

Minutes of the CLRPC Meeting of June 8, 2018

Pursuant to a notice filed with the Town Clerk, the Comprehensive Long Range Plan Committee (CLRPC) met at 8:00 a.m. on June 8, 2018 in the first floor meeting room, 141 Keyes Road, Concord, MA.

Members Present:

Elise Woodward, Co-Chair	Nick Pappas
Wally Johnston	Jim Bryant
Tory Lambert	Judy Zaunbrecher
Barbara Morse	Wade Rubinstein
Sharyn Lenhart	John Boynton (8:10)
Peggy Briggs	Peter Hunter (8:30)

Marcia Rasmussen, DPLM Director
Elizabeth Hughes, Town Planner
Susan Silberberg, CivicMoxie, CLRP Consultant

The meeting was called to order by Ms. Woodward at 8:00 a.m., who stated that the meeting was being recorded.

Minutes from May 11th and May 18th

Ms. Zaunbrecher moved to approve May 11th minutes. Mr. Pappas seconded with all voting in favor.

Mr. Pappas and Mr. Lambert provided minor typo amendments. Mr. Pappas moved to approve May 18th minutes as amended. Ms. Zaunbrecher seconded with all voting in favor.

Correspondence

Ms. Woodward acknowledged receipt of an email from Tanya Gailus requesting changes on the May 18th minutes to state in under Correspondence "Mr. Kleiman acknowledged receipt of an email from Tanya Gailus with comments on the *draft* April 27th minutes, *which were incorporated into the minutes.*" Mr. Pappas moved to edit the approved May 18th minutes as noted. Ms. Zaunbrecher seconded with all voting in favor.

Check in on Process and Schedule

Ms. Woodward noted only two more meetings and that on June 22, the Committee will be voting to accept the final draft and then send it to the consultant for the final graphics and layout. Ms. Woodward acknowledged that members are still reading the draft that was sent to them yesterday and keep sending any edits they feel need to be incorporated.

Ms. Woodward commented on the League of Woman Voters meeting that she and Mr. Kleiman attended and the comment that the draft Plan did not have a Concord voice. To address this concern, the Co-Chairs have asked Anita Tekle to draft the Executive Summary with a focus on creating the Concord voice. The Committee was appreciative for Ms. Tekle's assistance.

Full Draft Report Review & Discussion

Ms. Woodward gave an overview of the work she and Mr. Kleiman did in putting together the June 8 draft and noted this is the version members should be working from to make sure their final thoughts are included.

The Committee had a brief discussion of the latest draft, whether to have the plan elements first and the Big Ideas at the end, and whether there were opportunities to reduce redundancy.

Ms. Woodward stated that Ms. Tekle will also be creating an information document on how to use the Plan. Mr. Pappas suggested it will be important that the Plan include links to help navigate through the document. The Committee discussed whether this plan should be primarily an online plan with a significant number of links or a printed plan. Committee agreed it should be an interactive online document. Ms. Silberberg gave an overview of the layout of the plan and how the links would be imbedded in the document.

Ms. Hughes noted that the Town of Boxborough recently completed a master plan and only made hard copies of the executive summary and the implementation section available with copies of the whole document only available online. She suggested the Committee think of doing something similar except to have copies of the full Plan available at Town Departments and the Libraries.

It was determined that the Committee would discuss the overall layout of the chapters and the Big Ideas again after the Executive Summary was completed.

Ms. Woodward reviewed the Discussion Topics and Plan Edits and Punch Lists document dated June 8th. The Committee will be reviewing the punch list and if there were still things that needed to be added, members would provide those comments in track changes to Ms. Woodward and Mr. Kleiman. Mr. Bryant thought information regarding the tax bill needs to be included in the demographic section.

The Committee discussed Substantive Issue #1 regarding Senior Management Team comments. The Committee did not think they would be able to provide a model for qualifying goals and developing key performance indicators since that required more expertise at a department level.

