

## MINUTES

Devens Jurisdiction Framework Committee

Wednesday, October 16, 2019 @ 3:00 PM

Vicksburg Conference Room, MassDevelopment, 33 Andrews Parkway, Devens

**Members Present:** Jannice Livingston, Robert Pontbriand and Alan Manoian (Ayer); Bill Marshall, Peter Lowitt and Jim DeZutter (Devens Enterprise Commission); Lucy Wallace, Timothy Bragan and Victor Normand (Harvard); Mike McGovern, Bryan Sawyer, Enrico Cappucci (Shirley); Robert Ruzzo, Jessica Strunkin and Edmund Starzec (MassDevelopment).

**Others Present:** Karen Davis (MassDevelopment), Chris Ryan (Harvard), Ruth Rhonemus (Ayer), Tim Hatch (Shirley).

**Call to Order:** Meeting was called to order at 3:02 PM by Jessica Strunkin, co-chair.

### Review of Minutes

Minutes from September 4, 2019 were reviewed and amended to add the name of the Harvard Press reporter (Matthew Flokos) and to add Brian Sawyer as a Shirley representative instead of Debra Flagg. Jannice Livingston made a motion to accept minutes as amended, seconded and unanimously approved.

### Discussion of the Charge of the Committee

Enrico Cappucci questioned whether the committee supersedes JBOS. Peter Lowitt pointed out that Sec. 23 of Chapter 498 does not mention JBOS. It was noted that the charge of JBOS is much broader. The group agreed that the committee as currently constituted is appropriate.

There was discussion clarifying the name of the committee as “Devens Jurisdiction Framework Committee” and not “Devens Jurisdictional Framework Committee”.

Victor Normand presented the draft charge of the DFJC. After a brief discussion it was amended to read:

*“The charge to the Devens Jurisdiction Framework Committee (DJFC) shall be to develop a process for a comprehensive and fact based analysis and planning effort, with the assistance of professional consultants, whereby a Study and Joint Report, consistent with Section 23 of Chapter 498 of the Acts of 1993, shall be prepared concerning the permanent government structure for the ongoing operation and administration of the jurisdiction known as the Devens Regional Enterprise Zone (Devens).”*

Robert Pontbriand made a motion to accept the charge as amended, seconded and unanimously approved.

### Discussion of the Role of a Facilitator

The members reviewed a list of potential facilitators provided by Ed Starzec. Ms. Livingston suggested tabling this discussion questioning the need for a facilitator. Mr. Lowitt felt as though it would make sense to choose a facilitator now in the event that intervention is needed in the future. Jim DeZutter noted that upon reviewing the list, he doesn't see the qualifications in any of the potential facilitators that he feels is necessary to achieve consensus of the three established municipalities with inherit cultural differences. Lucy Wallace suggested investigating the skill set and costs of each potential facilitator on the list. Bryan Sawyer echoed her sentiment looking for insight into the cost and scope. Mr. Starzec estimated that the cost would roughly be \$1,000.00 a month. Enrico Cappucci suggested tabling the idea until it was decided who would pay for a facilitator. Bob Ruzzo stated that MassDevelopment would be willing to pay for the cost of a facilitator up to \$20K.

It was suggested that a subcommittee be formed. Robert Pontbriand asked for volunteers to determine the role of the facilitator, investigate the backgrounds of the potential facilitators on the list and help shape discussion of the cost impact. Mr. Starzec, Mr. Lowitt, Mr. Sawyer, Alan Manoian and Chris Ryan volunteered to be on the facilitator research subcommittee. Ms. Strunkin tabled further facilitator discussion until the subcommittee reports their findings at the December meeting.

### **New Business**

At the suggestion of Jessica Strunkin, Ms. Livingston moved that next month's agenda should include discussion considering the Devens residents and businesses as the 6<sup>th</sup> stakeholder. It was seconded by Mr. Sawyer and unanimously approved.

Mr. Pontbriand offered the services of the town of Ayer's IT department to create and host a dedicated website, noting that content would solely be provided by this committee. Lucy Wallace endorsed the qualifications of Ayer's website hosting abilities and recommended going forward and accepting the offer. Mr. Pontbriand will send an email to committee members to solicit input on potential domain names. He will provide a list of available domain names at the November meeting.

Victor Normand offered to share the Harvard Jurisdiction Committee's draft RFP for consultant services to develop a plan for the resumption of jurisdiction of Devens with this committee to help with the process. Mr. Normand will circulate the RFP prior to the November meeting.

Mr. Pontbriand pointed out the need for a clear basic map that clearly shows jurisdictional boundaries to be used as a tool going forward. Mr. Starzec stated that he will request such a map from MassDevelopment's engineering department.

### **Items for the November 13 Meeting Agenda**

- 6<sup>th</sup> Stakeholder
- Draft Consultant RFP
- Ayer IT/Website offer
- Public Comment

**Adjourn:** Ms. Strunkin adjourned the meeting at 4:10 PM