

Master Plan Steering Committee
Meeting Minutes
January 9, 2014

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

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

Minutes: Minutes of December 10 were approved as amended and of December 19 were approved.

Planning Board Updates: Joe shared 3 updates from the recent Planning Board meeting:

1. The Planning Board would like to hold a joint meeting on 1/27 or 1/28 with this committee, the EDC (and BOS?) and invite Leo Blair to present his proposed interim government scheme for the Devens Regional Enterprise Zone (DREZ).
2. Our report for the town's 2013 Annual Report will be included as part of the Planning Board's report. Didi and Joe will draft; Joe hopes to circulate a draft for review by 1/16.
3. The Planning Board would like to know if we want to ask for a 1-year extension of our funds at this spring's Annual Town Meeting. By motion made and seconded, the MPSC unanimously supported that this be requested. However, we would expect the contract with RKG to be amended to require completion of the master plan by September 30th.

Meeting with Town Boards: The draft piece, "Conversations with Town Boards" prepared by Judi and her cover email were discussed at length. Joe H. reminded us that the time with each board would be limited (we are to ask for roughly 20 minutes on their meeting agenda) and that the primary purpose of our going was to engage them and raise general public awareness of our effort. We discussed at length how and where the Devens impact question - and the "tool" for assessing the impacts of Devens Judi will develop as part of the master plan - fit into this. Victor noted that this was our opportunity to listen to the boards and get some useful input/feedback from them. All agreed that Section A on Judi's draft was a time-sink and not useful. Lucy distributed her draft edit of Judi's piece. It was agreed that we need to remind the boards of the work done in Phase I, particularly the highlighting of 5 priority areas to be addressed as part of Phase II. How do these areas affect the work of a given board? What are the board's priority areas (beyond the 5 listed in Phase I)? How could the master planning process help them accomplish their goals?

Joe T. asked how this master planning effort differed from the strategic planning exercise initiated by Bill Johnson and required of all boards a couple of years ago. Joe H. explained that the prior strategic planning was geared towards operational

needs (equipment, staffing). We agreed the last iteration of the strategic planning be sent to Judi. Lucy offered to see if Julie Doucet would forward it to Judi.

At the conclusion of this lengthy discussion, it was agreed that RKG needs to understand the importance of the Devens question and its relevance to this master planning effort, and that a methodology (tool, lens or filter) for assessing the impacts of return or not of jurisdiction of Harvard's lands within Devens needs to be meaningful and useful. The purpose of a master plan is, as Elaine noted at a previous meeting, to provide a framework for future decision-making. Didi said this applied to Devens as well.

Lucy will revise her draft and circulate to the MPSC members and liaisons by the end of the day tomorrow. As our goal is to meet with the boards before the end of January, the document needs to be finalized by Monday, the 13th, so Lucy asked for comments back to her by Sunday (sent to her only, not the group so as to comply with the Open Meeting law). It was agreed the document, along with the Executive Summary of the Phase I report, be sent to the boards before we meet with them so they have an opportunity to prepare for our meeting.

Joe distributed a power point as a suggested outline for members to use when meeting with the boards.

Joe will revise and send around tomorrow a chart linking the elements of the master plan to the relevant boards and identifying our board assignments. It was agreed that we go in pairs.

Communication: Didi reported that his plan is for the surveys to be available online and by mail. To that end, he is building an email list which will be used to for updates. Next Door Harvard is also a possible tool for communicating with a broad spectrum of the public. Didi also reported that he and Joe H. recently met with Leslie Bunnell, who is managing our website (www.harvardmasterplan.org). Lucy suggested there be a link to our website from the town's website – either on the first page or on the Planning Board's page. Didi will speak to Julie Doucet about this. A portion of Joe H's piece, "Why a Master Plan" (which he intends to have in the Harvard Press as "Consider This") is on the website. Didi intends to produce regular press releases to keep the public apprised of our activities.

Stakeholder Interviews: Joe will contact Judi to confirm that she will be conducting stakeholder interviews in Harvard on 1/14 and 1/15. He also will get direction from her on how she expects us to integrate our work with hers; what deliverables and when will she need them from us to integrate and inform her work.

Next meeting: Tuesday, January 14 at 7 PM in the Bromfield Library.

Meeting adjourned at 8:50 PM.

