

Minutes of the CLRPC Meeting of June 22, 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 22, 2018 in the first floor meeting room, 141 Keyes Road, Concord, MA.

Members Present:

Elise Woodward, Co-Chair
Gary Kleiman, Co-Chair
Tory Lambert
Sharyn Lenhart
Barbara Morse (9:15)

Nick Pappas
Jim Bryant
Judy Zaunbrecher
Peter Hunter

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

The meeting was called to order by Mr. Kleiman at 8:00 a.m., who stated that the meeting was being recorded and that Mr. Boynton would be participating remotely by phone at 8:15 am.

Minutes from June 15th

Mr. Kleiman noted that the minutes of June 15th were not available.

Correspondence

Ms. Woodward acknowledged receipt of additional information from Ms. Rasmussen regarding open space terminology and an email from Tanya Gailus with a request for modifications to the Plan around neighborhood conservation and tree preservation. She noted that this topic was not germane to today's discussion regarding the Executive Summary and will be taken up at the next meeting.

Check in on Process and Schedule

Mr. Kleiman gave a brief overview of the process for discussing the Executive Summary today and the process for completion. He noted that the final Plan would be presented to the Planning Board at their July 24th meeting and the Select Board at the July 30th meeting.

Executive Summary Discussion

Mr. Lambert thought it was good work and that the Executive Summary helped capture why the Plan was structured the way it is. He suggested adding the Smart Growth analysis that was included in the Land Use section in the brief Executive Summary sections.

Mr. Kleiman thought it would be better suited to include Smart Growth in the Section 4 Plan Elements before the more specific goals of each Section. The Committee agreed.

Mr. Bryant thought the Executive Summary needed to state how the APA principles are used in the Plan. The Committee agreed. He suggested that in Step 2, the Concord criteria needs to be defined and in Step 4, it needs to state that all the State required Plan elements have been developed. Ms. Woodward suggested that it state that the State required Plan elements amplify

the Big Ideas. The Committee agreed that the Plan needs to include a description of how the APA Principles have been used in the Plan.

Mr. Bryant thought the numbers regarding school enrollment ~~numbers~~ ~~needs~~ need to be verified since the Plan states enrollment is estimated to go down, but the School Committee disagrees. Ms. Woodward noted that Mr. Johnston is checking those number and she suggested the word estimated be replaced with projected.

Mr. Bryant suggested that the data associated with the State's median household income, poverty rate and unemployment with their data reference should be included.

(Mr. Boynton joined the meeting remotely at 8:15)

Mr. Boynton questioned whether the population figures exclude the MCI-Concord population. The Committee agreed that a footnote should be added clarifying which population data was used.

Mr. Boynton asked for clarification on tax rate and valuation and the percentage of open space. The Committee clarified the percentage of open space. JZ suggested adding the date of the data.

Mr. Bryant thought the Vision statement needed to state the keys elements of the Vision. The Committee agreed.

Mr. Bryant suggested in the Executive Summary regarding coordinated marketing needed to state what was being marketed. The Committee agreed.

Mr. Boynton suggested the word themes be used instead of trends. Mr. Pappas suggested changes to the language. The Committee agreed to add data to the statements to reflect the trends.

Ms. Lenhart thought there should be an additional bullet point in the trends regarding the changing demographic. Ms. Woodward read the suggested change from Ms. Lenhart. The Committee agreed that the current bullet in the Quick Facts be moved to the Trends and be slightly reworded to reflect the trends on aging population.

Mr. Boynton suggested that instead of having a section on Quick Facts and one on Trends to make them one section with Quick Facts being stated first followed by the trends. He also noted that he would try and get more current school projection data.

Ms. Lenhart commented on senior needs for door-to-door service and the difficulty that seniors have with shuttles. She suggested changes to the Executive Summary to address this issue. The Committee agreed.

Mr. Bryant suggested adding a trend bullet regarding autonomous vehicles. The Committee agreed. Mr. Pappas will draft a bullet.

Mr. Pappas questioned whether the Plan adequately addresses the issue of governance and whether the Big Ideas put out concepts that may not ever happen. Mr. Kleiman thought it was good to put these concepts out there for the Town to think about as part of future planning. Mr. Pappas did not believe a concept should be part of the plan if there isn't a way to achieve that concept.

