

**Harvard Devens Jurisdiction Committee  
Meeting Held at Harvard Town Hall  
Minutes of the October 4, 2018 Meeting  
Paul Green, Clerk**

## **Attendance**

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

**Guests:** Chris Ryan.

## **Approval of Minutes**

The meeting was called to order by Victor Normand at 9:01 am.

Victor asked for corrections or additions to the minutes of our meeting on September 6. SusanMary moved to approve the minutes and Tim seconded the motion. The committee unanimously approved the minutes.

## **Communication with Town Boards and Departments**

Victor explained that he, Lucy, and SusanMary had written a draft of a proposed letter to Town department heads and committees. Copies of the letter were passed out to the committee. The committee discussed the letter and offered no changes.

Victor introduced Chris Ryan, the new Town Director of Community and Economic Development. Members of the Committee then introduced themselves to Chris. Members of the Committee reviewed the history of Devens for the benefit of Chris.

The committee set about dividing up the town boards and committees among the members of the HDJC. The math works out to about 6-7 boards or committees for each HDJC member. SusanMary will create a Google Doc of the list, and ask members to choose at least 6 boards to contact. Or people can email Paul with their choices and he will enter them into the electronic document.

After we have sent out the introductory cover letter, our members will contact the committee and ask if they have questions or concerns about current interactions with Devens and about Harvard resuming jurisdiction of Devens. (See the attached letter.)

## **Town Updates**

We discussed how to apply for funding from MassDevelopment for the activities of this committee. Our consensus is that MassDevelopment should provide the major funds for this planning activity. The town can pay the cost to inform town residents, say by printing a report or mailing out materials to the residents. A town-wide mailing costs approximately \$600-\$700. Lucy will ensure that the Select Board budget has sufficient funds for a town-wide mailing.

Lucy and Victor met with the new Town Administrator in Shirley. Victor briefly reviewed that meeting. We are encouraging each town to look at what is best for them. The two principles are to be town-centered and transparent. Victor has verified with Jamie Eldridge that MassDevelopment will have influence but that the Legislature will pay more attention to the desires of the towns. The Shirley Town Administrator is new and still learning about Devens.

We discussed whether to send the minutes to the Town Administrators for Shirley and Ayer. We want to be transparent, and providing the minutes should assist in this way. We will discuss this further at our next meeting when we expect to have more of our members present.

## **MassDevelopment Updates**

Victor passed out a copy of a letter that was sent by the Harvard Select Board to MassDevelopment, asking for a person to serve as a contact for us. (See the attached letter.) Lucy will follow up to see if we have received a response.

We discussed how to work cooperatively with MassDevelopment and the other stakeholders on the selection of, and work of, the consultant that is hired to prepare the report. One of the reasons that we are holding every other meeting at Devens is to facilitate communication with MassDevelopment. Once we have a contact person, we will invite him or her to our meetings.

We discussed and agreed that any time that MassDevelopment meets with the consultant, representatives from each town should also be present.

## **Political Update**

Victor met with Jamie Eldridge. Victor and SusanMary will meet with Jen Benson soon. Victor has reached out to Sheila Harrington's office and will schedule a meeting with her. Jamie confirmed that he received a copy of the letter that we sent to MassDevelopment.

## **Pending Task Assignments**

SusanMary will create a Google Doc of the list of department heads and committee chairs and ask members of our committee to assign themselves to at least 6 of them.

SusanMary or Lucy will edit the cover letter to say that we will be contacting them.

Lucy will ensure that the Select Board's budget for FY20 will include sufficient funds to support printing and mailing a report from this committee to all residents.

Lucy will follow up with MassDevelopment regarding the letter that the Harvard Select Board sent asking for a person to serve as a point of contact for us.

Lucy and Victor will meet with the Ayer Town Administrator and Chair of the Selectmen.

Victor and SusanMary will meet with Jen Benson. Victor will set up a meeting with Sheila Harrington.

Chris will create a mock-up of a questionnaire for Survey Monkey, to be included with the cover letter.

