

Master Plan Steering Committee  
Meeting Minutes  
November 4, 2015

Members Present: Didi Chadran, Kara Minar, Victor Normand, Lucy Wallace  
Consultant: Mark Kasinskas, Burns & McDonnell  
Other: John Osborn, *The Harvard Press*

The meeting was called to order at 7:10 PM.

Administrative: The minutes of October 8, 2015 were approved as presented. The minutes of October 29, 2015 were approved as amended.

November 12 Presentation: Kara suggested that Bill Scanlan act as the moderator for the forum, including introducing the participants (Mark and Victor) and providing a brief overview of the master planning process. The MPSC then walked through Mark's draft power point presentation, suggesting edits and deletions. Mark asked for the MPSC's guidance on whether to start or end with the Devens economic analyses. It was agreed that the economic piece should be at the end as the overview of Devens' impact on the master plan elements will provide additional context for assessing the financial section. Also, the financials will probably generate the most questions at the Q&A session to follow at the conclusion of Mark's presentation. Of note in the Community Services and Facilities section was the need for SusanMary to review and, if needed, send Mark revised student population projections.

Mark asked how much time he should allocate for his presentation. Given the session is advertised for 7 – 8:30 PM, it was agreed that splitting the time roughly 50/50 between presentation and Q&A would be a good target.

Mark will provide a revised draft by the end of the day on Thursday (5<sup>th</sup>) which Kara and Lucy will review on Friday. The intention is to get any additional revisions to Mark by Monday morning.

Following the public presentation on November 12<sup>th</sup>, the next regular MPSC meeting will be Wednesday, November 18<sup>th</sup> at 7 PM.

The meeting was adjourned at 10:20 PM.