The Committee discussed this issue. Mr. Pappas suggested a qualifying statement in the Big Ideas be included stating that many of these Big Ideas are beyond the capability for the Town to fund and implement alone and these Big Ideas are offered as suggestions for areas where

citizens, developers and business enterprises can develop partnerships to work together on items that are beyond the capability of the Town alone. The Committee agreed.

Mr. Pappas believes that the Big Ideas need to be after Section 4. The Committee discussed this idea and determined a statement regarding the Town not being able to do everything in the Plan alone and needs a public-private partnerships, collaboration and leveraging of funds should be added to the Executive Summary and before the Big Ideas. Mr. Lambert commented on the transition from the Big Ideas to the Plan elements and suggested changes to the paragraph dealing with single discipline issues. The Committee agreed.

Mr. Hunter suggested that a brief description of each of the Section 4 elements before going into the goals would be helpful. The Committee discussed what would be appropriate language. The Committee agreed.

Ms. Lenhart questioned the use of “social services infrastructure” bullet in Section 4.7. Ms. Woodward provided her opinion on the topic and would attempt to clarify this topic.

In Section 4.6, Ms. Zaunbrecher suggested separating the natural resources from recreation. The Committee agreed.

Mr. Boynton noted that a statement regarding the Plan’s position on growth still needs to be added. He suggested adding language regarding collaboration and partnership on many of the action items and that the financial analysis component of funding these items was being left to others in the future.

Mr. Boynton thought the statement at the bottom of Big Idea #1 opportunities section was incorrect and that most residents do engage with nonprofits and local businesses. The Committee agreed this sentence could be removed. He further suggested adding a statement that benefits come to all residents by supporting nonprofits and local businesses.

Mr. Boynton commented that in Section 4.3 it might be preferable to state “create and preserve” the current mix of housing. Mr. Kleiman suggested it would be better to eliminate both words and state the Town should achieve a mix of housing of all types. The Committee agreed.

Mr. Boynton felt that the fourth bullet in Section 4.7 needs to be clarified and simplified.

The Committee discussed the process for continued review of the Plan and that any other comments from members need to be sent to the Co-Chairs as soon as possible. The final draft will be sent out next Wednesday. Ms. Woodward asked that members also make sure to look at Section 5.

Ms. Woodward thanked all the members for their thoughtful comments. Mr. Boynton asked if Ms. Tekle gave any feedback on the Plan in general. Ms. Woodward stated that Ms. Tekle read all of the Committee minutes and the full draft Plan TWICE and suggested some changes that have been incorporated.

Public comment

Ms. Woodward asked for public comment.

Tanya Gailus, 62 Prescott Road noted that the April 25th public hearing was not mentioned in the Executive Summary and asked whether the final draft would be posted. Ms. Woodward stated that it would be posted.

Ms. Gailus asked about her email regarding the inclusion of neighborhood conservation. Ms. Woodward informed her that the Committee would discuss it at the next meeting since today's discussion was focused on the Executive Summary.

(Ms. Morse arrived 9:15am.)

Finance Committee member Karl Packard acknowledge the significant value from Ms. Tekle on the development of the Executive Summary.

Ms. Morse provided comments on the housing section, the trends and the need to add the issue with downsizing and creation of accessory dwelling units. She thought the bullet regarding protection of natural resources was too vague and issue between maintain and increase open space. In Section 4.1, third bullet, she thought the use of the word "unknown" did not make sense.

The Committee discussed the first goal under 4.8 and the timeframe used for fiscal planning and what was a reasonable fiscal planning project timeframe. Ms. Silberberg stated that the trend in municipal plans is to go shorter because there are so many things changing in technology that can impact fiscal planning. The Committee discussed the development of a long-term tool that helps with short-term planning.

Public Works Director Rich Reine thought there is a difference between financial pro-formas and planning horizon. Mr. Packard suggested adding a statement regarding compounding of fiscal impacts. The Committee agreed to modify the goal to call it a long-term fiscal projection tool for 10 years.

The Committee discussed changing the term "fiscal guardrail" in the second bullet in Section 4.8 and agreed to change it to "fiscal guidelines".

The meeting adjourned at 9:35 am.

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

- Draft Plan dated June 20th

Respectfully submitted,

John Boynton, Clerk