

**Harvard Devens Jurisdiction Committee  
Meeting Held at 33 Andrews Parkway, Devens  
Minutes of the September 6, 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 9:04 am.

Victor asked for corrections or additions to the minutes of our meeting on August 8. The committee discussed whether the minutes should identify speakers by name, or not. The consensus was that the minutes should capture the discussion but not the names of individuals. If someone wishes to have their name associated with a specific comment, they should request this when the minutes are reviewed for approval. We want people to be free to express their opinions and contribute to the discussion. SusanMary moved to approve the minutes and Lucy seconded the motion. The committee then unanimously approved the minutes.

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

The chairman opened a discussion of how we get input from department heads and committee chairpersons. Lucy passed out a list of representatives of town boards, committees and departments (see attachment). We discussed splitting the list into the set of people we wanted to meet in person, and the people whose opinions and information we could solicit in writing. We want input from everyone; the only question is the most appropriate method to obtain it.

Several people submitted proposed questions to the clerk in advance of this meeting (see attachment). Many of these questions are specific to a department. The chairman offered some generic questions (see attachment) that could apply to any department.

The purpose of gathering information is to give the consultant(s) that we hire some direction. For example, for Harvard to resume jurisdiction of its portion of Devens, what additional tasks will be required of our government and volunteers, what additional personnel will be required, and what additional technology will be required? We discussed asking people to document their existing tasks, personnel, and technology. At a minimum, we can document jurisdictional responsibilities. The committee did not come to a consensus on how much information we should provide to the consultant versus how much information we should expect the consultant to gather on her or his own. The personnel board has documented individual positions but not entire departments.

Members expressed concerns about making too many assumptions during this planning process. "We've always done it this way" may not be applicable because Devens isn't just like Harvard. We want the planners to gather, clarify, and focus on requirements, too, not simply report on people and equipment.

We agreed that we should not try to bring ourselves up to the same level of expertise as the people who are in charge of various town functions. Our job is to gather information, not to second-guess our experts.

We expect that this will be somewhat of an iterative process.

We hope to attract consultants who have helped municipalities that are experiencing rapid growth. Based on their experience, we expect them to already know what types of information they need. The point of our work, as volunteers, is to get buy-in from our people, and give them a chance to offer specific information to the consultants.

Our committee expressed a desire to ask the consultants to examine the topic of regionalization of services with our neighboring towns.

Because Devens is not like previous projects that consultants have researched, it will be up to us to ensure that the unique factors of Devens are taken into account (e.g., Chapter 498 regulations, the 2033 target resumption of local government date, the housing cap, etc.).

We discussed the tension between wanting to provide a consultant with useful information in advance (to save time and effort) while recognizing that consultants will want to go about gathering information in their established way.

Victor asked Lucy to take a stab at writing the preamble to the questionnaire which would give an overview of the situation at Devens.

## **Progress on Task Assignments**

Lucy has not yet contacted the other towns, but knows who to contact.

Victor met with Jamie Eldridge (State Senator). He is aware that this committee has been formed. We should send him our minutes. He let Jamie know that we will need significant financial support from MassDevelopment for our effort. Victor asked if someone on our committee would accompany him to meet with Jen Benson and Sheila Harrington (State Representatives). SusanMary offered her assistance. Victor reports that Jamie supports our effort.

Victor asked for a formal communication from the Harvard Select Board to MassDevelopment, that this committee exists and what we are charged to accomplish. We also discussed whether we should make an informal approach to someone one of us knows at MassDevelopment, and decided to wait for the formal approach to happen first, and request someone to serve as our liaison to MassDevelopment.

## **Pending Task Assignments**

Lucy will inform our neighboring towns about our committee, and write the preamble to the questionnaire for department heads.

Victor will ask the Harvard Select Board to formally communicate with MassDevelopment about this committee and its charge, and ask for MassDevelopment to assign a liaison person.

Everyone should review the questions for department heads.

Heather will give Victor the name of the head of Devens (acting or permanent). She will also create a list of the MassDevelopment departments operating at Devens.

Victor and SusanMary and/or Erin will meet with Jen Benson and Sheila Harrington.

Victor will contact the new head of Devens, once he knows the name.

Paul will post the next meeting for October 4, 2018 at 9am at Harvard Town Hall.

Victor adjourned the meeting at 9:59 am.

## **Attachments**

Handout with proposed questions from SusanMary, Heather, Tim and Paul.

Handout with proposed questions from Victor.

Handout with names of contacts for Harvard boards and committees from Lucy.

**SusanMary Redinger:**

I have thought about questions that the School Committee would want to know:

1. What is the anticipated student population from Devens once the housing cap has been reached?
2. How many households (if any) would be eliminated from the Harvard schools community if disposition goes along the historical boundaries?
3. What are the anticipated transportation needs of the Devens school population as of 2033?
4. What governing body would control the use of the playing fields at Devens?
5. If the housing cap is increased significantly prior to 2033 are there any facilities or plots of land that could accommodate an additional school building?
6. What, if any, obligation would Harvard have for the Francis. W. Parker Charter School?
7. Will the tax revenues from the households being added to Harvard make up for the funds from the current educational contract?
8. What are the potential budgetary impacts for the schools?

I think questions are going to be department specific...