Victor will contact the new head of Devens, once one has been appointed.

Paul will post the next meeting for November 1, 2018 at 9am at Devens.

Victor adjourned the meeting at 9:59 am.

## **Attachments**

Letter from the Harvard Select Board to MassDevelopment.

Draft letter from our committee to each Harvard department or committee.

**OFFICES OF THE  
SELECT BOARD AND  
TOWN ADMINISTRATOR**

13 Ayer Road, Harvard, Massachusetts 01451  
(978) 456-4100

[www.harvard.ma.us](http://www.harvard.ma.us)  
(978) 456-4107 fax



September 19, 2018

Lauren A. Liss  
President and CEO  
MassDevelopment  
99 High Street  
Boston, MA02110

Subject: Harvard-Devens Jurisdiction Committee

Dear Ms. Liss:

At Town election in 2017 the residents of the Town of Harvard voted in favor of a ballot question that directed the Select Board to “begin planning for and initiate discussions with appropriate parties with the goal of presenting a plan to the Town of Harvard voters to resume jurisdiction over the land presently part of Devens formerly under the jurisdiction of the Town of Harvard...”

To that end, a committee consisting of nine Harvard and Devens residents was appointed by the Harvard Select Board and charged with designing a process for the development of such a plan. At this time the Town of Harvard is requesting your consideration to name a contact person to be a liaison to the Committee. Victor Normand, who has been elected Chair of the Harvard-Devens Jurisdiction Committee will be the Town’s point of contact.

Please don’t hesitate to let me know if you have any questions regarding this undertaking. While 2033 seems rather far off yet, the residents and elected officials of Harvard have come to realize that a successful transition, in accordance with Chapter 498, will only come about with a well thought out and coordinated plan originating from the towns of Harvard, Ayer and Shirley. We have taken the first step on a long and detailed journey and look forward to collaborating with MassDevelopment to ensure a smooth transition.

Sincerely,

Lucy Wallace  
Select Board, Chair

Cc: Harvard Select Board, Tim Bragan (Town Administrator)  
Victor Normand, Chair Harvard-Devens Jurisdiction Committee  
Ayer Board of Selectmen  
Shirley Board of Selectmen  
Senator Jamie Eldridge  
Representative Jen Benson  
Representative Sheila Harrington

## Harvard-Devens Jurisdiction Committee

October 00, 2018  
Department Head  
Department  
13 Ayer Road  
Harvard, MA 01451

Subject: Department and Board Input

Dear \_\_\_\_\_,

Passage of Ballot Question #4 at the 2107 Town Elections directed the Select Board to “begin planning for and initiate discussions with appropriate parties with the goal of presenting a plan to the Town of Harvard voters to resume jurisdiction over the land presently part of Devens formerly under the jurisdiction of the Town of Harvard...”

In July 2018 the Harvard-Devens Jurisdiction Committee was appointed and charged with instituting a process for developing such a plan, including the retention of consultant services. Of the several tasks given to the Committee, one of the first was to meet with Town Boards and Departments to seek input regarding their respective areas of responsibility.

Specifically, the Committee is interested in learning, how resuming jurisdiction might impact the operation of all Boards and Departments. As the committee develops the request for proposals for consultant services, it is important to know what information each Board and Department will need in determining how their operations will be affected by the resumption of jurisdiction at Devens,

We appreciate you making time to consider this request and hope to continue a dialogue with you over the coming months. Providing the Committee with your questions and concerns will help insure that the work of the consultants is comprehensive and useful.

For your information, attached is the Devens Matrix from the 2016 Master Plan which highlights general areas to be considered with respect to Devens and actions to meet the goals and objectives of the Master Plan.

Thank you.

Harvard-Devens Jurisdiction Committee

Victor Normand, Chair  
George Glazier, Devens resident  
Paul Green, Clerk  
Heather Knowles, Vice Chair and Devens resident  
Tim Myllykangas  
Erin McBee, Planning Board representative  
Kara Minar, Select Board representative  
SusanMary Redinger  
Lucy Wallace, Select Board representative