

**Master Plan Steering Committee Meeting
January 23, 2012 - Fire Place Room Old Library - Meeting called to order 9:00 am**

Present: Tim Clark, Jim Breslauer, Michelle Catalina, Lucy Wallace, Rich Marcello

Meeting opened 9:05am

Approval of Minutes Total Housekeeping for minutes performed to update and reconcile all meetings.

Survey Survey closes 1/31 - MC requested sending invite around to our lists
Data in raw form will be partitioned for each working group for their review. If specific questions or more data analysis is necessary, questions to be formed so an authorized user (like MC) can run the report.

March 3, 2012 9-1pm forum at Old Library

Should lunch be served? At the moment lets go with the same - discussion about managing extra food timing of post meeting gathering pursued. TC to request Chef Paul to see if he is available.

MC will update flyer and provide for next forum. MC will prepare for distribution. No town wide mailing. Ad in the Press to be prepped by LW - will update Ad to run in 2/24 edition (Press deadline 2/21) Survey results will be incorporated in some fashion by MC. MC will follow up with Maureen Babcock for distribution of announcement to Devens

Working Groups Scheduled

Devens 1/26 7:30- OL - BW to lead focus group

C- District 1/31 7:30 OL - BW to lead focus group

Housing 2/7 (2/9) 7:00 OL LW to book space

Town Center TBD - First week in Feb. TC to Set up tentative dates.

Conservation TBD - Ron O to get together with Rich Marcello and set date

Vision and Goals BW drafted goals. MPSC to reconcile past goals with current inputs. Survey input should be integrated. MC will talk with BW about format.

FinCom Mtg Michelle to go to FinCom to address place holder request for 100K. JH has outlined the conversation. MC awaiting for Q's. JB and TC will accompany.

MPSC budget update MC made update, we are still on track.

Meeting Adjourned 10:20am Minutes drafted by TC