

Master Plan Steering Committee
Meeting Minutes
June 22, 2015

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

Following submittal of proposals in response to the Devens RFP, the MPSC agreed to meet with potential consultants. This meeting was with the following representatives of Burns McDonnell: Andrew McMullin, Mark Kasinkas, and Austin Berke.

A lengthy discussion on the firm's proposed approach and its understanding of Devens and its relationship to the town followed. Some aspects of the proposal were considered unnecessary and others found lacking.

At the end of the meeting Burns McDonnell agreed to three action items:

1. Modify the extensive social media/public outreach component;
2. Replace those consultant hours with an economist;
3. Revise the proposed scope of work as discussed and agreed to.

The team, led by Mark Kasinkas, will include an in-house economist (or, if not available, subcontracted position), Erin Gryniak, Austin Berke, and Andrew McMullin.

Kara made clear that billable work needed to begin before the end of June to hold the funds. Therefore, the revised scope would be needed by close of business in 2 days and a contract signed the shortly thereafter.

The MPSC agreed to meet to review the consultant's revised submission June 25th.