

RECEIVED
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Town of Chelmsford
Master Plan Update Committee
50 Billerica Rd., Chelmsford, Ma 01824
Regular Meeting
MINUTES
August 12, 2021
Virtual Meeting via Zoom
Approved September 9, 2021

TOWN OF CHELMSFORD
PATRICIA E. DZURIS
TOWN CLERK

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

Not Present:

Others Present Remotely: 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 7:00PM by Mr. Zaharoolis.

1. 7:00- 7:15 open session

No one came forward at this time.

2. Vision statement - discussion

There were multiple versions of this document supplied for review submitted by various members. Mr. Zaharoolis explained the edits he made. Ms. Woods tried to combine all major points in the different versions to capture everyone's input. The Committee members supported Ms. Woods' version of the Statement. Mr. Brusseau suggested re-wording the last statement, from "we are optimistic" to "we are confident", which will be done.

Committee Members were reminded they need to be sworn in by the Town Clerk's Office. Notices were sent out 3 days ago.

Motion: by Mr. Lefebvre to approve Ms. Woods' version of the Vision Statement as amended. Seconded by Mr. Raisbeck.

Roll Call:

Mr. Ready: Aye

Mr. Lefebvre: Aye

Mr. Rummel: Aye
Mr. Raisbeck: Aye
Mr. Murphy: Aye
Ms. Araway: Aye
Mr. Zaharoolis: Aye

Motion carries, unanimous.

3. NMCOG – Implementation Chapter

The draft document was presented for review.

Mr. Raisbeck had submitted some formatting changes.

Composition of the Implementation Committee was discussed. Mr. Raisbeck suggested adding a member from the Agricultural Committee. Mr. Zaharoolis felt this Committee is already too big. The Town Manager and Community Development Director are advisors to the Committee, and not a member. The DPW will be dropped, as they answer to the Town Manager. Mr. Rummel noted there were not any references to how often this Committee should meet. The purpose of the Committee is merely keeping track of how much progress is being made on the recommendations in the Plan. Mr. Belansky noted that a challenge is in getting some of the more challenging items implemented, as the Committee has no power to force things to be done, and some measures may not move forward for a variety of reasons. The Committee will determine how they want to facilitate the process. Mr. Murphy felt more accountability may be needed in the implementation process. Ms. Araway noted there is no funding for many of the recommendations, or any buy-in from many of the stakeholders. Mr. Zaharoolis felt the Plan does help the Planning Board with its work, over the long term.

A typographical error will also be corrected.

The most recent changes were presented to the Committee. Mr. Raisbeck identified duplicate recommendations in different Chapters. These will be merged.

Ms. Woods advised the recommendations are usually organized by time frame, and can be numbered by chapter. Therefore, the numbers may not be sequential. The Committee is amenable to this.

Mr. Brusseau suggested adding a reference to the Age Friendly Initiative within the Master Plan, as a stakeholder or an advisor where appropriate. Draft documents will be sent to Mr. Brusseau for input.

4. NMCOG – other chapters – final drafts

The Open Space chapter needs to be finalized and formatted. Mr. Raisbeck and Mr. Belansky will coordinate this. Ms. Woods advised that all other chapters are set for content, they just need more formatting.

5. Age Friendly Committee - follow up

Mr. Brusseau reported that subcommittees have been developing a timeline for completion of the actions and goals in the Age-Friendly Action Plan. He provided several examples of age-friendly projects that have already been completed, or are ongoing.

Bill Gilet joined the meeting late, and was invited to speak as part of Open Session. He advised he is part of the Vinal Square Strategic Action Plan Committee. He asked whether there were any tasks that his committee should be aware of in the Plan. Ms. Woods advised many of the topics were what was being discussed at their meetings.

6. Update on PB review

Mr. Raisbeck reported that the Planning Board is reviewing each section of the Master Plan at several scheduled work sessions. August 25, 2021 or September 8, 2021 are the next sessions. Mr. Belansky asked whether the Planning Board or this committee would provide a report at Fall Town Meeting.

7. Schedule moving forward – Next Steps –

The next meeting is scheduled for August 26, 2021. Mr. Zaharoolis will not be available for this meeting.

Ms. Woods requested that the Planning Board finish their review before the formatting is done, so the document only has to be formatted once. Some tables still need editing.

Mr. Raisbeck will not be available for the September 9, 2021 meeting.

The Committee agreed that the next meeting will be September 9, 2021.

Mr. Belansky advised that Chelmsford Telemedia may not be able to televise the next meeting. They are working on a solution.

8. Agenda items for next meeting

More final reviews will be done, as well as an update from any comments from the Planning Board.

9. Approval of Minutes

June 24, 2021

Motion: by Mr. Lefebvre to approve the Meeting Minutes of June 24, 2021, as presented.

Seconded by Mr. Raisbeck.

Roll Call:

Mr. Ready: Aye

Mr. Lefebvre: Aye

Mr. Rummel: Aye

Mr. Raisbeck: Aye

Mr. Murphy: Abstained

Ms. Araway: Aye

Mr. Zaharoolis: Aye

Motion carries, unanimous.

10. Adjourn

Motion: by Mr. Lefebvre to adjourn the meeting at 8:33PM. Seconded by Mr. Raisbeck.

Roll Call:

Ms. Araway: Aye

Mr. Lefebvre: Aye

Mr. Rummel: Aye

Mr. Ready: Aye

Mr. Raisbeck: Aye

Mr. Murphy: Aye

Mr. Zaharoolis: Aye

Motion carries, 5-0, unanimous.

Next Meeting: September 9, 2021

Respectfully Submitted,
Vivian W. Merrill,
Recording Secretary

Supporting Documents:

-Draft Vision Statement

-Draft Implementation document

-Draft Minutes