

Master Plan Steering Committee
Meeting Minutes
February 25, 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 February 11, 2016 were approved as presented.

Press Release: The draft press release prepared by Didi and circulated to the MPSC earlier was approved. Didi will request that it be in either the 3/4/16 or 3/11/16 *Harvard Press*. Didi will also speak to Liz about running a public notice in the newspaper.

Townwide Mailing: Didi presented 3 draft postcard mailers. The MPSC selected the third option having the fewest words and only 4 bullet points. Didi will contact J&S Printing in Ayer with the intent of having it be mailed the week of March 14th. He will make sure mailings go to Harvard and Still River zip codes and residences on Devens. He will also see that the invoice is sent to Liz.

Burns & McDonald Update: Bill reported that Mark Kasinkas is not working on the integration of Devens into the element chapters as he is currently engaged on another contract. However, the planner assigned to this task will be working under Mark's direction. Bill will contact Mark and ask that the draft be sent to the MPSC by March 2nd so it can be read and discussed at the March 3rd meeting. That would provide sufficient time for any edits/revisions prior to the draft Master Plan be available to the public ahead of the March 24th hearing. Bill will also ask to have B&McD present at the March 3rd meeting.

Chapter 11, Action Plan, Review: Bill had incorporated the revisions and edits to Chapter 11 made at the February 11th meeting. The committee reviewed the Action Plan and made additional revisions. The final version of Chapter 11 should be available for the March 3rd meeting.

Administrative: Members were reminded that they had been assigned specific chapters to review by March 3rd. The chapters were as follows:

- Chapter 1, Introduction: Kara
- Chapter 2, Land Use: Kara
- Chapter 3, Natural Resources & Open Space: Didi
- Chapter 4, Population & Housing: Lucy
- Chapter 5, Harvard's Economy: Don
- Chapter 6, Cultural Resources: SusanMary
- Chapter 7, Community Services & Facilities: SusanMary
- Chapter 8, Circulation & Traffic: Kara
- Chapter 9, Devens: Lucy
- Chapter 10, Opportunities & Challenges: all

It was suggested that as individual chapters are reviewed the reviewer make sure there is justification in the text for any recommendations in Chapter 11 linked to that particular chapter.

Once the draft Plan has been finalized, Bill will send it to all boards and committees ahead of the March 24th public hearing. It also will be posted on the MPSC website. Didi noted the website needed updating. Bill offered to help him on that.

Future meetings will be as previously scheduled: weekly through March, with the goal of the Master Plan be adopted by the Planning Board on March 31st.

The meeting was adjourned at 8:20 PM.