

**Harvard Devens Jurisdiction Committee  
Small Meeting Room, Harvard Town Hall  
Minutes of the August 8, 2018 Meeting  
Paul Green, Clerk**

## **Attendance**

**Members Present:** SusanMary Redinger, Lucy Wallace, Kara Minar, Erin McBee, Victor Normand. Paul Green, Tim Myllykangas, George Glazer (via mobile phone), Heather Knowles.

**No Members Absent.**

## **Approval of Minutes**

The meeting was called to order by Victor Normand at 8:05 am.

Victor asked for corrections or additions to the minutes of our meeting on July 9. Lucy asked that the clerk arrange future minutes by topic discussed. The committee approved the minutes unanimously.

## **Discussion of Charge and Plan of Action**

Victor stated that his goal was to keep our meetings to an hour or less.

Victor reviewed the charge to the committee, saying that the substance of this committee will be the creation of the RFQ. He noted that we will need substantial funding to bring a credible document to the town (i.e., the work product of the RFQ). He proposed that the charge be amended to mention the other stakeholders (e.g., the other towns).

After a brief discussion, Victor summarized the consensus of the committee that we believed that it was appropriate for the Select Board to notify MassDevelopment, Ayer, and Shirley that we have begun this work. Lucy stated that she has already met with the Town Administrator for Ayer, and will take on the task of contacting the same person in Shirley. We are not ready to work with them or negotiate with them; that will happen later on. Victor said that the recently-completed Master Plan for Harvard should be the vehicle that will guide our work. Each town should understand how it wants to deal with Devens disposition and how development at Devens relates to their master plan. He noted that conflicts between the positions of each town will become the basis for negotiation. Our charge requires us to periodically meet with our Select Board to provide them with updates on our progress.

## **Task Assignments**

Victor opened the discussion of task assignments. He said that we have been asked to meet with department heads and committees. Lucy volunteered to work with Julie to create a list of committees, boards, departments, and contacts that we should meet with. She noted that while this effort would repeat some of the work that was done to revise the Master Plan, the normal turnover in staff and committee membership made it reasonable to revisit the issues.

Victor suggested that we develop some basic interview questions that we wanted to ask each representative. It will help our report to be consistent. For example, "What is your perception

on how resuming jurisdiction will change your job?” He suggested that each of us imagine ourselves as a department head and think of what issues would be critical and important.

We then discussed how we might compile various key facts and figures for Devens. For example, how many miles of roads exist on Devens? How many playing fields? We discussed, but did not resolve, the boundary between our responsibility, as a committee, to compile and research these statistics, and the responsibility of the consultant whom we will engage to compile and research them.

We decided that we should be prepared to ask the department heads and chairpersons of town committees what information they would need to understand the impact of Devens on their work.

Lucy said that when the Select Board discussed this issue, they felt that the questions are a way of saying to them, you don’t know everything you need to know, you need to start thinking about this. What do you need to understand to start taking care of your responsibilities over there?

George felt that we would need to define the end state before we start work; we should define what this whole process is going to look like when it is complete so we have a clearly articulated goal.

Victor reviewed the history of previous efforts by Harvard to define what is required to resume jurisdiction. This committee is the result of that effort by the town, via the master plan and the recent town meeting vote. In his view, we are not capable of doing that level of analysis. We need a consultant firm that knows municipal operations. We are talking about gathering input about what info they need in order to expand their work to include Devens. We don’t need to know the number of new staff, but the consultant’s report would include this info, including the added skills.

George suggested that we look at the existing DPW operation at Devens, and see how we could combined it with the Harvard DPW, while eliminating redundancies.

Victor noted that the problem with that approach is that MassDevelopment can’t answer our questions because they don’t record how much work is performed within each of the 3 towns, and their DPW department performs many tasks that would not transfer to Harvard, because MassDevelopment is also the developer and sales agent for Devens. Unfortunately, their current work (records of tasks and expenses) is only marginally useful to us.

Kara felt that we owe the DPW some basic information; a baseline. That would permit the DPW to project its current costs and manpower factors onto Devens.

SusanMary proposed asking the question “What do you need to know about the land at Devens in order to take it back?”

Tim suggested that we compile the list of questions, and the information we get from the staff members, and include them in the scope of work.

## **Upcoming Task Assignments**

Victor suggested that each of us imagine that we are a department head and we really don’t know much about Devens. What questions will we ask?

Lucy suggested that we come back with 5 or 6 questions. Some questions might be specific. Some might be general. What do we need to give you, through a consultant, so you can plan?

Paul volunteered to collate the questions and have the list ready for the next meeting. He asked people to get their questions to him in advance of the next meeting.

Lucy volunteered to inform the other towns.

Heather volunteered to give Victor the name of the new head of Devens.

Victor volunteered to contact the new head of Devens, once he gets the name. He also volunteered to touch base with our state senator and state representative.

Victor proposed to discuss our strategy for talking to MassDevelopment at our next meeting.

Paul said that he has posted the next meeting for September 6, 2018 at 9am at Devens (33 Andrews Parkway).

After a short discussion, Victor decided that we will try to meet first Thursday of every month at 9am. We decided to alternate meetings between Harvard and Devens.

Victor adjourned the meeting at 9:59 am.