

MPSC meeting 11/07/2011 Old Library meeting room - Meeting called to order 9:05

Present: Tim Clark, Joe Hutchinson, Michelle Catalina, Lucy Wallace, Ron Ostberg, Jim Breslauer (late)

Project Status

Work Breakdown presented by JH. Tasks to be broken down and assigned to Consultant team and MPSC members.

Interviews of influential people related to working groups to be organized by MPSC. Group interviews scheduled for this week. For those that can't make it, a 5 question interview sheet can be sent in advance of a follow up telephone interview in the evenings by Sue Brown. Collection is focused on baseline conditions. These baselines shared at the community forums. Ostberg suggested MP interviews should be on the lookout for elements/conditions that are fragile and are largely unregulated that need protection.

Subject areas previously agreed upon are: Devens, Town Center, C-District, Regionalization, Demographics, Housing, Energy/Ecology/Conservation

TC to organize interview schedule, Lucy to add stakeholders/contacts to list. List and schedule to be Posted on BaseCamp.

TC and MC to do facilitated second grade activity - to be distributed this week, with a class room component next week. Output to be displayed at 11/19 forum

Consultant team looking for detailed info on Devens - MPSC offered offline tutorial session due to complexity and extensive history. TC to forward 5-year review to consultant team.

Electronic communication - Generic email address needs to be created and included in future announcements. TAC to make generic email address available and mock-up website prior to 11/19.

Requests to distribute announcement to different groups by email - Email to be circulated to MPSC member lists and make requests to others with larger email lists to do the same. JH to condense mailer into an email message that keeps format and "brand logo" intact.

Analog Communications MC to prepare Backpack mailer for HES - to be printed in color at Staples and distributed this week.

Sandwich Board to be done by TC for event 11/19

Future Meetings - JH requests regular meetings - MPSC decided to meet every Monday at 9am. Second Mondays of each month will be an evening meeting at

7PM in lieu of morning meeting as at least one night meeting a month was requested by the Planning board.

Meeting Adjourned at 11:10 am

Minutes drafted by TAC