

Minutes of the CLRPC Meeting of January 27, 2017

Pursuant to a notice filed with the Town Clerk, the Comprehensive Long Range Plan Committee (CLRPC) met at 8:00 a.m. on January 27, 2017 in the First Floor Meeting Room, 141 Keyes Road, Concord, MA.

Members Present:

Gary Kleiman, Co-Chair

John Boynton

James Bryant

Wade Rubenstein

Barbara Morse

Peggy Briggs

Nick Pappas

Peter Hunter

Sharyn Lenhart

Jane Hotchkiss

Marcia Rasmussen, DPLM Director

Sean O'Brien, Budget Analyst

The meeting was called to order by Mr. Kleiman at 8:00 a.m.

January 13th Meeting Minutes

Ms. Briggs moved to approve the minutes as amended. Ms. Lenhart seconded with all voting in favor.

Data Gathering

The Committee reviewed the list of data and resources available and discussed how to best distill and extract the information. Ms. Lenhart suggested that all acronyms on the Committee website should be replaced with the full text. The Committee agreed that it made sense to try to “pre-digest” the data that had already been assembled into a more useful baseline for presentation to the full Committee and the consultant. To that end, the following people volunteered (or were volunteered in absentia) to review and bring a short, pithy summary, chart or table from the following sources for the meeting on Feb. 24:

- SHI 2020 projections - Ms. Morse
- 2016 citizen survey – Ms. Zaunbrecher & Mr. Lambert already presenting ways to further analyze, but full committee will review these data
- 2014 Rec Strategic Plan/2015 Open Space and Rec Master Plan – Mr. Hunter
- 2015 Concord Housing Production Plan – Ms. Morse
- Acton Community Plan – Mr. Boynton
- Bedford/Lincoln Comprehensive Plan – Mr. Pappas
- MAPC Community Engagement Guide – Mr. Bryant
- MAPC Concord Population-Housing Demand Projections – Mr. Kleiman
- MAPC Metro Boston Projections, Demographics and Housing – Mr. Kleiman
- Light Plant/EFTF data TBD – Ms. Briggs

- School Baseline trends/state projection data – Mr. Johnston
- Infrastructure/ Public Works data – Mr. Pappas
- Health data/Emerson Hospital needs assessment – Ms. Lenhart & MR. Rubinstein
- Chamber of Commerce/small business data – Mr. Rubinstein
- FinCom summary – Mr. Boynton
- Wetlands/NRC/Watersheds – Ms. Zaunbrecher
- Federal data on population/Council on Aging usage data – Ms. Lenhart
- Emerson Hospital Community Needs Assessment – Ms. Lenhart & Mr. Rubinstein
- Energy Task Force Report & Energy usage data – Ms. Briggs

Mr. Bryant felt the Committee needs to tackle the data problem from the other way around and look at each area and figure out what data is needed to fit the Committee’s objectives. He noted that the Committee decided to pursue each goal in parallel by starting with this list and then with a discussion about goals and objectives in line with the “Nashville Next” table of contents at an upcoming meeting. He thought more data needs may come out of discussions each member will have with their committee.

The Committee discussed the potential for taking data projections and having the Finance Department provide the cost implications. Mr. O’Brien stated that is something the Finance Department could provide.

The Committee determined that the process of establishing a vision and objectives requires working with the data in parallel and understanding the constraints of environmental regulations will be valuable and important. Mr. Kleiman summarized that members will be identifying key historical data, projections that may include multiple scenarios, and the constraints the Committee will bump up against. Members will have this task completed for the February 24th meeting.

Combine SWOT Analysis Chart

The Committee reviewed the combined SWOT analysis chart, determined that there needs to be a preamble of what the SWOT analysis intendeds to provide, a description for each principle, and removal of acronyms. After further discussion, it was determined that members will email any further edits to the Co-Chairs and the Town Planner.

Mr. Kleiman noted that at the February 10th meeting, the Committee will be discussing Authentic Participation and could look at further changes required, and how the Committee and the public will use the SWOT analysis. Ms. Rasmussen suggested the Committee prepare a PowerPoint presentation that can be taken to various groups that explains what they are doing, why we are using this format, explains the Committee perspective, asks have we captured everything and are we on the right track. She thinks this is a good way to check in with everyone and begin the conversation.

The Committee discussed that the SWOT analysis would be an internal working document for the Committee. Mr. Kleiman and Ms. Woodward would work on clarifying the SWOT analysis for the February 10th meeting with members getting them their thoughts and suggestions for changes to them and the Town Planner by February 3rd. Mr. Pappas suggested that the analysis could be used by the Committee when they go to various stakeholders to identify key issues for that presentation.

The Committee discussed developing a high-level Concord appropriate statement about each APA line item. Mr. Bryant volunteered to provide the Committee a couple of summary examples as a model so the rest of the members can tackle the other items.

Lori Gill Pizaris, 36 Old Marlboro Road, thought it would be helpful from a community perspective to know what are the leading trends to brainstorm in the direction that will meet future needs, identifying what are the best practices and where we need to go to meet the challenges of the future. The Committee thought that the consultant will bring much of this information to the table, as well as, members of the public.

Wendy Rovelli, Finance Committee representative, thought most citizens will be lost trying to read the SWOT and the summary will be important.

Mr. Bryant noted that schools are not really mentioned in the APA principles. Mr. Boynton commented that the schools are two-thirds of the Town budget and the Plan is an opportunity to get better collaboration between the schools and the Town. The Committee agreed that schools are very under-represented and they should look at developing Best Practices for schools.

Request for Proposal Update

Ms. Rasmussen is currently doing reference checking and then will prepare a recommendation that will be reviewed by the Selection Committee before going to the Town Manager. She expects that a selection will be done by February 10th, but contract negotiations would not be complete.

Correspondence

Mr. Kleiman commented on the discussion with Mr. Lambert and Ms. Zaunbrecher on refining the format for the Correspondence Log. No new correspondence has been submitted.

Mr. Bryant questioned whether there should be further articles in the Concord Journal. Ms. Briggs commented that the Committee decided quarterly articles and one has been published. Mr. Boynton did not feel there was anything substantive currently, but when the consultant is hired and what will be the Committee next steps will be important. He asked that if anyone has anything they feel is news worthy to send it to him and he will post it on social media.

The meeting adjourned at 9:30 a.m.

Respectfully submitted,

John Boynton, Clerk