

Master Plan Steering Committee
Meeting Minutes
May 20, 2015

Members Present: Kara Minar, Didi Chadran, Victor Normand, Lucy Wallace
Liaisons Present: Joe Theriault
Planning Board Consultant: Bill Scanlan

The meeting was called to order at 7 PM

RFP Review and Schedule: Bill noted that approximately 12 requests for copies of the RFP had come to Liz Allard. The following schedule for selecting a consultant was developed:

- 6/1: Bidders' conference at 10 AM in the Hapgood Room (estimated budget \$30,000)
- 6/10: Proposals due at 2 PM
- 6/15: 7 PM Joint PB/MPSC meeting to review proposals; select up to 3 for interviews
- 6/17: 10 AM – 2 PM Interviews (1 hr/applicant) beginning at 10 AM with 15 minutes between interviews. Suggested interview team: Kara, Victor, and SusanMary (MPSC), Michelle (PB), Joe and Don (liaisons). Interview team will select recommended candidate. (Didi and Lucy are unavailable on the 17th)
- 6/22: 7 PM Joint PB/MPSC meeting to select candidate, authorize Kara to sign contract and discuss process for proceeding with completion of the master plan
- 6/23: Contract signed and work begun

Lorraine has advised us that if billable work is begun before June 30th, funds are encumbered and available to us, so long as work continues on the plan. Initial work for the contractor will be to review all of the Devens material, followed by the elements.

Elements' Review and Revision: It was agreed that the teams assigned to the individual elements should meet over the next few weeks to review the most recent drafts (previously sent out by Bill) and identify the major problems/missing information in order to determine the level of work remaining to be done on each. These findings should be sent to Bill before 6/22 as he will be compiling a list of major areas of incompleteness and overseeing revision of the elements.

The element teams are as follows:

Land Use: Lucy, Elaine and Bill
Natural Resources & Open Space: Didi and Jaye
Population & Housing: Bill and Jaye (Kara will also see if David Hopper could help as MAHT liaison)
Harvard's Economy: Victor, Don and Elaine
Cultural & Historic Resource: Didi and Joe
Community Services & Facilities: Lucy and SusanMary
Circulation & Traffic: Kara and Don

Devens: Victor will be the lead for MPSC in working with the contractor.

Joe is willing to review each element for clarity. Valerie Hurley has also volunteered to help edit the plan. We all are encouraged to read all of the elements over the summer. Any comments are to be sent to the respective teams.

Work Schedule: Joe noted that the contractor is to provide a schedule for meeting the milestones set forth in the RFP. The first milestone is a kick off meeting with the MPSC which will occur in early July. Victor suggested that the contractor receive the elements as revised as soon as possible (over the summer) in order to provide a context for assessing the impacts of Devens on Harvard. It is hoped the meeting on Devens findings (milestone3) could be held by the end of August.

Administrative: Kara and Lucy reported on their meeting with Tim Bragan earlier in the day. Should the PB not be able to award a contract and have work begun in June, the PB could request a special town meeting. Due to the upcoming holiday weekend and posting requirements, a special town meeting could not be scheduled for the same night as the Devens Super Town Meeting (June 8). However, given the June 10 date for receipt of bids, in the event there were insufficient or inadequate proposals and we wanted to go out again for bids, the Selectmen could be prepared to meet the evening of June 10 to call a special town meeting to extend the sunset date to June 30, 2016. The warrant could be posted the following day (June 11) for a special town meeting on June 25th. Lucy offered to let the BOS chair know of this contingency.

Kara also wondered about encumbering remaining funds (beyond the tentative contract amount of \$30,000) that might be needed for additional work related to the master plan, including holding public forums. State procurement law allows a contract to be increased by 25% of the original award without going out to bid again – in this case roughly \$8,000. Kara will talk to Tim Bragan about this.

The minutes of April 29th and May 4th were approved as presented.

All members and liaisons are invited to attend the bidders' conference on June 1st. The next MPSC meetings will be on June 15th and 22nd with the PB.

Meeting adjourned at 8:45 PM.