

Master Plan Steering Committee  
Meeting Minutes  
July 2, 2015

Members Present: Kara Minar, SusanMary Redinger, Lucy Wallace  
Liaisons Present: Elaine Lazarus, Jaye Waldron  
Planning Board Consultant: Bill Scanlan  
Devens Consultant: Mark Kasinskas from Burns McDonnell  
Planning Board Members: Don Graham, Fran Nickerson

The meeting was called to order by Kara at 7:10 PM.

Contract: Kara reported that the final details of the contract with Burns McDonnell (BMCD) are being worked out by the parties' respective attorneys. She expects the contract to be signed soon. Kara then asked Mark Kasinskas to introduce himself to those present.

Administrative: The minutes of May 20, June 22 and June 25 were accepted as presented. The minutes of June 1 were accepted as amended.

MPSC Status: Kara noted that the MPSC has divided the seven elements into teams to review and revise. Once reviewed, Bill will take make the appropriate revisions. Land Use, Historic and Cultural Resources, and Community Services and Facilities have been done. Jaye will get with Didi in the next week to complete their review of Natural Resources and Open Space. Kara and Don are responsible for Circulation and Traffic; Jaye and Bill are responsible for Population and Housing. Kara offered to ask David Hopper to help with the housing element. As the consultant team needs the elements by the end of July in order to complete its review and report on its findings, it is important that the review of the remaining elements be completed as soon as possible. Bill will make the appropriate revisions and forward the elements to Mark as they are completed.

Kara then asked Bill to summarize the master plan process to date. Bill gave a brief overview beginning with Phase I which was done by Brown Walker 3 years ago. He noted that at this point we need an assessment by Burns McDonnell of the assets and liabilities, opportunities and challenges with respect to the town resuming – or not resuming – jurisdiction of its historic lands on Devens. Lucy provided some history regarding the development of the Reuse Plan and the town's relationship with Devens.

Timeline: The primary purpose of this meeting was to lay out the process for completing the Devens component of the master plan. Mark had prepared a proposed timeline of deliverables to meet the milestones set out in the RFP and to complete the contract by December 15, 2015. The MPSC needed to set regular meeting dates which could be tied into Mark's timeline. It was agreed the regular meetings would be held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month. After some discussion a schedule of deliverables, meetings of the MPSC and meetings with Mark was developed, as follows:

- 7/31: Devens findings to MPSC for review at 8/13 meeting
- 8/14: Elements findings to MPSC for review at 8/27 meeting
- 9/4: Economic Analysis, and Historic/Cultural and Open Space elements to MPSC for review and discussion at 9/10 meeting with Mark (MILESTONE 2)

- 9/18: Housing, Traffic, and Public Facilities elements to MPSC for review at 9/24 meeting
- 10/2: Devens Matrix and Land use and Economic Development elements to MPSC for review and discussion with Mark at 10/8 meeting (MILESTONE 3)
- 10/16: 2<sup>nd</sup> draft of all elements, Economic Analysis and Devens Matrix to MPSC for review at 10/22 meeting
- 10/29: Open House to present to public for input
- 11/13: Draft final report submitted to MPSC for review at 11/18 meeting
- 12/7: Presentation of final report to PB by Mark and MPSC (MILESTONE 4)
- 12/14: Final report delivered

Bill will serve as the point person for Mark with the MPSC and for the collection of comments on deliverables to be returned to Mark. Mark will send deliverables as word documents so edits can be made and tracked.

Outreach: BMcD will provide information to be posted on the MPSC website and facebook page. Mark or Drew McMullin will coordinate with Joe and Didi who are managing social media and public outreach for the MPSC. NextdoorHarvard was noted as being a good venue for posting both meetings when elements are being reviewed and the open house. *The Harvard Press* is also a good venue for keeping the public informed.

The meeting was adjourned at 8:45 PM. The next meeting will be August 13<sup>th</sup>.