

Master Plan Steering Committee
Meeting Minutes
July 15, 2014

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

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

Liaison Present: Don Ludwig

Guest: Bill Scanlan, PB Planner

Minutes: The minutes of June 24, 2014 were approved as written.

MRPC Grants Update: Joe reported that the Planning Board had been awarded 2 grants from MRPC: \$10,000 to develop design standards for the Town Center and \$25,000 to further develop traffic and circulation for the Town Center. After the award of the grants, it was suggested that the \$10,000 grant be redirected to the C District to do a comprehensive inventory of buildings, vacancy rates, lease rates, etc. MRPC and DHCD (which oversees the grant program at the state level) have agreed to this change in purpose. The information could be incorporated into the Master Plan, thereby enhancing the work being done by RKG. The Planning Board will vote on approving this change at its July 28th meeting. He added that the EDC was considering this change at its meeting this evening. Elaine Lazarus is the new chair of the EDC.

Status of RKG Deliverables: The group considered four sets of deliverables:

1. Stakeholders Interviews: Judi has sent a summary of her interviews with stakeholders which were held last fall. Lucy noted that she did not include a list of those interviewed (we had given her a list of potential interviewees) and who participated in which group. She also opined that she had wished Judi had followed up on the responses re effectiveness of local town boards by asking if they had ever considered running for office and if not, why not. That information might have been useful. Others commented on the general negative tone of the summary.
2. Plan Outline: At Joe's request, Judi had prepared an outline of the master plan. He noted it seemed "thin" to him and lacking in detail. Lucy asked why Chapters 2 and 3 each had a final section on Devens, when there was no specific working paper on Devens and our understanding had been that each element would contain an assessment of the impact of Devens on that element. She also noted that the promised appendix on all the Devens assessment criteria was not included in the outline. Our goal is to have information on Devens presented in a way to facilitate a) the town's future decision on jurisdiction of Devens and b) making decisions on Devens issues that may arise before jurisdiction is determined (such as MassDevelopment's proposed zoning changes for Shirley Village area, Grant Rd, etc). The committee would like to have Judi provide a more detailed explanation of the outline and these issues.
3. Survey Results: Joe has been in contact with Gilad regarding our having access to Survey Monkey so we can do our own analysis. The consensus was the excel spreadsheets sent to us were not particularly helpful for any analysis. Gilad said he cannot provide such access as RKG's account includes multiple surveys. He did suggest we create our own account with Survey Monkey to which he could export

our survey. It was agreed that Gilad should do the first cut of an analysis. If we think further work is warranted, we could then pursue our own account or ask Gilad specific follow up questions.

4. Project Schedule: This continues to be the most problematic aspect of the work. Judi continues to be late in delivering working papers so our review and work is delayed. Joe had hoped to hold two public workshops (one on the C District and the other on Devens) in September. That now looked unlikely and, after some discussion, it was decided we should limit public outreach to a forum on the draft plan. Joe is also skeptical that Judi will finish the master plan by December. He is concerned that the committee is losing momentum and time to do its part of the work, such as review of the working papers.

RKG Contract Amendment: Given that the current contract expired June 30, 2014, we need to amend it to extend the period of performance. Joe, Lucy and Planning Board chair, Kara Minar, will be meeting with Judi and Craig to discuss the amendment and status of work. Joe asked what delivery dates, if any, we should establish in the amendment. The committee felt strongly that dates should be established so that all would be clear on both expected work product delivery and, if missed, our ability to withhold payments. After considerable discussion it was agreed the contract term would end December 15, 2014. To meet that end date, the committee set four dates for receipt of deliverables which will be included in the amendment to the contract. They are as follows:

- September 1: Chapter 2 – Harvard Today (interim sections based on working papers/elements to be delivered between now and then)
- October 1: Chapter 3 – Analysis of Needs and Recommendations
- November 8 – Public Information Meeting on Chapters 2 and 3
- December 15 – Planning Board Adoption of the Master Plan

Committee members will try to meet with town boards before the November public meeting to review results of analysis and go over recommended actions given boards may be responsible for implementing. The final chapter, Implementation, could be completed following the November public session, based on buy-in on proposed recommendations by boards and the public.

The meeting was adjourned at 8:50 PM. Next meeting will be July 28th at 7 PM. Joe will call it only if there are working papers and/or survey results to consider.