Pursuant to notice duly filed with the Town Clerk, a meeting of the West Concord Advisory Committee (WCAC) was held at 7:00 p.m. in the Clock Tower Room at the Harvey Wheeler Community Center. A quorum of Committee members was present.

**Members present:**
Pete DeRosa, Chair  
Tim Alexander  
Jeff Collins  
Karen Currie  
Steve Irza  
Amy Kaiser  
Susan Mlodozeniec

**Also attending:**  
Matt Johnson, Planning Board liaison

**Members absent:**  
none

Mr. DeRosa, Chair, called the meeting to order at 7:07 p.m.

**Approval of Minutes of Prior Meetings**

September 2018 joint meeting with Planning Board minutes – Draft of Minutes was amended to correct spelling of a committee member’s last name. Motion to approve these minutes as amended passed unanimously.

November 2018 WCAC meeting minutes – Motion to approve minutes passed unanimously.

**Announcements**

Former WCAC Chair Mr. Collins thanked Mr. DeRosa for agreeing to take over chairmanship through the first half of 2019; thanked Mr. Alexander for agreeing to serve as Chair through the remainder of 2019; and thanked Ms. Kaiser for agreeing to serve as Chair in 2020. He thanked Ms. Currie for agreeing to take over as Clerk. He welcomed the WCAC’s new member Susan Mlodozeniec.
Village “Walkabouts” Review

Committee members discussed three recent walks organized by the West Concord Junction Cultural District Committee (WCJCDC), one of which involved developers of the 13B (Commonwealth Ave) parcel. Committee members noted:

- The focus on missing sidewalk connections and places that would benefit from accessibility improvements; improvements that could be made to existing public spaces.
- That perhaps the WCAC could meet with the WCJCDC to discuss areas of overlap and where each organization takes the lead. It was suggested that WCJCDC may be best positioned to take the lead on wayfinding, street furnishings, and identifying regulatory tools for supporting artists and makers.

Liaison Assignment Review / Reports

Committee members described outreach responsibilities as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander</td>
<td>Recreation Dept; MBTA</td>
</tr>
<tr>
<td>Collins</td>
<td>NRC; Public Works</td>
</tr>
<tr>
<td>Currie</td>
<td>Area businesses (via Chamber of Commerce and West Concord business owners)</td>
</tr>
<tr>
<td>DeRosa</td>
<td>Outreach - social media</td>
</tr>
<tr>
<td>Irza</td>
<td>Town Manager/Asst Town Manager; Bruce Freeman Rail Trail</td>
</tr>
<tr>
<td>Kaiser</td>
<td>WCJCDC; GSD design guidelines exercise?</td>
</tr>
<tr>
<td>Mlodozeniec</td>
<td>Outreach - social media</td>
</tr>
</tbody>
</table>

Committee members identified affordable housing, accessibility, and potentially inspectional services/building permits as other possible areas for liaison activity.

Committee members provided updates on liaison activities. Discussion included the following:

- **Area Businesses:** Ms. Currie reported that the Light-Up West Concord event was lightly attended and that sales were down among local businesses. The committee discussed potential causes, including economic anxiety, weather, and availability/cost of parking. Currie also noted that the Chamber would be launching a retail committee in January.
- **WCJCDC:** Ms. Kaiser relayed information from the WCJCDC chair on recent and upcoming activities, including planned participation in Art Week; plans to launch a local Porch Fest; and release of an RFQ for consultant assistance to conduct arts-focused surveys and develop an action plan to sustain and preserve the West Concord artist/creative community.
- **Public Works:** Mr. Collins reported on:
  - The Gerow Property, noting that the house would soon be removed, planning effort for a park were underway, and that implementation funding had been requested from CPC.
  - An upcoming Complete Streets Prioritization Plan, with grant funding anticipated for plan development and implementation support. Engagement process is expected to begin in March.
• A Cut-Through Study, which will evaluate extent to which navigation apps are routing people down residential streets, and will provide recommendations.
• The new town-wide speed limit, noting that signs have been ordered.

• **Town Manager Search Committee:** Mr. Collins reported that public input sessions would be held in the coming weeks.
• **Bruce Freeman Rail Trail:** Mr. Collins noted that 75% plans for Phase 2B – from the Gerow property to Acton – had been released.
• **Proposed 1440 /1450 Main Street project:** At Mr. Irza’s request, Planning Board member Matt Johnson described a new conceptual plan that had been presented to the Planning Board at their last meeting. WCAC members discussed the revised plan and public comment during Planning Board review.

### 2018 Summary / 2019 Planning

Committee members summarized WCAC focus areas over the past year and discussed potential areas of focus for the year ahead, including:

• Review of development projects
• Assisting the West Concord Junction Cultural District Committee
• Assisting the Recreation Dept (e.g., summer concert series, Gerow Property)
• Assisting with the Bruce Freeman Rail Trail (e.g., working to add improvements and amenities within West Concord center)
• Pedestrian Bridge
• Preparation of a warrant article related to the West Concord Design Guidelines
• Assisting with Complete Streets planning
• Hosting an Open House

### Other Discussion:
The committee briefly discussed the following topics:

• Concern about papered-over storefronts
• Planning Board member Matt Johnson’s meeting with Harvard GSD Professor Grace Law about a potential role for graduate students in assisting with improvements to the West Concord design guidelines
• Open position on the Planning Board; areas of expertise that are helpful to have on the Planning Board
• Whether WCAC could return to 1.5 hour meetings, concluding at 8:30

### ADJOURNMENT
Motion approved to adjourn the meeting at 8:49 PM.

Respectfully submitted,

Amy Kaiser