**Heather Knowles:**

Here is my proposed question list:

1. Do you feel like you have the information you need to assess the impact of resuming jurisdiction over Devens? If not, what is the bare minimum you need to make an INITIAL assessment?
2. What is the potential impact to your department (board, committee, etc) of resuming at a minimum the land previously belonging to Harvard? Might include financial, personnel/staffing, equipment, etc.
3. What timeline do you envision would be needed to make this transition possible?

**Tim Myllykangas:**

Suggested questions below;

1. "What do you see as the top 2 issues/concerns in your department related to towns resuming jurisdiction?"
2. "What do you think would be the keys to a successful jurisdiction transition?"
3. "What would be on your wish list related to the transition?"

Paul Green:

For the Harvard DPW Director:

1. What information do you need from the Devens DPW on the handling of snow removal? For example, what are the expectations of the residents and businesses at Devens with respect to the clearing of snow from the roadways? For example, by what time do they expect the roadways to be passable?
2. What information do you need about the fresh water system?
3. What information do you need about the waste water system?
4. What information do you need about the storm water management systems?

For the Harvard Police Chief:

1. What information do you need to assess how Harvard would perform public safety services in its historic lands at Devens?

For the Harvard Fire Chief:

1. How would you coordinate the activities of the professional firefighting staff at Devens with the call staff here in Harvard?

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## Consultant questions for Department Heads and Committee Chairs

- What are the major tasks that my department/committee will be asked to undertake?
  - How are they similar to the tasks now undertaken?
  - How are they different?
- What are the additional personnel requirements if any?
  - Are their skill sets needed that are not presently available in my department/committee?
  - Will any of the current employees be available for transfer?
- What additional tools and equipment will be needed to handle additional tasks?
  - Will any tools and equipment be available to transfer to my department/committee?
- What would be the expected transition time period?
- Are there any changes to the current operation of the Devens department/committee that may have been requested and not made previously?
- What will be the biggest challenges facing my department/committee?
- What are the likely benefits<sup>(opportunities)</sup> to my department/committee as a result of resuming jurisdiction over Harvard/Devens?

Lucy Wallace  
9-6-18

# **Harvard Boards/Committees and Departments** draft 9/5/18

<u>Elected Town Offices</u>	<u>Contact</u>	
Library Trustees	Davida Bagatelle	
Moderator	Bill Barton	
School Committee	Mary Traphagen	
Select Board	Lucy Wallace	
Warner Free Lecture	Lisa Foley	
<u>Appointed Town Boards &amp; Departments</u>		
Access to Services Liaison	none	
Agricultural Advisory Committee	Kerri Green	
Ambulance Service	Jason Cotting	
Animal Control Officer	Paul Willard	
Bare Hill Pond Watershed Committee	Bruce Leicher	
Board of Assessors	?	
Board of Health	Libby Levison	
Broadband Committee	Noyan Kinayman	
Burial Officer	Chief Denmark	
Cable Access Committee	Bill Johnson	
Capital Planning & Investment Committee	John Seeley & Susan Mary Redinger	
Cemetery Commission	Bruce Dolimount	
Community Preservation Committee	Didi Chadran	
Conservation Commission	Don Ritchie	
Constable	Greg Newman	
Council on Aging	Beth Williams	
Cultural Council	Lucy Clerkin & Anne Butterfield	
Devens Enterprise Commission Reps	Jim DeZutter & Duncan Chapman	
Elderly & Disabled Taxation Aid Committee	Amy Haley, Treasurer	
Elm Commission	Bill Calderwood	
Emergency Program Director	Chief Sicard	
Energy Advisory Committee	Brian Smith	
Fence Viewers	Ron Ricci, Leo Blair	
Finance Committee	Don Ludwig	
Fire Department	Chief Sicard	
4th of July Committee	Anne Hentz	
Harbormaster	Bob O'Shea	
Hazardous Waste Coordinator	Chief Sicard	
Historical Commission	Pam Marston	
Housing @ Hildreth House	Rick Maiore	
Inspectional Services	Gabe Vellante	

# Harvard Boards/Committees and Departments

draft 9/5/18

Land Stewardship Committee		
Library Department	Mary Wilson	
MART Advisory Board	Tim Bragan	
MBTA Advisory Board	none	
Minuteman Home Corp Rep	Pam Frederick	
Montachusett Joint Transp. Committee	none	
MRPC	PB & SB Reps, as needed	
Montachusett Voc. Tech HS	none	
Municipal Affordable Housing Trust	Alice Von Loesecke	
Old Library Accessibility Committee	Lucy Wallace	
Park & Recreation Commission	Wyona Lynch-McWhite	
Personnel Board	Victor Normand	
Planning Board	Erin McBee	
Police Department	Chief Denmark	
Public Works Department	Tim Kilhart	
Registrars of Voters	Marlene Kenney	
Select Board's Office	Tim Bragan	
Sewer & Water Commission	Cindy Russo	
Tree Warden	J.C. Ferguson	
Town Counsel	Mark Lanza	
Veteran's Agent	Mike Detillion	
War Monument Restoration Committee	Jon Shoenberg	
Zoning Appeals Board	Chris Tracey	
495 Metowest Partnership Rep	Duncan Chapman	