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Town of Chelmsford
Master Plan Update Committee
50 Billerica Rd., Chelmsford, Ma 01824

TOWN OF CHELMSFORD
PATRICIA E. DZURIS
TOWN CLERK

Regular Meeting

MINUTES

May 27, 2021

Virtual Meeting via Zoom

Approved June 24, 2021

Attending: George Zaharoolis, Nancy Araway, Michael Raisbeck, Bill Murphy, Joe Ready, Kenneth Lefebvre

Not Present: Scott Rummel

Others Present: Evan Belansky-Community Development Director, Colleen Stansfield, Assistant, Fred Brusseau-Age Friendly Initiative, Jay Donovan-NMCOG, Beverly Woods-NMCOG, Justin Howard-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 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 April 22, 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

No one came forward at this time.

2. Chelmsford Water District – letter

The Chelmsford Water District provided a letter showing their updates and revisions related to topics in the Natural Resources section of the Master Plan, as well as the Economic Development chapter. A copy of the letter will be provided to NMCOG for inclusion in the document.

Ms. Araway suggested an additional change to the Natural Resources Chapter. She noted the Town has had success in preventing development of agricultural land through use of CPC funds. She noted that agricultural land is not being preserved, as it is not being used for agricultural purposes, but is instead being used for conservation purposes.

3. Vision statement - discussion

An updated version of the Vision Statement was sent to the Committee for review.

Mr. Brusseau advised that he reviewed the entire 2010 Master Plan, including the Vision Statement. He noticed the Vision Statement used in 2010 seemed to reflect current conditions at that time, and did not discuss what a future vision was. He felt the current version of the Vision Statement has the same issues. Ms. Woods agreed with Mr. Brusseau's assessment, and recalled there was extensive discussion regarding the Vision Statement in 2010. Ms. Woods agreed there are issues and needs that need to be met. Mr. Brusseau added that the transportation system is not adequate for all residents in Chelmsford. He suggested adding a paragraph that Age Friendly initiatives be incorporated into the statement. Mr. Brusseau was asked to provide his comments in writing to NMCOG. Ms. Araway agreed that the current version sounds like a sales pitch, and doesn't address needs. Mr. Murphy felt the statement as written as somewhat homogenous and not unique to Chelmsford.

Committee members were asked to forward their comments and suggested revisions to Mr. Belansky, Ms. Woods and Mr. Donovan, for further discussion at the next meeting.

Mr. Brusseau read a sample Vision Statement he found online that was used for a different community.

4. DPW - Facilities – review chapter

Melissa Joyce was present to explain the revisions and additions made to the Facilities Chapter. Goals were added regarding sustainability, climate and emission controls which are being encouraged at the State and Federal levels. Ms. Woods announced that NMCOG is applying for grants to provide assistance to communities in addressing these issues. Mr. Belansky noted that initiatives under the Green Communities Act didn't require Town Meeting approval.

Ms. Joyce highlighted clarification of information made in several other sections, which was shown to the Committee.

Mr. Zaharoolis suggested adding more data on the many capital improvements projects that have been done in the Public Schools over the past decade.

5. Housing Chapter – NMCOG

Mr. Donovan showed two minor changes made on page 10 of this section. Ms. Araway was asked to send the additional data for Table 4 she had mentioned in a previous meeting.

A paragraph was added in regard to "starter" homes.

No additional changes were suggested.

6. Transportation - NMCOG

Mr. Howard stated that the latest addition to this section was to update pedestrian/bicycle crash data, with accompanying narrative.

The Committee had no further comments.

7. Age Friendly Committee - follow up

Mr. Brusseau announced that the Implementation Committee held its second meeting, and tasks are being implemented and tracked.

8. Schedule moving forward – Next Steps – Planning Board presentation

Mr. Zaharoolis drafted a PowerPoint presentation as a starting point for a future presentation in front of the Planning Board. The Committee was requested to add information to the draft presentation.

Mr. Belansky suggested adding information about strengthening the implementation process.

The presentation could be started as soon as the Planning Board's June 23rd meeting.

9. Agenda items for next meeting

The meeting on June 10 could possibly be in person, with a Zoom option for public input.

Topics to discuss include the Vision Statement, review of the Planning Board presentation, and the development of the Implementation matrix which NMCOG members are working on.

Mr. Belansky will forward the latest revisions to all sections to NMCOG.

10. Approval of minutes

March 11, 2021

Motion: by Mr. Raisbeck to approve the Meeting Minutes of March 11, 2021, as presented.

Seconded by Mr. Ready.

Roll Call:

Ms. Araway: Aye

Mr. Lefebvre: Abstained

Mr. Ready: Aye

Mr. Raisbeck: Aye

Mr. Murphy: Aye

Mr. Zaharoolis: Aye

Motion carries, 5-0.

April 8, 2021

Motion: by Mr. Lefebvre to approve the Meeting Minutes of April 8, 2021, as presented.

Seconded by Ms. Araway.

Roll Call:

Ms. Araway: Aye

Mr. Lefebvre: Aye

Mr. Ready: Abstained

Mr. Raisbeck: Aye
Mr. Murphy: Aye
Mr. Zaharoolis: Aye
Motion carries, 5-0.

April 22, 2021

Mr. Zaharoolis had submitted an amendment, but this was withdrawn.

Motion: by Mr. Lefebvre to approve the Meeting Minutes of April 22, 2021, as presented.
Seconded by Ms. Araway.

Roll Call:

Ms. Araway: Aye
Mr. Lefebvre: Aye
Mr. Ready: Aye
Mr. Raisbeck: Aye
Mr. Murphy: Aye
Mr. Zaharoolis: Aye
Motion carries, 6-0.

11. Adjourn

Motion: by Mr. Lefebvre to adjourn the meeting at 8:26PM. Seconded by Mr. Raisbeck.

Roll Call:

Ms. Araway: Aye
Mr. Lefebvre: Aye
Mr. Ready: Aye
Mr. Raisbeck: Aye
Mr. Murphy: Aye
Mr. Zaharoolis: Aye
Motion carries, 5-0, unanimous.

Next Meeting: June 10, 2021

Respectfully Submitted,
Vivian W. Merrill,
Recording Secretary

Supporting Documents:

- Letter from the Chelmsford Water District
- Draft Vision Statement
- Draft Planning Board Presentation
- Draft Update of the Facilities Section
- Draft Update of the Housing Section

- Draft Update of the Transportation Section
- Draft Minutes