

Town of Chelmsford
Master Plan Update Committee
50 Billerica Rd., Chelmsford, Ma 01824
Regular Meeting
MINUTES
June 24 2021
Virtual Meeting via Zoom
Approved August 12, 2021

Attending: George Zaharoolis, Nancy Araway, Michael Raisbeck, Kenneth Lefebvre, Scott Rummel, Joe Ready

Not Present: Bill Murphy

Others Present: Evan Belansky-Community Development Director, Fred Brusseau-Age Friendly Initiative, Beverly Woods-NMCOG, Justin Howard-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 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 June 24, 2021, at 7:00 P.M.

The meeting was called to order at 7:10PM by Mr. Zaharoolis. The meeting was started late due to technical difficulties.

1. 7:00- 7:15 Open Session

No one came forward at this time.

2. Vision Statement-Discussion

Discussion Tabled.

3. NMCOG-Review Final Drafts-Economic Development & Housing Sections

Mr. Donovan summarized the minor changes that were included in this draft. Ms. Araway's edits were added into Table 4, as requested. Comments received from the Chelmsford Water Department were also added into the draft.

2. Vision Statement-Discussion

Two updated versions of this document were shown to the Committee.

One is much shorter than the other. The 2010 Master Plan had a Cover Letter. This could be done again for this update.

Mr. Rummel felt the shorter statement was very bold and forceful. Mr. Ready will edit and send another version of what he would suggest as a Vision Statement to NMCOG & Mr. Belansky. Mr. Ready felt the Vision Statement should focus more on quality of life and being responsive to citizen concerns and viewpoints. Ms. Araway felt that from a Planning Board perspective, Public Input seeks to hinder or stop all development. This perspective may not actually represent what the general public desires. Some people do not feel comfortable with change, however, many new people are moving to Chelmsford. Mr. Ready added there is a need to balance community and business.

4. NMCOG-Review First Draft of the Implementation Section

Ms. Woods provided the current draft document for the Committee's review and comment. The document lists groups, committees and Boards that would be responsible for the many goals within the Master Plan. The Committee was asked to provide input, in case any of the groupings should be amended. Proposed time frames and other stakeholder information will also need some clarification.

The Committee was reminded that the Master Plan can be changed at any time.

Ms. Araway suggested numbering the goals to make them easier to follow. She also suggested having more clarification on who the "stakeholders" actually could be. Ms. Woods added that some goals may require more than one group to work together. Many people are involved "behind the scenes" when it comes to implementation. Mr. Brusseau recalled that in the Age Friendly Plan, they refer to Partners, rather than stakeholders, owners, facilitators or coordinators. He suggested adding language that tells people what is expected of everyone in order to manage the process. Ms. Woods reminded the Committee that there is no legal obligation to follow the proposed Master Plan. The process is more to keep track of what is being done.

Issues and concerns regarding the previous Implementation Committee were discussed. Possible membership and makeup of an Implementation Committee were also discussed.

Committee members will receive a "Word" version of this document, so they can easily make and track proposed changes. These changes should be sent to Mr. Belansky and Ms. Woods.

5. Age Friendly Committee-follow up

Mr. Brusseau had no further updates at this time.

6. Update on Planning Board Presentation

Mr. Zaharoolis did the presentation to the Planning Board at their meeting on the previous evening, June 23, 2021.

7. Schedule moving forward-Next steps

The next meeting will include NMCOG members, and will be held on July 22, 2021. The meeting after this is proposed for August 12, 2021. Mr. Belansky & Mr. Ready will continue to work on the Recreation section, and Mr. Belansky and Ms. Woods are formatting the Open Space & Recreation section.

It was announced that Mr. Donovan and Ms. Woods are retiring from NMCOG at the end of 2021. They were wished the best of luck.

8. Agenda Items for Next Meeting

See the previous section.

9. Approval of Minutes

May 27, 2021

Motion: by Mr. Lefebvre to approve the Meeting Minutes of May 27, 2021, as presented.

Seconded by Mr. Raisbeck.

Roll Call:

Ms. Araway: Aye

Mr. Lefebvre: Aye

Mr. Raisbeck: Aye

Mr. Rummel: Abstained

Mr. Ready: Aye

Mr. Zaharoolis: Aye

Motion carries, 5-0, unanimous.

June 10, 2021

Motion: by Mr. Lefebvre to approve the Meeting Minutes of June 10, 2021, as presented.

Seconded by Mr. Raisbeck.

Roll Call:

Ms. Araway: Aye

Mr. Lefebvre: Aye

Mr. Raisbeck: Aye

Mr. Rummel: Abstained

Mr. Ready: Abstained

Mr. Zaharoolis: Aye

Motion carries, 4-0, unanimous.

10. Adjourn

Motion: by Mr. Lefebvre to adjourn the meeting at 8:12PM. Seconded by Mr. Ready.

Roll Call:

Ms. Araway: Aye

Mr. Lefebvre: Aye

Mr. Raisbeck: Aye

Mr. Murphy: Aye

Mr. Zaharoolis: Aye

Motion carries, 5-0, unanimous.

Next Meeting: July 22, 2021

Respectfully Submitted,
Vivian W. Merrill,
Recording Secretary

Supporting Documents:

- Draft Economic & Housing Sections
- Draft Vision Statement
- Draft Implementation document
- Draft Minutes