

Master Plan Steering Committee
Meeting Minutes
October 8, 2015

Members Present: Kara McGuire Minar, Victor Normand, SusanMary Redinger
Liaisons Present: Don Ludwig, Jaye Waldron, Joe Theriault
Planning Board Consultant: Bill Scanlan
Harvard Press: John Osborne

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

Administrative: The minutes of September 24, 2015 were accepted as amended.

Milestone 2: The members reviewed the invoice submitted by Burns and McDonnell (BMcD) dated 9/30/2015 in the amount of \$5,927.65. The format of the invoice showed the standard approach of hours worked by each employee, their hourly rates, and the resulting sum. However, the BMcD contract was structured specifically to require payment based upon completion of Milestones, with the fees spelled out in the contract for each. As a result, the members decided not to pay this invoice, although they made it known they were pleased with the drafts received to-date. Bill will ask Mark Kasinskas to re-submit the invoice in a completion-of-Milestones format after he has submitted the reports. The MPSC will approve payment once satisfied that a Milestone has been achieved.

Devens Presentation: The MPSC discussed publicity for and format of the upcoming Devens Open House. The meeting date was changed because Volunteers Hall was not available on October 29th. The Open House is now scheduled for November 12 from 7:00 – 8:30 PM at Volunteers Hall. 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. Didi agreed to work with BMcD on design of a postcard mailing to all households in Devens. Drew McMullin from BMcD has a great deal of experience in public outreach and indicated a willingness to work with the Committee in this area. Didi will also prepare a formal Press Release to appear in the Harvard Press and the Town web site. He will also post the event in various social media, including Nextdoor Harvard.

Technology: Members discussed the status of the Town's information technology. Most were in agreement that the municipal side needs significant improvements to meet the expectations of citizens to interact efficiently with local government. The Town system is heavily reliant on the school IT system and does not have its own administrator. The Committee agreed that the Town should have a modern IT system distinct from the school system. Joe Theriault mentioned that Harvard is not adequately protected from data loss in the event of a cyber-attack or natural disaster that causes the Town system to go down. Joe felt strongly that Harvard should have a formal Disaster Recovery Plan that protects its data, back-ups and stores critical information at a secure site, and allows systems to go back on-line quickly in the event of a disaster.

Review of Chapter 10, Challenges and Opportunities: The MPSC conducted a thorough review of Chapter 10. Members were uncomfortable with the general tone of the chapter, which painted Harvard in a negative light. Many statements reflected opinions of the author and were not accurate recounting of past events. The chapter discussed many of the potential pitfalls of fiscal impact analysis, and members felt that much of that discussion could be eliminated. The Committee felt the data and tables in the analysis represented a reasonable approach for estimating the costs and revenues of resuming jurisdiction of Devens. The members had fewer comments on the other sections: Ayer Road, Housing, Town Center, and Conservation.

Future Meeting Dates: The next meeting will take place on October 22nd when Mark Kasinskas will go through a dry of his presentation. The Devens Open House will take place on November 12 at Volunteers Hall.

The meeting was adjourned at 7:05 PM.