

Master Plan Steering Committee  
Meeting Minutes  
May 4, 2015

Members Present: Kara Minar, Victor Normand (arrived at 6:50), SusanMary Redinger (arrived at 7), Lucy Wallace

Liaisons Present: Don Ludwig, Joe Theriault, Jaye Waldron

Planning Board Consultant: Bill Scanlan

The meeting was called to order at 7 PM

RFP Review and Schedule: The meeting had been posted for 6:30 PM, but as there was not a quorum until 7, those present began with an informal review of the draft RFP prepared by Bill and Joe. Once there was a quorum, the MPSC discussed the level of analysis of Devens' impact on Harvard, how to handle the jurisdictional question, and the purpose of a Devens matrix. Victor suggested the outcome the town needs is a way to understand how aspects of Devens would impact our master plan goals and objectives. After some additional discussion, it was moved and unanimously approved that the RFP be approved, subject to incorporation of the proposed revisions, and recommended to the Planning Board for publication. Bill will incorporate the suggested revisions and send out a revised RFP to members for final review.

Kara summarized the meeting held earlier in the day with Lorraine Leonard, Bill, Lucy and Liz Allard regarding the status of remaining funds following termination of the RKG contract and pending sunset date of June 30, 2015. According to Lorraine, if a contract is made with a new consultant and billable work begun before June 30, the remaining funds would be available until work is completed, so long as work and progress continues at a reasonable rate. Given this, the RFP should be published by May 18<sup>th</sup> (necessitating submittal to the state's Goods and Services listing by May 8<sup>th</sup>), followed by a bidder's conference on June 1<sup>st</sup> and bids due on June 10<sup>th</sup>. If the MPSC and PB met jointly on June 15<sup>th</sup> to consider finalists for interviews later in the week, a contract could be awarded, at the earliest the following week. That would leave slightly over 1 week for a consultant to do billable work. Clearly this is a very tight timeline and a preferred course would be to extend the sunset date to June 30, 2016, should the Selectmen call a Special Town Meeting in early June.

A future meeting date was not set.

Meeting adjourned at 7:40 PM.