

Master Plan Steering Committee
Meeting Minutes
August 13, 2015

Members Present: Didi Chadran, Victor Normand, SusanMary Redinger, Lucy Wallace
Liaisons Present: Joe Theriault, Jaye Waldron
Planning Board Consultant: Bill Scanlan

The meeting was called to order at 7:05 PM.

Administrative: The minutes of July 2, 2015 were accepted as presented. Lucy was asked about the status of the RKG contract termination. She noted Tim Bragan is still working on the amount of the final payment with Craig Seymour of RKG.

Littleton Meeting: SusanMary reported on the master plan meeting Lucy and she had attended. Boxboro and Groton were also represented at the meeting called by Littleton's master planning committee to seek advice as it begins its planning process. One outcome of the meeting was our realization that we needed to make sure the following topics were included in our master plan: sustainability (environmental, energy); governance; and technology. Lucy felt the governance piece could be added to public service and facilities; Bill suggested all three could also be included in the chapter on challenges and opportunities. SusanMary noted that Groton made a point of having a table at community events to provide information on their planning process. Perhaps we would like one t the Flea Market?

Status of Elements Revisions: Bill reported the only element still needing revision is housing, which he and Jaye are responsible for completing. Lucy asked if the revisions had been incorporated into the other elements and sent to Mark Kasinskas, Burns & McDonnell. He said they had not. It was agreed that Bill would send everything to Mark ASAP. He will copy the MPSC as well. Lucy noted we were to have sent the revised elements to the consultant by the end of July so they could provide us with their elements findings report for review by the end of August.

Devens Findings Report: To date we have only received a listing and brief description of content of the documents the consultant will be reviewing to develop the Devens findings report. We were to have received the report by the end of July for review at this meeting. Bill indicated that Mark had promised the findings report by tomorrow, August 14th. If we do not receive it by then, Bill will contact Mark on Monday and ask for an update.

MPSC Schedule: SusanMary asked what our schedule is for completing the master plan. While the Devens portion and report is due by the end of this year, it will probably take the MPSC another couple of months to complete the plan. Our tasks will be to complete the element chapters, incorporate the Devens components into the plan, to review and revise the Opportunities and Challenges chapter, and, finally develop the Implementation Plan. RKG had provided drafts of those last two components which we can build on. Bill will be the primary editor and responsible for pulling it all together. We set a goal of delivering the completed master plan to the Planning Board in February.

Next Steps: The MPSC agreed to review the Chapter on Opportunities & Challenges, and the Action Plan before our next meeting. Due to a lack of quorum available for the next

scheduled meeting on August 27th, our next meeting will be on September 3rd. Lucy noted she will still be in Washington, DC, but will try to get her comments to Bill before the meeting. We also should have the Devens findings before then. The tentative agenda for the 9/3 meeting will include:

- Review revised element chapters
- Review Challenges and Opportunities chapter
- Review Action Plan
- Review Devens findings

Open items to consider at a later meeting are the previously noted sustainability, governance and technology topics.

The meeting was adjourned at 8:15 PM. The next meeting will be September 3rd, location to be determined.