

Master Plan Steering Committee
Meeting Minutes
November 18, 2015

Members Present: Kara Minar, SusanMary Redinger, Lucy Wallace
Liaison Present: Jaye Waldron
Planning Board Consultant: Bill Scanlan

The meeting was called to order at 7:15 PM.

Administrative: The minutes of November 4, 2015 were approved as presented.

Review of November 12th Presentation: It was reported that approximately 75 people attended the presentation, 6-7 of whom were Devens residents. Mark did a good job presenting the various elements of the master plan and the impact of Devens on them. It was also felt the audience gained a greater appreciation of the process for finalizing disposition (a legislative action) and the range of issues to consider. Some of the comments made following his presentation included:

- support for internal vehicular connectivity
- need to work collaboratively with Ayer and Shirley after they complete their current master plan updates

- need to focus on what we can offer Devens residents (as opposed to only considering what Devens brings to Harvard)

- glad we are considering Devens in this iteration of the master plan
- that the disposition process should be clearly spelled out in the master plan
- Devens residents' comments re this process were generally positive
- there were not any negative comments about Devens made by Harvard residents

In short, the presentation went as well, if not better, than expected.

Completing the Burns & McDonnell Contract: Mark had emailed Bill with a proposed timeline and schedule of items for completing the Final Report by Burns & McDonnell:

- Table of Contents and Introduction
- 2-3 page write up of identified Devens issues for each element
- maps, table, etc from power point presentation
- Devens matrix of identified issues and Devens effect
- recommended next steps/action items
- appendices: Sarah's economic report, Devens findings, elements findings

He plans to deliver these items by November 20th. He noted the budget had changed to accommodate shift in work product so we will not have a final meeting with him. He will, however, be able to make some edits/revisions to the deliverables based on MPSC feedback.

Completing the Master Plan: Kara reported that we have \$8,300 left in our budget (beyond the contract with B&McD) and wondered if we could apply some of it for additional

consultant work. It was decided that we need to hold funds (possibly \$3,300) for plan reproduction and the remaining \$5,000 would not be sufficient for additional work of any significance.

Outstanding topics include sustainability, technology needs and governance. SusanMary reported that Eric Broadbent would have his write up on sustainability issues completed in the next couple of weeks. Lucy reported that the Selectmen have formed a working group to look into changing from a town administrator to town manager (which would also require adopting a charter), and is considering other staff/private contracted support for town IT needs and facilities management. These topics will be folded into Chapter 10, Challenges and Opportunities.

There was a brief discussion of soliciting feedback from town boards and committees that will have a responsibility in implementing portions of the Plan. Given the time of year and pre-annual town meeting focus, we agreed to send Chapter 11, Recommendations/Action Plan to the boards, highlighting their respective areas of concern and asking for their comments. We could refer them to the appropriate chapter(s), as well, should they want background to the recommendations.

Bill has incorporated committee members' comments into the Plan. Once he has received the remaining Devens' sections for each of the elements from Mark he will incorporate them into the appropriate chapters and send a final draft of the Plan for MPSC review. The following schedule of meeting dates for final review by the MPSC was set:

- 12/10: Chapters 2, 3 & 6 (Land Use, Natural Resources & Open Space, and Cultural Resources)
- 1/7: Chapters 4, 7 & 8 (Population & Housing, Community Services & Facilities, and Circulation & Traffic)
- 1/14: Chapters 5 & 10 (Harvard's Economy and Challenges & Opportunities)
- 1/28: Chapters 1, 9 & 11 (Introduction/Phase 1 Vision & Goals, Devens, and Action Plan/Implementation)

A tentative date of February 11 was set for the Planning Board's public hearing on the Plan. We will firm it up in January when we will have a better sense of completing our final review. Publicity for the hearing would be up to Didi.

Burns & McDonnell Invoice: The invoice dated October 30, 2105 in the amount of \$4,703.65 was reviewed and payment recommended for the Planning Board's approval.

The meeting was adjourned at 9 PM.