key to acceptance of a new plan.

MPSC Determine Critical assumptions to guide the investigation

Document Priorities of Boards/Commission/Committees - which are more important than others

Engage the public in directing the process of validation of Board/Commission/Committee recommendations

Provide a medium for translating Community objectives into a work plan for Phase 2

Next Steps for MPSC:

Each representative needs a copy of MP electronically to perform their review (Clark will create a file with Drop Box, if they want CD or flash drive Clark can provide as necessary)

Each MPSC member to review MP and write brief report on success of MP related to their Board/Commission/Committee

McGuire Minar had previously set deadline of July 26th for comments on current plan in her prior email to MPSC members, which asked for review, comment on 2002 MP, and identify new priorities. (McGuire Minar's July 14th message included this request). Suggested a follow up email reminder be prepared "You are obligated to this process" to ensure action by other boards/commissions/committees.

Revised RFP timeline - RFP out by end of August, 3 weeks on street, Review submittals, Interview candidates and selection complete by end of September. Consultant on board early/mid October. Two major public meetings second week in November public meeting, and second week in January.

Discussion - Planner vs. Consultant

It was reported that an inquiry about substituting a Staff Planner for a MP Consultant to help re-write the MP has been made. MPSC was not in support of the substitution as a Staff Planner would not have the skills necessary to prepare all the required aspects of the MP. In addition, funds appropriated at ATM could not be applied to the creation of a staff position and are specifically for the MP activities as outlined in Mass General Law.

Members agreed to meet again on August 2nd rather than July 26th. With an additional meeting scheduled for August 16th. Both meetings will be at 7:30am in the Town Hall Meeting Room.

Meeting Adjourned 8:42am.

Respectfully submitted,

Tim Clark
Board of Selectmen Representative