

Master Plan Steering Committee
Meeting Minutes
September 24, 2015

Members Present: Didi Chadran, Kara Minar, Victor Normand, SusanMary Redinger, Lucy Wallace

Liaisons Present: Jaye Waldron

Planning Board Consultant: Bill Scanlan

The meeting was called to order at 7:05 PM.

Administrative: The minutes of September 17, 2015 were accepted as amended.

Milestone 2: As the documents required to be submitted to meet Milestone 2 have not been received, this Milestone has not yet been met. The consultant has not submitted an invoice covering work through Milestone either. The MPSC will revisit this matter at its next meeting, by which time the documents should have been received.

October 29 Devens Presentation: The MPSC discussed publicity for and format of the upcoming Devens Presentation. The purpose of the forum is for the consultant to provide residents with information on Devens and its potential impact on the various elements of the Master Plan. Following the presentation there will be opportunity for q & a, as opposed to breaking into small working groups. The presentation should run about 45 minutes, and q & a the same. The meeting time, therefore, was set for 7 – 8:30 PM. Some refreshments will be provided. Bill will contact Mark and see if he would like to break his presentation into two parts, with a break for q & a on the first part between the two. Lucy suggested that members of the MPSC be ready to answer questions that may relate to their area, thereby relieving Mark from having to answer questions on topics he may not be fully versed on. As SusanMary will not be in town on the 29th, she will make sure Linda Dwight can attend to answer school-related questions.

Bill will also contact the Library about use of Volunteers Hall that evening and the Cable Committee about covering the session. SusanMary offered space in the school (Bromfield Library or Cronin Auditorium) should Volunteers Hall not be available. Didi will handle publicity and outreach, including a townwide mailing (postcard), posting on various social media. Lucy offered to get mailing addresses for Devens residents so they also are invited to the presentation. We agreed a catchy title/tag line was needed to encourage residents to attend. Didi will draft some ideas and send them around. SusanMary offered to put a notice out to parents through the PTO. Kara will ask Joe T. to help with updating the website and will Tim Clark about a sandwich board for the Common. She also will talk to Lorraine to make sure funds are available to cover the cost of the mailing and other event-related costs.

Pre-presentation articles in *The Harvard Press* on Devens were also discussed. The topics, and order of coverage, we would like covered are 1) interview of Joe T. re the history of Harvard-Devens before the Army arrived; 2) interview of Jaye on conservation, open space and recreational land on Devens; and 3) interview of Victor re DEAT and Devens economics. Lucy will ask Joe T. about the first topic. Kara will talk to John Osborne about doing these interviews. Didi offered to prepare a press release as well.

In order to engage town boards and committees and encourage their attendance, Didi suggested the MPSC members reach out to the boards and committees they met with at the beginning of this process and let them know about the Devens topics that may be of interest to them.

Lucy noted that DEAT would be presenting its report to the Selectmen at the Board's meeting on October 20th. She suggested that copies of the report be available on the 29th, along with copies of Mark's power point presentation, for audience members to take with them.

We will conduct a dry run of the presentation with Mark at our October 22nd meeting.

Sustainability and Technology: Earlier in the planning process the MPSC had discussed adding 2 chapters in addition to the required elements: Sustainability and Technology, and Governance. Bill presented an outline of suggested topics to be included in a sustainability section. MPSC discussed ideas such as energy efficiencies and best management practices; building management and maintenance; solar siting at the Transfer Station; bike paths to Devens and the Ayer train station; commuter shuttle to Littleton train station; and revising the cluster bylaw to encourage that development pattern. SusanMary will ask Brian Smith, chair of HEAT, to attend our meeting on November 12th or early December to discuss possible energy efficiency projects to pursue in the next 10 years and to suggest the 5-10 best management practices to adopt.

The School Department has a Director of IT and an IT plan that it is implementing including introducing apple computers in the Elementary School, upgrading IT capability throughout the school. Currently the town relies on the School's IT director for many of its IT needs. It was agreed a recommendation of the Plan would be for the town to have its own IT director to manage its IT needs.

Chapter 10 – Opportunities and Challenges: The MPSC will begin review of this chapter at its October 8th meeting. Lucy suggested review of this chapter will be more productive once we have seen the consultant's integration of their Devens findings into the individual element chapters.

Future Meeting Dates: The following meeting dates were set:

10/8

10/22 – with Mark

10/29 – Devens Presentation

11/12

11/18

12/10

The meeting was adjourned at 8:50 PM.