

## **MASTER PLAN STEERING COMMITTEE**

### **Meeting Minutes**

**Thursday February 27, 2020 at 7:00 pm**

**Houghton Building – Lois Alex Room**

**697 Main Street**

The meeting was called to order at 7:01 pm.

**Members Present:** Brian Boyle, Cia Boynton, Mary Ciummo, Panny Gerken, Molly Myers, Bob Roemer, Chris Rogers, Mark Sprague, Ken Troup, Paul Tesini, Ed Sterling

**Others Present:** Erica Uriarte, Stacia Downey, Paul Esta

After a motion by Paul Tesini and a second by Mark Sprague, the minutes of the January 30, 2020 meeting were approved 8-0-0.

Earlier in February, Paul Tesini and Ed Sterling had been officially appointed to the Committee by the Planning Board.

**Status of task groups:** There were hand-outs at the meeting for all of the task groups with membership, and a brief current status. Bob wants to have the committee approve all task plans at the next meeting. In the course of the discussion, individual leads were identified in the table of task groups and plans and the Committee did a quick review of the status of each task plan.

“Climate Change” is just starting. Cia is lead. The draft task plan needs to be expanded..

“Cultural & Historical” has had its first meeting and is well underway. Mary is lead.

“Economic Development” is working on setting up the first meeting. Bob is lead and Paul is also a member of the task group.

“Housing” task plan is underway. Chris Rogers is lead and Stacia Downey and Mark O’Hagen are members of the task group.

“Land Use” will be led by Erica at least for the time being. Rebecca Longvall is a part of the group so they would like daytime meetings. The draft plan needs to be revised.

“Municipal Facilities” task plan has been drafted and will be distributed. Panny is lead.

“Municipal Services” task plan has been drafted by Panny. She and Mark are co-leads.

“Open Space and Recreation” task plan has been drafted by Ed Sterling who is lead.

“Population” task plan is being reviewed. Brian is lead.

“Outreach and Communication” task plan has been drafted by Bob, who is lead and is planning a meeting with several potential helpers. An intern from Nashoba Regional HS will be brought in to help with outreach.

“School” task group includes James Barr as well as Bob and Panny from the committee.

“Survey” is led by Molly with Panny assisting her. The survey was discussed in more detail later in the meeting.

“Town Finances” draft task plan is out for review. Brian is lead.

“Transportation” task group has a lot going on looking into other groups, pilots, and regional efforts. Mary is lead.

“Water and Sewer” task plan has been drafted. Mark is lead.

After an update from each task group, Bob reiterated that official reviews of task plans and task products by committee members should be done by email returned back to the originator only. This will keep everyone in compliance with the Open Meeting Law. Everyone can comment on everything, but need to only notify one task group member.

Bob asked everyone to look at the schedule and the interrelationships among the tasks. Bob also reminded members that everyone on the committee will have access to everything in Dropbox but needs to abide by the open meeting law. No one should delete anything from Dropbox, but instead make updated copies. The Dropbox includes copies of master plans from some surrounding and comparable towns. Bob noted that most other towns have consultants to work on their Master Plans. Erica is looking into MAPC as a possible source of consulting assistance to the committee.

**Town Survey:** The group had an open discussion of ideas for the survey. Demographic questions are needed including age and gender. One or more 40B questions are being worked on. Explanatory paragraphs will be included; one has been drafted by Mark O’Hagen for 40B. The committee agreed that the survey could include links to more information as background for various questions in the survey. Our primary goal is education, particularly on this point and in general with the Master Plan. How is the public going to be involved?

The meeting attendees then discussed affordable housing as background for the types of questions to be included. In fact, one person wondered whether we even need 40B questions? Should the town incentivize affordable housing? Rental units can be counted if they are deed restricted, but not just accessory or in law apartments. Stacia has volunteered to work on the affordable housing task group and also proposed an introductory paragraph and some potential options that could be pursued. Members noted that the Housing Production Plan that is nearly finished will address some of these issues and help educate the town.

Molly and Stacia will work on language for the 40B questions and Chris and Mark and Brian will review. Panny and Bob will think about questions related to municipal services. Molly will incorporate several transportation questions, work with Panny on final language, and then circulate the completed survey to everyone. They will add a question about having a Saturday town meeting, something that was held in the early 1990s for the approval of Florence Sawyer School, but then the idea of permanent Saturday meetings was rejected at a town meeting 20 or

so years ago. Committee members noted that Lincoln and Harvard have very successful and popular Saturday town meetings.

The next meeting is Thursday, March 26, in the Houghton Building.

On a motion by Mark and second by Paul, the meeting was adjourned at 8:29 pm.