

Master Plan Steering Committee
Meeting Minutes
April 29, 2015

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

Liaisons Present: Elaine Lazarus, Don Ludwig, Joe Theriault, Jaye Waldron

Planning Board Present: Don Graham, Erin McBee

Planning Board Consultant: Bill Scanlan; Land Use Administrator: Liz Allard

The meeting was called to order at 7:30 PM.

Minutes: The minutes of April 9, 2015 were approved as presented.

Next Steps: The committee discussed how best to complete the master plan without RKG. Should it follow the chapter format used in the 2002 master plan and revisited by Judi or should it go back to the originally proposed organization by elements? After considering the pros and cons of each approach, it was agreed to have the master plan organized by elements.

The working papers had been based on elements and comments by the committee gathered by Joe Hutchinson and sent to Judi. Joe T. agreed to contact Joe H. to get the comments and then post them on the master plan website (www.harvardmasterplan.org) He also agreed to prepare an inventory of documents on the website.

The committee decided that members should review the working papers and come to the next meeting prepared to consider the gaps and corrections to be made. Committee members would also be assigned specific elements to be responsible for, as they were initially. It was suggested that the revised working papers be shared with the appropriate town committees for their input.

Lucy noted that the chapters written by Judi after the working papers contained some new information and statistics. Bill offered to reread chapters 2 and 3 and pull such information and data relating to the elements so it could be integrated into the working papers.

There was a brief discussion on the draft RFP for a Devens consultant. Kara raised the issue of the June 30, 2015 sunset on the availability of funds to cover a new contract and the question of how much money would remain after settlement of the RKG contract. Best case (RKG isn't paid any more) would leave approximately \$49,000 for completion of the master plan. Worst case scenario (RKG is paid \$21,000 submitted on its last bill) would leave approximately \$28,000. The committee agreed it was worth finalizing the RFP, but that it would not be formally issued until the funding amount is known. Bill noted that a notice could be posted in the state's goods and services website that an RFP would be forthcoming, thereby putting potential consultants on notice. Kara and Lucy will meet with Lorraine to confirm how long funds would be available past June 30th should a contract be signed (and the funds, therefore, encumbered) before June 30th.

The next meeting was set for 6:30 PM on Monday, May 4th.

Meeting adjourned at 8:30 PM.