

Master Plan Steering Committee  
Meeting Minutes  
February 19, 2015

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

Members Present: Joe Hutchinson, Victor Normand, SusanMary Redinger, Lucy Wallace  
Liaisons Present: Elaine Lazarus, Don Ludwig, Joe Theriault

Administrative: The meeting minutes for November 20, 2014 and December 9, 2014 were approved as amended.

Project Schedule: We have now received Chapters 3 and 4, but are still owed maps for all chapters, Chapter 1, the Devens criteria/framework and any other documents included in the appendix (i.e. survey). Comments from our review of Chapter 2 were sent to Judi in December but it is uncertain if they have been incorporated. Joe H. reported he had contacted Judi to let her know he would like Chapter 3 split into two chapters (to parallel the 2002 master plan of Chapter 3 being Opportunities and Challenges, Chapter 4 being Recommendations, and Chapter 5 (currently Chapter 4) being Implementation.

Chapter 3: The committee expressed concern about handling of Devens in Chapter 3: that two fiscal impact analyses were offered (which RKG had previously said it would not provide) to demonstrate the fluidity and difficulty of assessing Devens' fiscal impact, and that there was no discussion on cultural and other considerations and impacts of Devens. The Devens criteria expected with each element have not been adequately, if at all, provided. Rather, there now will be a Devens "framework" in the appendix. Joe H. also noted there are other missing topics: governance (which he and Elaine would work on) and technology needs for the town in the 21<sup>st</sup> century.

Meetings with RKG: Joe H. pointed out the other deliverables still due from RKG: two meetings with the MPSC, a public forum on Recommendations, and the public hearing with the Planning Board. There was considerable discussion about the best utilization of the meetings with Judi. The committee agreed that it would be best to wait for the first meeting with Judi until we had the entire draft master plan and had reviewed it as a committee and sent our comments and questions to Judi. The second meeting with Judi could be held after the public forum on Recommendations, which would give us an opportunity to discuss the public feedback and possible modifications to the Recommendations.

Contract Amendment: The current term of the contract ended on February 15<sup>th</sup>. Therefore, the contract now needs to be amended to extend it and the latest it can be extended to is to June, as funding only goes to the end of this fiscal year. Joe H. and Lucy will meet with Tim Bragan to discuss the amendment, including adding penalties for failure to meet deadlines. Joe H. and Lucy will also prepare a schedule for delivery and meetings, starting with delivery of a complete draft master plan by March 16<sup>th</sup> and ending with the Planning Board hearing on the final master plan in mid-May or early June.

The meeting was adjourned at 8:35 PM. The next meeting will be set upon receipt of draft plan.