

Date: 2 February, 2005

Members Present: Mike Boucher, Daniel Saroff , Dave Winters

Absent: Bob Eisengrein, Phil Crosby

Call to order: 2/2/2005 7:10 PM

Minutes:

- Minutes accepted with modification of “Success Criteria” to “Acceptance Criteria”.

Board of Accessories:

- Daniel Saroff to draft a letter suggestion either Armen Demerjian or Mike Donabedian.

Devens Acceptance Criteria

- Mike made changes based on discussion. Will email to DC for review.

Public Hearing

- Proposed two public hearings: Monday 28 Feb (7:30-9:00PM) and Monday 7 March (7:00-8:30PM). Need confirmation other DC members.
- Supply comment sheets at each meeting.
- Comments and questions will be directed to the chair for direction to presenters.
- Dave needs to ask MD or DEC for admin to take notes.
- Print-outs of PowerPoints.
- Daniel Saroff will write Agenda and cover letter.
- Materials complete by 14 February 2005 for posting.
- Materials will be posted by MD.
- Ask MD supply comestibles and drinks.
- **New Agenda—Night 1:**
 - Introductions—Goals, Segments, Times, Format of Discussion: **5 Minutes—Dave**
 - Review of Disposition Process and QA—e.g., key players, milestones: **15 Minutes/5 minutes QA—Mike**
 - Review Executive Summary of Questionnaire & QA: **10 Minutes—Daniel Saroff**
 - Review Scenarios for Disposition—Review in Order of Coordinating Committee: **10 Minutes—Mike, each DC staff reviews their sub committee.**
 - Acceptance Criteria—Read through of each section and after reading open for 9 minutes questions and comments. We will review all comments received in advance of the meeting first: **40 minutes—Mike**
 - Un-reviewed sections will be completed in subsequent meeting.
 - Wrap-up—Logistics: **5 minutes—Mike and Dave**
- **New Agenda—Night 2:**
 - Introductions—Goals, Segments, Times, Format of Discussion: **5 Minutes—Dave**
 - Review of Previous Session: **5 minutes—Mike**
 - Acceptance Criteria—Read through of each section and after reading open for **9 minutes** questions and comments. We will review all comments received in advance of the meeting first: **70 minutes—Mike**
 - Un-reviewed sections will be completed in subsequent meeting.
 - Wrap-up—General: **10 minutes—Mike and Dave**

DDEB Update

- **Coordinating Committee**—Developed standardized tool for making budgeting requests.
- **Governance Committee**—Two models of governance for the two disposition alternatives. In both cases non-voting Devens member on every committee and commission until first vote—after discussion this idea was generally accepted pending town comment.
- **Finance Committee**—Work plan near completion, ETA 1 month. Enhanced financial model—adding a parcel by parcel optimization of business/residential tax revenue.
- **Housing and Transportation**—1st major meeting (Fey Morrison as Chair). Beginning to organize the tasks. Meeting every Wednesday 7:30PM through Feb.
- **Land Use and Open Space**—N/A
- **Communication Committee**—N/A

MassDevelopment Board Meeting—Still waiting for more input.

Other Business

- There is no role planned at this time for a Devens resident DEC position.
- Daniel Saroff will draft a letter to the governor, with a cc: Mike will seek more information regarding whom should receive the letter.
- Daniel Saroff will ask Bob if he can review open spaces report.

Adjourned 2/2/2005 8:24 PM