

Master Plan Steering Committee
Meeting Minutes
January 14, 2016

Members Present: Didi Chadran, Kara Minar, Victor Normand, Lucy Wallace
Liaisons Present: Don Ludwig, Jaye Waldron
Planning Board Consultant: Bill Scanlan

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

Administrative: The minutes of January 7, 2016 were approved as presented. Bill distribute copies of the Burns & McDonnell final invoice (#86305-3), dated December 31, 2015 and in the amount of \$19,958.35. It was moved and approved to recommend to the Planning Board payment of the invoice.

Chapter Review: Chapters 4, Housing; 5, Harvard's Economy; 8, Circulation and Traffic; and 10, Opportunities and Challenges were reviewed. It was agreed to remove Section 3, Recommendations, from Chapter 10 for two reasons: first, the prior sections of that chapter had covered many of the recommendations; and second, Chapter 11, Action Plan, will lay out recommendations in order of priority. It was suggested that a glossary may be useful to define commonly used terms/phrases, such as "residential Harvard."

Recapturing Unused Funds: There is approximately \$8,000 left of the original town meeting appropriation for the Master Plan. Because the committee expected the Plan to have been completed by RKG by June 30, 2015, extension of the 6/30/15 sunset was not requested. When funds were encumbered in July to cover a new contract with Burns & McDonnell, additional funds were not also encumbered as the town was in the midst of cancelling the RKG contract and, therefore, uncertain of the settlement amount. After some discussion, it was agreed that Don, Lucy and Kara will meet with Tim Bragan and Lorraine Leonard to discuss both a money warrant article and reserve fund transfer (the latter being preferred) to recover those funds. The intent would be to use approximately \$5,000 to contract with Burns & McDonnell to integrate their report into the Plan, with the balance being used for outreach for the public forum and copying the final Master Plan.

Schedule: Our next meetings will be on:

- 1/28: Review of Chapters 1, 7 and 9
- 2/11: Review of the draft Plan and development of materials for the public presentation
- 2/25: Prepare for public presentation currently set for March 3rd or 10th.

The meeting was adjourned at 9:30 PM.