Ms. Woodward noted that the Finance Committee was not supportive of providing specific financial growth numbers as part of the Plan due to the constant variations year to year and the likelihood that citizens would cite specific financial growth numbers if they were included in the Plan.

Mr. Boynton suggested that it might be important to include a statement that the Committee has not attempted to quantify the cost of items in the Plan, but acknowledge that those items will come with a cost. The Committee agreed that the Plan should acknowledge there will be cost, but also through collaboration between departments, there may be ways to economize.

The Committee discussed the likely cost associated with all of the recommendations listed in the Plan and how to best address this issue without specific input from the Finance Committee. Ms. Rasmussen noted that the Town has funded approximately \$500,000 towards the Bruce Freeman Rail Trail project, which totals over \$7.5 million. She suggested that the Plan include a concept of financial leveraging as part of the fiscal illustrations.

Mr. Bryant suggested that in the beginning of the Plan there should be a statement that this Plan is a strategic long-range Plan and is not an operational plan. The Committee agreed.

The Committee discussed Substantive Issue #2 and whether this concept was exclusionary. There was a consensus that the Plan would include an item regarding use of a neighborhood conservation district as a tool for specific neighborhoods if they put it forward, but there would not be an item for Town-wide design review. Mr. Rubinstein felt it would be important to include a definition of “neighborhood conservation district” in the glossary.

The Committee discussed Punch List #3 and how to streamline committees. Ms. Woodward stated that she would look to see if there was anything in the Governance Committee report that would help to address this issue. The Committee agreed that the Plan would not recommend that a committee be formed to look at existing committees.

The Committee discussed the heading title for Chapter 4.6 and agreed to have it be Open Space that incorporated natural resources, agriculture and recreation and that Chapter 4.4 would be titled Land Use.

The Committee discussed Substantive Issues #4 and determined that the Plan should include recommendations for regulations and incentives, where appropriate, and that those two items drive free market and the Plan direction. Ms. Woodward had concern with people thinking that the incentives noted in the Plan are all things the Town should do. The Committee agreed that the Plan needs to have a balance of regulations and incentives.

The Committee discussed Substantive Issue #5 and agreed that members would look at Section 1 to make sure there was sufficient demographic background information.

The Committee discussed the percentage of affordable housing and the requirements of the state and making sure the Plan stated the real percentage of affordable. Ms. Morse commented that she did go through the plan and addressed comments to change the words affordable housing to affordable homes in several locations.

(Ms. Morse left at 9:15 am)

Public comment

Ms. Woodward asked for any public comments. There were none.

Full Draft Report Review & Discussion

The Committee went back to the June 8 Discussion Topics and discussed Substantive Issue #6 noting that any remaining highlighted text in Section 2 and 3 had been taken care of.

The Committee discussed Substantive Issue #7, the concept of the preservation of historical character and how that has the effect of increasing the cost of housing in the community.

The Committee agreed that the word “degradation” should be changed to a more neutral term. The Committee discussed the percentage of the Town that is protected open space, waterways and the built environment and whether there was a balance that could be incorporated into the Plan. Ms. Rasmussen stated that staff could look at the current percentage. The Committee discussed the tension this concept may create because an even split between these three topics would require denser built environment and the changes to the demographics of the population in the community.

Ms. Woodward asked that Mr. Johnston provide any information on how the school committee is going to reconcile the aging population wanting to have housing that allows them to stay in the

community and future projections for the School population. The Committee agreed that this issue needs to be addressed in the plan.

The meeting adjourned at 9:40 am.

List of documents presented which are on file in the Planning Division Office at 141 Keyes Road, Concord, MA:

- Draft May 11th and May 18th Meeting Minutes
- Discussion Topics and Plan Edits 6-8-18
- Draft Plan Track Changes June 1, 2018
- Draft Plan Track Changes June 8, 2018
- Draft Plan Clean June 8, 2018

Respectfully submitted,

John Boynton, Clerk