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TOWN OF CHELMSFORD  
PATRICIA E. DZURIS  
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Town of Chelmsford  
Master Plan Update Committee  
50 Billerica Rd., Room 205 Chelmsford, Ma 01824  
Regular Meeting  
MINUTES  
May 14, 2019  
Approved June 27, 2019

**Attending:** George Zaharoolis, Donald Van Dyne, Nancy Araway, Linda Prescott (left at 7:52PM), Kenneth Lefebvre, Joseph Ready, Scott Rummel

**Not Present:**

**Others Present:** Evan Belansky, Community Development Director,

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 Mr. Belansky.

**Introductions**

Committee Members introduced themselves, and they explained what drew them to be a part of this Committee.

**Discuss minute taker**

Vivian Merrill will take the minutes for this Committee.

**Elections – Chair, Vice Chair and Clerk**

Nominations for Elections will be completed when the Committee is ready.

**2010 Master Plan**

- **Background information (committee process, public engagement process, NMCOC involvement)**
- **presentations by former 2010 Master Plan committee member**

Mrs. Prescott and Mr. Zaharoolis described the process that the prior Committee used in developing the 2010 Master Plan, which took 20 months to complete.

There were six public input sessions on various parts of the Plan. A listing of groups polled was provided.

New ideas for public engagement were encouraged.

The Committee will need to decide whether they want to re-write an entire new plan, or simply update the existing plan. Mrs. Prescott suggested starting by looking at the recommendations from the 2010 Plan.

## **2020 Master Plan**

**- \$25K in funding is currently available via grants from NMCOG**

Mr. Belansky explained this is the Committee's budget. There may be more funding available depending on the scope and services requested.

## **2020 Master Plan**

**Identify the purpose and goal of a Master Plan.**

**Identify the role of the Master Plan Committee.**

**Review recommendations section and implementation section of the 2010 Master Plan.**

**Determine what the goals of the 2020 Master Plan Committee should be.**

**Discuss / determine if existing sections are relevant to the 2020 Plan**

**Update or complete rewrite**

**New topics/ sections to the 2020 Master Plan?**

**Discuss Public Input/public engagement process**

The Committee was advised that the Master Plan is not a legally binding document. It is a guiding document that could be used as a policy document.

The Committee will need to determine the types of public engagement desired. Social media was used differently in 2010, and all topics can still be discussed in an open session at meetings.

Mr. Ready explained he would like to hear public input on what people feel about things that were implemented in the prior plan, and what their suggestions might be for this new master plan. Mr. Zaharoolis asked whether the prior direction in the prior plan should be built upon, or changed. He suggested this exercise be done one section at a time.

Committee members were encouraged to read the old plan and list things they liked and what they think needs to be changed. A SWOT analysis was done for the prior plan; a similar process can be done for the new plan. Members' input should be sent to Mr. Belansky to be tabulated.

Mr. Belansky suggested that some town departments can work on an applicable section to them, and other topics can be handled by the Committee. Things to think about include looking at what worked in the prior plan, what didn't work, and what can be improved. Committee members should also think about new themes and concepts such as age friendly initiatives, climate change/resiliency, green infrastructure and technology, and there might be others.

Ms. Araway requested to hear presentations from the owners of the prior recommendations, noting there was little cooperation during the process used by the prior Master Plan Implementation Committee. Mr. Belansky noted that Facilities and Transportation were difficult parts to follow, as many things were beyond the scope of the Master Plan, and community need and funding tend to dictate what gets done. He suggested finding an improved procedure for engagement and collaboration for certain topics. Mr. Zaharoolis commented that ideas in the prior plan were not constrained by funding considerations.

Big item expenditures get town meeting approval and are often beyond the scope of the Master Plan. The school facilities plans can be referenced if appropriate. Other plans can also be referenced. Priorities can be determined through different methods, such as a situation, or a Town Meeting action. Committee members were advised to keep discussions at a high level to keep the working document flexible, and bring in stakeholders where needed.

Mr. Rummel asked if there was a place for state goals and objectives in the plan. Mr. Belansky explained the focus of the plan should be more localized. Mr. Rummel suggested that there may be ways to leverage state objectives to get more grant opportunities. He asked what the population might look like in 10 years, and whether there was data available on other socio-economic situations such as the aging population, birth rate, immigration rate and impacts to housing and work force demand. He asked whether there are communities that are where Chelmsford was at 10 years ago, and how they adapted.

Mr. Belansky agreed to look for grants to hire a consultant that could work on socio-economic data not available through NMCOG. There are grants for public engagement (survey methodology), and specialized facilitators if needed.

Mr. Rummel asked if there were state plans that address the changing workforce demographics, and whether there was a continuing need for some large office buildings or employment centers.

Mr. Ready requested information on North Chelmsford commuter rail station plans, which will be provided by NMCOG.

**Agenda items for the next meeting:**

NMCOG to provide updated data on the socio-economic profile of the Town

Begin a high level SWOT exercise

Discuss grant requests

Committee members were asked to look at SWOT items, and start formulating an assessment.

Regarding elections:

Committee members were asked to think about the role of the Chairman and whether that person should do more than manage meetings and public input sessions. Discussion of Elections were tabled to the next meeting, when the entire Committee could be present.

**Next Meeting Date / schedule moving forward**

The Committee agreed to meet May 30, June 13, and June 27, 2019 at 7:00PM. The goal will be to keep the meeting to 2 hours.

**Adjourn**

**Motion:** by Mr. Lefebvre to adjourn the meeting at 8:35PM. Seconded by Mr. Zaharoolis.

**Motion carries, unanimous.**

Respectfully Submitted,

Vivian W. Merrill,  
Recording Secretary

List of Reference Documents:  
-2010 Master Plan