Pursuant to notice duly filed with the Town Clerk, the West Concord Advisory Committee (WCAC) held a virtual online public meeting at 7:00 p.m. via https://zoom.us.

Members present:
Amy Kaiser, Chair
Susan Mlodozeniec
Geoff Walton
Alan Koder

Additional staff/committees represented:
Marcia Rasmussen, Director of Planning and Land Management
Ann Sussman, Concord Junction Cultural District Committee

Members of the public included:
Sue Felshin
Amy Robinson

The meeting was called to order at 7:15pm by A. Kaiser.

Approval of Meeting Minutes
- The February and March meeting minutes were approved.

New member Update
- Amy Robinson was approved as a member by the Planning and Select Board. Still needs to be sworn in.
- Ann Sussman submitted a green card to join the committee.

West Concord Design Guidelines – Review / discuss preamble

- S. Mlodozeniec walked the team through changes to the document including adding/swapping photos, updating the vision statement, brand symbol for WCJCD, insertion of a table of contents and modification of language as suggested by team and members of the community. Document is still in draft form but 90% complete.
- G. Walton suggested clarifying the context of the article referenced in the document
- A. Kaiser commented that heading on pg 2 should be a mix of what is a true representation and what is aspirational. Change to “what do people value.” Suggest sending final comments and work towards finalizing 1st week of May. Next step for
document to be presented at a future joint WCJCD/WCAC committee mtg and then possibly add to Planning Board agenda in May or June.

- A. Sussman commented that the WCJCD would likely not have more comments
- A. Robinson asked to receive a copy of the guidelines for her review.
- S. Mlodozeniec asked for final comments to be sent to her by 4/19.

Areas for WCAC focus

- S. Mlodozeniec suggested a proactive approach to recruiting/attracting businesses
- S. Felshin asked about a West Concord master plan and interested in plans for that support pedestrian traffic and public parks. M. Rasmussen to send Master Plan to team.
- M. Rasmussen shared that Public Works is coordinating a project for a pedestrian walkway improvement on Commonwealth and that the town received a grant. Suggested that A. Koder reach out to Steve Dookran at Public Works as he is leading the process.
- A. Sussman suggested an assessment of sidewalks, crosswalks, walkability and safety. Ask WCJCD to share branding and signage progress with the committee before it gets published.
- A. Sussman suggested comparing West Concord safe speed limits to other towns
- M. Rasmussen shared that the ownership for 13b on Commonwealth is working with a new architect and they are refining drawings and plan to present at the June mtg.
- S. Felshin shared that she is a member of the “open space task force.” Tree report/plan to be published next week. Separately, the task force works with high school students on certain projects and is an advocate for youth community involvement.

Liaison Updates

- G. Walton provided updates for the Rail Trail and Economic Vitality committees. Spring event in WC towards the end of May. Outdoor dining coming back once weather improves. Focusing on ways to support new businesses coming to Concord and how to streamline and welcome. New sign museum at Bradford Mill featuring the 5 & 10 sign.
- S. Mlodozeniec provided updates for the WCJCD. Festival planned around 19th – 22nd of May to include an art display. Planned and sponsored by local businesses. Farm mural on display on the side of Salt Box Kitchen. Get outdoors “Doors” displayed on the rail trail as part of an art installation. Select Board to vote on Cultural District extension for another 5 years. In process of gathering feedback on the Cultural District map project.
- A. Kaiser suggested a joint meeting with the WCJCD targeting May or June and will coordinate with Kate Yoder, committee chair.
- A. Kaiser will not be able to attend the upcoming Planning Board mtg and G Walton offered to attend in her place.
Public Comment

- No additional public comments

Adjourned at 8:33 PM.

Respectfully submitted,
Alan Koder