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.

**Members present:**
Tim Alexander, Chair
Jeff Collins
Peter DeRosa
Susan Mlodozeniec
Geoff Walton

**Members absent:**
Steve Irza
Amy Kaiser

T. Alexander called the meeting to order at 7:06 p.m.

**Minutes:**
June Minutes were unanimously approved with submitted edits.

**Item No. 1: West Concord Design Guidelines - potential for revisions & clarifications**

Jeff provided information from his attendance at Planning Board:
- Density Examples reviewed
- “If you build it, will they come” – zoning for multis may not bring them
- Increased parking problems – no clear answers
- WCAC related on PB priorities list: Design Guidelines, Zoning uses

**Action:** Translate zoning use survey feedback into Zoning Bylaw use table recommendations (Amy & Pete)

**Action:** Review WCJCDC consultant’s report when available – may be after Sep meeting (all)

There was more discussion of the challenges with the design guidelines:
- Conflict between inviting diversity and controlling “character” of buildings
  - Guidelines are not a substitute for good architecture
  - Some people definitely want “pseudo-historical” look for new buildings
- It was noted that a very large effort went into the creation of the document. Difficult to imagine a similar effort at this time to make revisions to address these issues.

**Item No. 2: Commercial Property Maintenance/Upkeep**

Emails received by WCAC about several properties, issues now resolved.

Discussion of what process should be used:
- Talking to building dept/local enforcement
- Talking to business directly
The MBTA lot & properties are not very well maintained. Potential for contacting State Rep Gouveia – maybe local office hours. Jeff to investigate.

**Item No. 3: Liaison Reports**

**DPW (Jeff)**
- Received a state grant for Municipal Vulnerability Preparedness Program.
  - ~$100K for 100 trees. Residents can apply online.
  - Developing a pest infestation response plan.
  - Conducting feasibility study on a nursery near water treatment plant.
- Complete streets
  - Public workshops were conducted and online feedback gathered.
- Cut through study
  - DPW discussing mitigation responses.
  - Planning to hold a public meeting in August.
- Additional discussion of bump out crosswalks on Commonwealth
  - Still waiting for Oak Tree. Expected to accompany 13B development which has been delayed. Not sure where this stands with “deadlines”.
  - DPW paving has been holding off waiting for crosswalk work.

**Town Manager**
- Jeff gave a short background on the new town manager, Stephen Crane.

**Housing**
- No update. Looking at August meetings to attend.

**Recreation**
- Rideout improvements in progress. Batting cages moving to tennis court area. New “ninja warrior” course installed. Appear to also be working on path connecting Conant -> Bradford -> Lawsbrook (around back side of park).

**Item No. 4: WCAC Membership**
- Currently at 7/9 positions, but losing 2 more in December.
- Karl Sideman will not be joining WCAC at this time as he was needed on the “Nuclear Metals/Starmet Property Re-use Planning Committee”.
- Jeff has a contact at Concord Greene to seek members.
- Susan to post to Social Media and share language for other committee members to post.

**ADJOURNMENT:** The meeting was adjourned at 8:45 p.m.

**NEXT MEETING:** The next meeting will be held Sep. 4, 2019

Respectfully submitted,

Peter DeRosa