

**Harvard Devens Jurisdiction Committee
Meeting Held at Vicksburg Room, Devens, MA
Minutes of the February 6, 2020 Meeting
Paul Green, Clerk**

Attendance

Members Present: Paul Green, Heather Knowles, Tim Myllykangas, Victor Normand, Lucy Wallace.

Members Absent: George Glazier, Erin McBee, Kara Minar, Susan Mary Redinger.

Guests: Chris Ryan (Town of Harvard), Ed Starzec (MassDevelopment Real Estate), Peter Lowitt (MassDevelopment Land Use).

Approval of Minutes

The meeting was called to order by Victor Normand at 9:00 am.

The committee reviewed the minutes of the meeting on November 2, 2019. No changes were requested. Lucy moved to accept the minutes and Heather seconded the motion. The committee unanimously approved the minutes.

Framework Committee Status

The Framework Committee is working to add a 6th group of stakeholders to their committee, to represent the residents and businesses of Devens. MassDevelopment has put out a notice to seeking applications. The deadline has been extended until March. Heather expressed a concern about the method that would be used to select these representatives. Victor explained that a subcommittee of the Framework Committee would review applications and make recommendations, and that the full Framework Committee would make the selections. The concern is that residents hold a diversity of opinion on the future of Devens, and this diversity should be reflected in their representation. Victor noted this concern.

Victor and Ed noted that they expect that multiple outcomes for Devens will be explored during the disposition debate.

Victor reported that the Framework Committee has asked the Town Administrators to (1) draft an RFQ for hiring a consulting firm with experience in municipal finance, and (2) draft a timeline to clarify for all of the stakeholders exactly what is going on and what is the official explanation of the effort. Ed said that he is preparing, in consultation with the Town Administrators, a sequence of events but does not feel it is appropriate to put dates on the sequence until the consulting firm is onboard. The firm will be hired under the MassDevelopment procurement policies with selection performed by the Framework Committee. The HDJC discussed the differences between an RFI (Request for Information) and RFQ (Request for Qualification), noting that we may want a hybrid of these two approaches; we know some of what we need and want but also want to hear innovative ideas and suggestions. Ed suggested that each group of stakeholders on the Framework Committee prepare a nonbinding list of their important issues and concerns, which would then be included in the RFI/RFQ.

Victor noted that the work of this (HDJC) committee is in suspense until we get direction from the Framework Committee. Lucy suggested that we wait for specific tasks, and meet less often. Paul suggested that we have a schedule but also agree to cancel a meeting if there is no reason to meet. He noted that we still need to finish the interviews. It has been nice to be able to do them on our own schedule; once we have a consultant on board, pressure will be on us to respond quickly. Victor feels that we have been able to raise awareness, even though we

have not met with every department. Paul noted that he has learned that some of the committees he spoke with seem a little unclear about their charter. The consensus is that we meet quarterly for now, on the first Thursday morning as per our current schedule.

Pending Task Assignments

The clerk has not received any new report. Tim said that he submitted a report; Paul will look for it. Lucy will submit a report that she did with the Harvard Select Board. We are presently at 53% completion.

Members of the committee should continue to send write-ups of their meetings with department heads and committee chairs to Paul.

Next Meeting

Tentatively set for April 2, 2020.

Adjournment

Victor adjourned the meeting at 9:55 am.

Attachment

HDJC Interview Status

HDJC Interview Status as of June 27, 2020

Paul Green, Clerk

Listed below are the people who have outstanding reports still due, and the committees or commissions that they have volunteered to interview.

SusanMary Redinger 8 of 8 complete.

Erin McBee 0 of 7 complete.

- Moderator
- Warner Free Lecture
- Emergency Program Director
- Fire Department
- Hazardous Waste Coordinator
- Land Stewardship Committee
- Sewer & Water Commission

Lucy Wallace 8 of 10 complete.

- Fincom
- Veterans Agent

Kara Minar 1 of 7 complete.

- Agricultural Advisory Comm
- Board of Health
- Burial Officer
- Cultural Council
- Police Department
- Public Works

George Glazier 0 of 4 complete.

- Ambulance Service
- Cemetery Commission
- Constable
- Elm Commission

Heather Knowles 4 of 5 complete.

- Animal Control Officer

Victor Normand 0 of 2 complete.

- Board of Assessors
- Personnel Board

Paul Green 6 of 6 complete.

Tim Myllykangas 1 of 3 complete.

- Inspectional Services

- Town Counsel

Overall 60 identified committees or boards
 51 significant committees or boards
 9 committees removed from our list
 28 reports written

Completion: 28 / 52 or 54%