

## Master Plan Steering Committee Meeting Minutes – August 1, 2013

Members Present: Joe Hutchinson (Chair), Didi Chadran, Victor Normand, Lucy Wallace

Member Absent: SusanMary Redinger

Liaisons: Don Ludwig, Finance Committee; Joe Theriault, Historical Commission

Planning Board: Kara Minar, Tim Schmoyer

Joe Hutchinson opened the meeting at 7:35 PM and began by introducing the basic structure of the Master Plan Steering Committee (MPSC) as being comprised of five voting members and augmented by liaisons from the various town boards and committees. He noted that the Conservation Commission would like its liaison, Janet Waldron, to be able to attend our meetings and, as the Commission meets the first and third Thursdays of the month, asked the MPSC members if they would be willing to shift our regular meeting nights to the second and fourth Thursdays. Subject to this being acceptable to SusanMary Redinger, it was agreed to shift to the second and fourth Thursdays, beginning at 7:30 PM. The change in schedule will begin in September.

Joe then walked through an overview/task timeline on the Phase II of the Master Plan, beginning with an explanation of the state-mandated elements of a master plan. Noting that because a significant outcome of Phase I was to “figure out Devens first,” the analysis of Devens and its impact on the town if Harvard resumes jurisdiction or not would be the first step in developing the master plan. He acknowledged the on-going work of the Devens Economic Analysis Team (DEAT) and Victor Normand’s great familiarity and understanding of Devens as invaluable resources for this phase. Victor offered to distribute copies of last year’s DEAT report and noted that they were close to completing this year’s report with updated information.

Joe then walked through the timeline for Phase II. With respect to the RFP (which has gone out), a bidders’ meeting will be held on August 12<sup>th</sup> at 10 AM in the Town Hall Meeting Room. Proposals will be due on August 23<sup>rd</sup> at 2 PM. Joe distributed the evaluation criteria which we are to use in reviewing all the proposals and then in interviewing the selected finalists. He asked that we review them and come to the next meeting with comments or questions and be prepared to more fully discuss the criteria and the evaluation process.

Joe introduced Didi Chadran as the lead on the communications piece of our work. Didi briefly explained the role of communications as being critical to assuring an effective, democratic process in the master plan development. It would be a source of information dissemination, so the public can make informed decisions, and for information gathering, so the MPSC is aware of public concerns and issues. Tools to be used will include a website, social media, press releases, public forums, group events, and surveys.

In looking to address the nine plus master plan elements, Joe stressed the need for engaging town boards and committees, both for capturing their concerns and priorities, and also for assigning the responsibility for implementing the various actions to be taken to accomplish the goals of the plan.

Tim questioned how much of the last master plan (2002) had been accomplished and wondered if that would be the starting point for the consultant. Joe acknowledged it was important to know what remained to be done from the 2002 master plan and factor that into the current planning. Kara noted that

80% of the actions outlined in the prior master plan had been completed. Tim challenged that perception, believing the amount accomplished was closer to 20%.

Joe summarized work to be completed by our next meeting on August 15<sup>th</sup>. The members will review the evaluation criteria and come prepared to discuss them and the consultant selection process. He will develop a more detailed task list for Phase II.

Joe then opened the meeting for questions. Joe Theriault asked what the liaison role was to be. Joe responded that it was to serve as a link between the board they represent and the MPSC. He encouraged them to attend all of the MPSC meetings. The consultants may define specific tasks for the liaisons to take to their respective boards as well. Joe Theriault noted he will be away for the months of September and October.

Lucy Wallace offered to compile contact information for members and liaisons. She also suggested that minutes of the meetings be sent to all liaisons.

The meeting was adjourned at 8:15 PM.

Respectfully submitted,  
Lucy Wallace

