

Master Plan Steering Committee  
Meeting Minutes  
August 28, 2014

The meeting was called to order by Joe Hutchinson at 7:10 PM

Members Present: Didi Chadran, Joe Hutchinson, SusanMary Redinger, Lucy Wallace

Liaisons Present: Elaine Lazarus, Joe Theriault

Guest: Bill Scanlan, PB Planner

Schedule: Joe H. presented a refined schedule, integrating the schedule set out in the contract amendment with delivery of documents from RKG, MPSC meetings to review and return to RKG, and public workshops. The anticipated completion date is February 15, 2015. To meet our portion of the work, we set the following meeting dates through January 2015:

- 9/1: Comments on Transportation working paper to Joe H.
- 9/9: MPSC meeting
- 9/16: Discuss Land Use and Services & Facilities working papers
- 9/23: Discuss Economic Development and Open Space & Recreation working papers
- 9/30: Discuss Chapter 1; all working papers with comments submitted to RKG
- 10/14: MPSC meeting
- 10/28: Discuss Chapter 2
- 11/3: Meeting with Judi to discuss Devens impacts on elements
- 11/12: Discuss Chapter 3
- 11/15: Public meeting/workshop on Devens impacts
- 11/25: MPSC meeting
- 12/6: Public meeting/workshop on recommendations and draft master plan
- 12/8: Comments on draft master plan to RKG
- 12/9: MPSC meeting
- 12/15: Presentation of draft master plan by RKG to PB
- 1/13: MPSC meeting
- 1/15: PB hearing on final master plan
- 2/15: Final master plan adopted by PB

Bill presented a proposed matrix to use in tracking review of the working papers, a primary aspect of which was assigning 1 or 2 people to collect comments from the committee and forward them to Judi. We agreed that comments on a given paper should be delivered to the coordinators the Thursday before the meeting at which the paper is to be discussed so that the coordinators can incorporate them into a single document. Coordinators are as follows:

- Land Use: Lucy and Elaine
- Services & Facilities: Lucy and SusanMary
- Economic Development: Victor and Don
- Open Space & Recreation: Didi and Jaye
- Chapter 1: SusanMary
- Chapter 2: Didi
- Chapter 3: Joe T.

Joe H. and Lucy will be meeting with Judi on Wednesday, September 3<sup>rd</sup>, to review this schedule.

Minutes: The minutes of July 31, 2014 were approved as written. The minutes of August 14, 2014 were approved as corrected to show the time of adjournment.

The meeting was adjourned at 9:05 PM.