

Master Plan Steering Committee
Meeting Minutes
July 31, 2014

The meeting was called to order by Joe Hutchinson at 7:05 PM

Members Present: Joe Hutchinson, Didi Chadran, SusanMary Redinger, Lucy Wallace (arrived at 7:40)

Liaison Present: Elaine Lazarus, Don Ludwig, Joe Theriault, Jaye Waldron

Guest: Bill Scanlan, PB Planner

RKG Contract Amendment and Schedule: Joe H. opened the discussion by reporting on the meeting held with Craig Seymour and Judi Barrett on July 28th. In addition to Joe H., Kara Minar, Bill Scanlan and Lucy Wallace were present at that meeting. The purpose of the meeting was to review Joe H.'s draft amendment to the contract and get agreement by RKG on the schedule of deliverables. Joe H.'s proposed amendment tied the deliverables' schedule to chapters (as outlined by Judi) as opposed to working papers. To date, Judi's schedule (which has not been met) has been based on delivery of working papers. Craig and Judi had made it clear we could not have both working papers and individual chapters and meet the schedule of deliverables laid out by Joe H. The MPSC engaged in a lengthy discussion on the pros and cons of the two options: of keeping working papers on the various elements (with the assumption the draft master plan would present the chapters in accordance with Judi's outline) or changing to the individual chapters. The motion made, seconded and unanimously adopted was to stick to the working papers as the immediate deliverables.

In trying to resolve the preferred schedule, the MPSC also considered the timing, nature and number of workshops. The Committee finally agreed to hold two workshops: one on Devens and the other on the draft master plan.

A schedule for the amendment was discussed and proposed:

- September 1: Receipt of all of the working papers (with MPSC reviewing and getting comments back to RKG by Sept 15th)
- October 15: Draft master plan (with MPS comments back to RKG by November 15th)
- October 25: Public meeting on Devens
- November 8: Public Meeting on draft master plan
- December 1: Final master plan submitted
- December 15 – Planning Board hearing and adoption of the master plan

As working papers are received, lead MPSC members will forward electronically the papers to the appropriate boards for their comment.

Minutes: The minutes of July 15, 2014 were approved as written.

The meeting was adjourned at 9 PM. Next two meetings were set for August 7th and 28th at 7 PM. The working papers on Housing and Transportation will be discussed at the August 7th meeting.