

Master Plan Steering Committee
Meeting Minutes
April 14, 2014

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

Members Present: Joe Hutchinson, Didi Chadran, Victor Normand, Lucy Wallace
Liaisons Present: Elaine Lazarus, Don Ludwig, Jaye Waldron
Consultant: Judi Barrett, RKG Associates, Inc.

Minutes: The minutes of March 25, 2014 were approved as written.

Status of Working Papers: Joe asked Judi when and which working papers we will be receiving. Judi reported the transportation draft prepared by McMahan was ready to be forwarded to us, as was the paper on historic preservation. She promised to email both drafts to the MPSC in the next day or so. The draft paper on housing is “almost there” but won’t be ready to send to us for review before the week of April 21st.

Survey: The balance of the meeting was spent reviewing the draft survey questions Judi had compiled from the statements/assertions we had sent her. While the draft questions are grouped according to the 7 topic areas covered in the round tables, the survey will not be organized by groupings. We asked that she add some identifying information on respondents to the survey, including the neighborhood map used in the Phase I survey, their age, how long they have lived in Harvard and number of children under age 18. She agreed to do so. Joe mentioned that there were no questions on governance; Judi offered to draft one or two along the lines of the town’s ability to meet its governing needs in the next 10 years. Joe also asked about adding questions regarding energy sustainability/improving energy conservation. Judi will modify existing questions and/or add an additional one addressing this. Judi would like to keep the number of questions to 40-45 so the survey is not excessively burdensome to complete (in 15-20 minutes).

The next step will be for Judi to send back the revised questions for our final review by Thursday, April 17th. She and Gilad will then put it into a format suitable for Survey Monkey and have it go live Monday, April 21st. While she recommended the survey be up for just 2 weeks, given the week of April 21st is school vacation, we agreed to have it up until May 9th. We briefly discussed the need to advertise the survey to encourage as broad participation as possible.

Next Meeting: Our next regularly scheduled meeting would be April 22nd at 7 PM, but this was not confirmed at the close of the meeting.

Meeting adjourned at 9:35 PM.