

Master Plan Steering Committee  
Meeting Minutes  
February 25, 2014

The meeting was called to order by Joe Hutchinson at 7:35 PM

Members Present: Joe Hutchinson, Didi Chadran, SusanMary Redinger, Lucy Wallace  
Liaisons Present: Elaine Lazarus, Joe Theriault, Jaye Waldron

Minutes: The minutes of January 28, 2014 and February 8, 2014 were approved as written. The minutes of February 15, 2014 were approved as amended. Lucy will email them to Julie Doucet and Janet Vellante for posting.

Invoice: An RKG invoice in the amount of \$3,100 was approved for payment.

Project Completion Timeline: Joe H. led a discussion of work remaining to be done under the current contract and completion date of June 30, 2014. Lucy informed the committee that Finance Committee has recommended extending the sunset date of the article which funded the master plan to June 30, 2015. However, until the Annual Town Meeting votes to approve the extension, the period of use of funds ends June 30, 2014.

Joe H. noted that in addition to the upcoming roundtables and working papers (first one due the end of this month), RKG's work includes 2 surveys, 2 community meetings, delivery of draft and then final master plan to be presented at a PB hearing. The immediate task before the committee will be review of the working papers as they are produced. Joe H. proposed assigning to people to each topic to take the lead in reviewing, leading committee discussion and sending comments/edits/revisions to Judi. Assignments are as follows:

Natural & Cultural Resources	Didi and Joe T.
Land Use	Lucy and Elaine
Transportation	Joe H. and Don
Housing	Joe H. and Jaye
Open Space & Recreation	Didi and Jaye
Economic Development	Victor and Don
Services	Lucy and SusanMary

A discussion ensued on review of working papers ranging from our ability to assess validity of facts/findings, if information is missing, to follow up with RKG (in a meeting? by email?). It was agreed that information from our meetings with town boards, Judi's stakeholders' interviews and the roundtables would enable us to provide appropriate review of the working papers. *To that end, we need Judi to provide us with her notes from the stakeholders' interviews and next week's roundtables.* Elaine suggested we also familiarize ourselves with the findings from Phase I. Joe T. and Joe H. will post the Phase I boards which summarized the findings and recommended next steps (one board/key element) on our website so that we all would have access to that information.

SusanMary asked how feedback from the roundtables would inform or impact the working papers. Elaine asked if the first survey would be used to inform the working papers. There followed a lengthy discussion about the timing of the first (general) survey: after the roundtables but before the working papers are completed or after the working papers have been completed? In the case of the former, the survey would test the findings of the stakeholder interviews, board conversations and roundtables (public participation elements) and all would be used to inform the working papers. In that case, the optimal time for the survey would be after April 1<sup>st</sup> (the last two weeks of March being more focused on the upcoming Annual Town Meeting). In the case of the latter, the survey would be used to test the findings of the various public participation elements and the findings/assumptions in the working papers. Joe T. thought it would be useful to have a general Devens question included in this first general survey. *Joe H. will ask Judi what she considers the purpose of the survey (hence its timing) and when she intends to deliver the draft survey to the committee for our review and input.*

The probable extension of the contract period was briefly discussed with respect to Judi's project timeline. SusanMary suggested *Joe ask Judi what her timeline would be if funds are to be available to June 30, 2015.* She also suggested *Joe H. confirm that RKG would be interested in and able to extend the contract.*

Timing on other work products was raised. Lucy suggested we plan on holding the Devens forum before the end of the school year (6/20 at this point), noting that this is the second of the two public forums included in RKG's work plan. *Joe needs to ask Judi when she plans to hold the first public forum and how it would be coordinated with the first survey.* Jaye suggested the Devens survey be disseminated after the forum so as to test the findings from the forum. Referring to Judi's email sent just before our meeting, Joe T. noted Judi was querying the value of surveying on the Devens criteria and, if not the criteria, what would we want the survey to ask? Joe T. noted people are ready for answers on Devens; what will the impact of Devens' jurisdiction have on me? We need to push RKG to develop the answers and articulate the potential impacts. Lucy noted that the Devens survey is the second of the two surveys included in RKG's work plan. SusanMary recalled Judi stating that at the end of discussion on each element of the master plan there would be a section of Devens impacts on that element. All agreed with Joe H. that the master plan has to consider Devens.

Returning to the extended timeline, Elaine said we should have the public participation pieces of RKG's work done before the end of June. The MPSC can spend the summer reviewing the document as Judi writes it and revisiting the town boards with findings and potential implementation tasks. *Joe needs to confirm with Judi the potential dates of the 2 community forums as well as the 2 surveys and how she plans to integrate them into our work.*

Joe H. will update the timeline to reflect suggested delivery dates and other comments from tonight's meeting.

Update on Board Conversations/Notes: Judi has asked that we forward her our write ups from our meetings with town boards. Lucy suggested we share them with the entire group, as well. EDC will be meeting Thursday night; Elaine and Joe H. will go. There are several other committees still to meet with, including FinCom (Joe H. and Don), Water & Sewer Commission (Didi and Jaye), and Energy Advisory Committee (Joe H. and Don)

Communication: Didi gave a brief update on communication effort. The website is up and improved, including a page for registration for various public events (with the option of providing an email for future notifications and updates). He expects the master plan Facebook page to go live by 2/26. There will be press releases on next week's roundtables in both local newspapers. The ad run in last week's *Harvard Press* will be run again this week. Joe H. noted the mailers were to have been mailed today, so should be received by tomorrow. Didi is also trying to build an email list, using Benchmark.

Meeting adjourned at 9 PM.