

Town of Chelmsford  
Master Plan Update Committee  
50 Billerica Rd., Room 205 Chelmsford, Ma 01824  
Regular Meeting  
MINUTES  
June 27, 2019  
Approved July 11, 2019

**Attending:** George Zaharoolis, Donald Van Dyne, Kenneth Lefebvre, Nancy Araway

**Not Present:** Joseph Ready, Scott Rummel

**Others Present:** Evan Belansky, Community Development Director, Beverly Woods-Director-NMCOG, Jay Donovan-NMCOG,

Please note that all documents referenced in these minutes are on file at the Town Manager's Office, 50 Billerica Rd., Chelmsford, Mass. This meeting was hand recorded by the Recording Secretary.

This meeting was called to order at 7:02PM by Chairman Zaharoolis.

**7:00- 7:15 open session**

No one came forward at this time.

**Vision Statement discussion**

Handouts with Vision Statements used in other communities were provided to the Committee. Mr. Van Dyne & Mr. Zaharoolis also provided samples that they wrote.

Mrs. Woods described the process used in other communities, and what was done for the previous statement used in Chelmsford for the 2010 Master Plan. She suggested creating an initial statement, and re-visiting the statement near the end of the process.

Ms. Araway explained there is a difference between a mission statement, a vision statement, and goals.

The document from the 2010 Master Plan will be adapted throughout the process of putting together the update.

**Review of new data updates**

NMCOG provided projection data covering 2020-2040 for population, households, and employment. Presented trends indicate that overall population will decrease, the number of households will increase, and employment levels increases slightly. Data was sorted by age and gender, which indicates the number of elders will continue to increase, and the number of youths, or school-age children, will continue to decrease.

Population characteristics for the Middlesex region were shown. This indicated that Chelmsford has the third densest population in the region, the median age is 44.4 years, and the average household size is 2.55, which is the lowest in the region. This data is from the American Communities Survey, not the 2010 US Census. NMCOG acknowledged there is some disparity in the data, but it is timelier than the 2010 census data. NMCOG considered that some of the data to be too conservative. Mr. Rummel was provided some additional info regarding the data methodology offline.

Birth, deaths and fertility rates were considered, but not immigration rates. It was suggested that some disclaimers could be added into the plan document.

It was noted that once Chelmsford's population reaches 35000 people there would be impacts for grant opportunities and state representation impacts.

Employment data is impacted because people working at home are not counted. State data is also missing. Vacancy rates in commercial buildings do not always reflect employment numbers, as teleconferencing and access to internet reduces the space that companies require as office space. Chelmsford had a goal to increase employment opportunities for Chelmsford residents. Trends suggest that the Town's commercial occupancy desires and goals may not be realistic. People working from home may not be counted because the employer is in a different community.

The Committee agreed that the data is reference material at this point in the process.

Mr. Belansky noted that the School Department did a study two years ago predicting that school age population would increase. This is the opposite of what the data presented tonight shows. Mr. Lefebvre noted that there is a bubble of a certain school age going through the system, but the overall number may still be decreasing. Ms. Araway noted that Asian & Middle Eastern populations are seeing growth, and not all of them have children.

Life expectancy is going to increase; some reports indicate age could go to 150 years. Older people are working longer.

Mr. Belansky advised that the Town's vision is to offer many services, and be vibrant. He suggested that actions are needed to retain and attract the 40-60 age group. Much of the existing residents are choosing to "age in place", and not leave town after retirement. This appears to be creating a bottle neck in housing. Older people do not want to leave their homes, and there is not enough housing for new younger families.

#### **Review Implementation section – NMCOG**

The implementation section from the 2010 Master plan was provided to the Committee.

Items were read into the record, and a status of the item was provided.

Back in 2010, it was anticipated that not all the recommendations would be completed.

Some items are still being monitored. Some items need to be modified for the Plan Update.

**Review SWOT results – NMCOG**

The previously compiled list was provided to the Committee, and read into the record. Several items were added or clarified as needed.

**Approval of Minutes**

**May 14, 2019**

**Motion:** by Mr. Lefebvre to approve the Meeting Minutes of May 14, 2019, as presented.  
Seconded by Mr. Van Dyne. **Motion carries, unanimous.**

**May 30, 2019**

**Motion:** by Mr. Lefebvre to approve the Meeting Minutes of May 30, 2019, as amended.  
Seconded by Mr. Van Dyne. Ms. Araway abstained, all others in favor. **Motion carries.**

**June 13, 2019**

**Motion:** by Mr. Lefebvre to approve the Meeting Minutes of June 13, 2019, as amended.  
Seconded by Mr. Van Dyne. Ms. Araway abstained, all others in favor. **Motion carries.**

**Discuss next meeting agenda**

July 11, 2019

NMCOG will not present at this meeting.

Discussion of the Mission/Vision Statement and the Open Space & Recreation section will continue.

July 25, 2019

NMCOG will be present.

There will be discussion of the Land Use section updates.

Any additional information should be sent to Mr. Belansky.

Potential stakeholders were listed for future discussion of various sections of the Plan.

**Adjourn**

**Motion:** by Mr. Lefebvre to adjourn the meeting at 9:05PM. Seconded by Mr. Van Dyne.  
**Motion carries, unanimous.**

Respectfully Submitted,  
Vivian W. Merrill,

Recording Secretary

Supporting Documents:

- 2010 Chelmsford Master Plan Sections implementation plan
- Sample Vision Statements
- Data projection tables
- SWOT results list