

MPSC meeting 10/11/2011 Town Hall meeting room - Meeting called to order 9:02

Present: Tim Clark, Joe Hutchinson, Michelle Catalina, Al Combs, Jim Breslauer, Lucy Wallace, (Kara Minar arrived later and left early)

Also in attendance - Sue Brown, Juliet Walker, Toby Wolf

Pre-Contract meeting with Consultant team

Scope of work submitted in proposal was discussed along with timeline and deliverables. Scope is fundamentally the same as proposed. MPSC requested a specific timeline to be published along with list of deliverables for each benchmark to accompany the finalized "scope of services" document.

Discussion about approach included strategies for public engagement and identification of "target groups" that should be involved in the process vs. the pursuit of an "Issue" based approach.

Branding of the project was identified as an immediate objective. Discussion included conversations about an approach that would help the public identify with the project and create an "identity" for the Master plan update.

MPSC recognized that there were two objectives to achieve - 1) build awareness among the community that the project is moving ahead and 2) engagement of direct participation of a wide range of the citizenry.

MPSC articulated the need to establish "working groups" based upon key issues or visions that are held by the community and confirmed in the first public workshops/forums. A balance between Hope+Vision/Risk Management/Challenges+Opportunities needs to be developed by the consultant team through this public forum. This division of labor is critical for public engagement and preparing for the next phase of the project.

November 19 from 9am-1pm was targeted as the date for the first workshop.

Brown/Walker outlined specific meetings with the MPSC, facilitated forums and other on-site activities necessary to move the project forward.

Monday October 17 will be used as an orientation day for the project team, with the MPSC leading them on a tour of Harvard and Devens. Brown/Walker to provide draft printed scope of services with integrated timeline and deliverables at that time.

Attached: white board photos of schedule outline, public outreach plan and rough project phasing.

Meeting Adjourned at 11:20am

Minutes drafted by TAC