

Town of Chelmsford  
Master Plan Update Committee  
50 Billerica Rd., Chelmsford, Ma 01824  
Regular Meeting  
MINUTES  
March 11, 2021  
Virtual Meeting via Zoom  
Approved May 27, 2021

**Attending:** George Zaharoolis Nancy Araway, Michael Raisbeck, Bill Murphy, Scott Rummel, Joe Ready

**Not Present:** Kenneth Lefebvre

**Others Present:** Evan Belansky-Community Development Director (joined 7:10PM), Beverly Woods-NMCOG, Jay Donovan-NMCOG, Justin Howard-NMCOG, Fred Brusseau-Age Friendly Initiative

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 televised via Zoom and Chelmsford Telemedia.

Pursuant to Governor Baker’s March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place. Town of Chelmsford Master Plan Update Committee will be conducting a remote public meeting on Thursday March 11, 2021, at 7:00 P.M.

The meeting was called to order at 7:00PM by Mr. Zaharoolis.

**1. 7:00- 7:15 Open Session**

Mr. Zaharoolis announced that Mr. Raisbeck and Ms. Araway had put together a piece on Agricultural uses which would be reviewed at the next meeting.

**2. Vision statement - discussion**

Mr. Zaharoolis advised that this topic would be discussed at a future meeting.

**3. Housing - NMCOG**

Mr. Donovan reviewed the changes made on this section. There are still several discrepancies in the data which will be resolved.

Ms. Araway requested more information be provided regarding housing affordability. Mr. Zaharoolis felt this and other regional concerns could be addressed in the Issues and Opportunities section. Mr. Belansky had requested additional tables and data be included in this section, as housing is a very important topic in Chelmsford. Mr. Brusseau acknowledged that affordability is a concern across the state. Mr. Ready noted that Chelmsford and Billerica are seen as more affordable than many other communities. People also

look at the quality of schools in a community when deciding where they would like to live. Ms. Woods provided another table which discusses income and housing, and this will be added into the document.

Mr. Zaharoolis read the Recommendations from the 2010 Master Plan into the record. Many of the previous recommendations have been completed, or circumstances have changed and the recommendation is no longer valid. Committee members were asked to provide comments on updated Recommendations. Mr. Belansky and NMCOG will continue to refine the Issues and Opportunities section, and the Recommendations section, for discussion at the April 8, 2021 meeting.

#### **4. Transportation - NMCOG**

Mr. Howard summarized the content and formatting changes made to this section since the last discussion.

Mr. Belansky had two topics to add to the report, which were a DLTA funding request to receive assistance with the Vinal Square Master Planning efforts, and work relating to regulatory police enforcement signage being discussed by the Traffic Safety Committee.

Ms. Araway suggested looking into and evaluating MBTA transit hub concepts in more depth. Mr. Belansky explained many of these ideas are still being determined. Chelmsford currently does not have a transit hub, and there may not be a good location to develop such a hub. The recommendation will remain in the update as a potential need.

Additional edits and comments are to be forwarded to Mr. Belansky.

#### **5. Age Friendly Committee - follow up**

Mr. Brusseau reported that the Age Friendly Action Plan will be implemented by a nine member committee appointed by the Select Board. This Committee will begin its work next month.

#### **6. Schedule moving forward – Next Steps – Planning Board update**

A Vision Statement will be created after all the Plan updates are completed. Final edits to all the sections are being done.

Mr. Belansky felt the Committee could provide final working drafts and a status update to the new Planning Board after the April Elections, as there are several committees interested in what is happening with the document. Ms. Araway felt these Committees should be asked what they need from the Master Plan Update. Ms. Woods advised that the Committees should have their own ideas about what they want to accomplish, and they should not need to rely on the Master Plan Update to figure this out. The Master Plan can be updated or changed at any time the Planning Board feels is appropriate. Mr. Rummel suggested evaluating the consequences, effectiveness and impacts of the recommendations, goals and objectives within the Master Plan through periodic assessments rather than tracking implementation. Mr. Zaharoolis reminded attendees that this Plan is a high level planning tool, and more work still needs to be done. Documents can be uploaded to One Drive for review.

More discussion will be done at the next meeting.

### **7. Agenda items for next meeting**

NMCOG will not be at the next meeting.

The Committee will discuss the sections that were not overseen by NMCOG.

### **8. Approval of Minutes**

**February 25, 2021**

**Motion:** by Mr. Raisbeck to approve the Meeting Minutes of February 25, 2021, as presented.

Seconded by Mr. Rummel.

**Roll Call:**

Ms. Araway: Aye

Mr. Rummel: Aye

Mr. Lefebvre: Aye

Mr. Ready: Abstained

Mr. Raisbeck: Aye

Mr. Murphy: Aye

Mr. Zaharoolis: Abstained

**Motion carries, 5-0.**

The minutes of January 28, 2021 are being compiled by Mr. Zaharoolis and Mr. Belansky, as the recording of this meeting was lost.

### **9. Adjourn**

**Motion:** by Mr. Raisbeck to adjourn the meeting at 8:40PM. Seconded by Ms. Araway.

**Roll Call:**

Ms. Araway: Aye

Mr. Rummel: Aye

Mr. Lefebvre: Aye

Mr. Ready: Aye

Mr. Raisbeck: Aye

Mr. Murphy: Aye

Mr. Zaharoolis: Aye

**Motion carries, unanimous.**

**Next Meeting: April 8, 2021**

Respectfully Submitted,  
Vivian W. Merrill,  
Recording Secretary

Supporting Documents:

- Draft Update of the Housing Section
- Draft Update of the Transportation Section
- Draft Minutes