

Master Plan Steering Committee  
Meeting Minutes  
December 10, 2015

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

The meeting was called to order at 7:30 PM.

Administrative: The minutes of November 18, 2015 were approved as presented. The second Burns and McDonnell invoice dated November 30, 2015 and in the amount of \$5,328 was approved for payment. Bill noted that the contract was for \$29,990; with payment of this invoice \$11,255.65 will have been expended, leaving a balance of \$18,734.35.

At our last meeting Kara reported that we have \$8,300 left in the Master Plan account. She suggested we ask Mark if B&McD would consider an amendment to the contract to integrate their report into the text of the Master Plan for an additional \$5,000. That would leave \$3,300 for outreach costs the committee will have for the final public presentation and copying of the Plan. Kara will check with Lorraine regarding the process for extending and amending the current contract. Bill will contact Mark to set up a conference call next week.

Review of B&McD December 8, 2015 “Devens Impact Evaluation & Recommendations” Report: The MPSC reviewed the consultant’s final report and noted several additional corrections/edits/clarifications to be made to the document. Bill will send them along to Mark. It was moved and unanimously approved to accept this report as amended.

Lucy suggested and it was agreed that that DEAT’s most recent report be included in the final Master Plan as Appendix 4.

Appendix 2, “Master Plan Elements Review” of the B&McD report contains matrices for each element which highlight both the current and recommended level of discussion to address the Devens-related issues. It was agreed to review and prioritize them when developing our recommendations as part of the Master Plan’s Action Plan.

Chapter Review: The schedule for completing the plan had anticipated reviewing the edits to Chapters 2, 3 and 6. As the review of the B&McD final report had taken most of the meeting, we agreed to review these 3 chapters, as well as the other 3 already scheduled, at our next meeting. The schedule for chapter review is now:

- 1/7: Chapters 2,3,4,6, 7 & 8
- 1/14: Chapters 5 & 10
- 1/28: Chapters 9 & 11

Bill will be writing Chapter 1, Introduction, which will be reviewed at our 1/28 meeting. SusanMary hopes to have Eric Broadbent’s piece on sustainability for our review on 1/7.

The meeting was adjourned at 9 PM.