

RECEIVED  
2021-10-14  
8:29 AM

Town of Chelmsford  
Master Plan Update Committee  
50 Billerica Rd., Chelmsford, Ma 01824  
Regular Meeting  
MINUTES  
September 9, 2021  
Hybrid Virtual Meeting via Zoom  
Approved September 23, 2021

TOWN OF CHELMSFORD  
PATRICIA E. DZURIS  
TOWN CLERK

**Attending (in-Person):** George Zaharoolis, Nancy Araway (7:15PM), Michael Raisbeck (7:15PM), Kenneth Lefebvre, Joe Ready, Bill Murphy, Scott Rummel, Evan Belansky-Community Development Director,

**Not Present:**

**Others Present Remotely:** 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 audio recorded.

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**

The latest version of this document was discussed at the last meeting; the Committee agreed to use this amended version.

**3. NMCOG – Implementation Chapter**

Numbers were added to the recommendations as previously requested. Several recommendations appear in more than one section, and those have been noted. Matrixes were organized by chapter and by time frame.

Mr. Ready asked to add a recommendation to hire a Recreation Director somewhere in the Open Space and Recreation section. Mr. Belansky will make this change, and forward the revised document to Ms. Woods.

Ms. Woods asked the Committee to review the first page regarding participant lists.

Mr. Brusseau explained that he inserted references to the Age Friendly Action Plan Committee as a stakeholder, as appropriate, as was previously requested. This revised document was sent to Mr. Belansky. This will need to be sent to Ms. Woods, as she does not have this version.

Mr. Brusseau noted there were several recommendations in the Transportation Section about bicycle and pedestrian traffic. He suggested that a reference to the Mass. Complete Streets Program as a stakeholder for these items, and the Age Friendly Action Plan Committee should be listed as an interested observer.

The Master Plan Implementation Committee member make up would include representation from the following groups: Planning Board, Select Board, Conservation Commission, Housing Advisory Board, Historical Commission, a Town Meeting member or resident at large, a member from this Master Plan Committee, Age Friendly Action Plan Committee, and Agricultural Committee. The DPW, Town Manager, and the Community Development Director would be listed as Advisors to the Implementation Committee.

#### **4. NMCOG – other chapters – final drafts**

A compiled document except for the Introduction, Implementation Table, and the Open Space & Recreation section was sent to the Committee for final review. Any edits need to be sent to Mr. Belansky & Ms. Woods as soon as possible, to be discussed at the next meeting.

Mr. Zaharoolis hopes to be done with the Master Plan by the end of October.

The current draft of the introduction section was shown to the Committee. Mr. Brusseau asked for a mention about the collaboration between the Committee and the Age Friendly Action Plan Committee.

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

Mr. Brusseau announced that Steve Callaghan provided a report to the Committee that Friendship Park and Roberts Field has had a lot of work done to create four athletic fields and a walking track, which will make this site more Age Friendly.

#### **6. Update on Planning Board review**

Mr. Raisbeck reported that Town Manager Paul Cohen and Select Board Chair Virginia Timmins came to a Planning Board meeting and noted that this update was less strong on statements of intent, and stronger on statements of possibility. The Planning Board members have not had many comments to date. They still have 3 chapters to review, and hope to be done by the middle of October.

There is some concern that the latest census data will impact housing production goals. The update as written does not provide a lot of direction, as it was written based on the most recent Housing Production Plan. The Planning Board is aware they will need to consider what priorities to pursue. Mr. Raisbeck noted there is resistance from residents to accept changes of any kind, which also needs to be taken into consideration. Mr. Zaharoolis advised that the Planning Board has the authority to amend or add to the

Master Plan as needed over time. Mr Zaharoolis also asked the PB members and Evan to put the last 3 sections on the next PB meetings agenda and he would attend to assist in answering any questions.

### **7. Schedule moving forward – Next Steps –**

Committee members were asked to review all the chapters done to date, and get comments in, to discuss at the next meeting.

The Introduction and Overview needs review and comment.

A letter from the Committee used in the last plan was referenced, and this Committee should do a similar letter.

An executive summary has not been developed yet, but Ms. Woods advised that the Introduction and overview letter basically acts as an executive summary.

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

See previous topic.

The next meeting will be September 23, 2021. Potential October dates will be October 14 & 28, 2021.

### **9. Approval of minutes**

August 12, 2021

**Motion:** by Mr. Raisbeck to approve the Meeting Minutes of August 12, 2021, as presented.  
Seconded by Mr. Lefebvre. **Motion carries, unanimous.**

### **10. Adjourn**

**Motion:** by Mr. Raisbeck to adjourn the meeting at 7:46PM. Seconded by Mr. Lefebvre. **Motion carries, unanimous.**

Respectfully submitted,  
Vivian Merrill  
Recording Secretary

Supporting Documents:  
-Draft Vision Statement  
-Draft Implementation document  
-Draft Chapters  
-Draft Minutes  
-Introduction and overview