

Minutes of the CLRPC Meeting of June 24, 2016

Pursuant to a notice filed with the Town Clerk, the Comprehensive Long Range Plan Committee (CLRPC) met at 8:00 a.m. on June 24, 2016 in the First Floor Meeting Room, 141 Keyes Road, Concord, MA.

Members Present:

Gary Kleiman, Co-Chair
Elise Woodward, Co-Chair
John Boynton, Clerk
Wally Johnston
Barron Lambert
Barbara Morse
Murray Nicolson
Nick Pappas
Wade Rubenstein
James Bryant
Peggy Briggs
Judith Zaunbrecher
Jane Hotchkiss, Select Board Liaison

Marcia Rasmussen, DPLM Director
Elizabeth Hughes, Town Planner

The meeting commenced at 8:00 a.m.

Welcome/Introductions

Co-Chair Kleiman welcomed everyone and asked to go quickly around the table for Committee introductions.

Questions, insights and observations from review of the 2005 Comprehensive Long Range Plan and town board/committee web pages

Mr. Kleiman noted that the previous Comprehensive Plan Committee met over 100 times over the course of the 2005 Plan process. Mr. Kleiman asked for member's insights and observations from review of the 2005 Plan. Comments and observations were:

- What had been achieved and where the Town has had difficulties in making progress.
- The 2005 Plan was hard to read and felt siloed; it was difficult to see how the chapters connected;
- Impressed with the data and how close the 2005 Plan came to predicting where the town might be in 2020; it will be important to make sure the data in the new Plan is just as accurate and to have current demographic information;
- Previous Plan paid a lot of attention on mansionization; a brief discussion followed about the recently-passed Floor Area Ratio Bylaw and the pros and cons of larger homes in the community;

- Need to make sure that the Committee keeps in mind what will be required to achieve the recommendations established in the Plan, citing the example of the multiple tries over 20 years to get a Floor Area Ratio and Demolition Review Bylaw adopted.
- The 2005 Plan picked up a lot of themes that will get more focus this time around and it will be interesting to see how they develop in the new Plan;
- Importance of how the APA standards will fit into the State required framework for Master Plans;
- Need to reevaluate the transportation aspects and the changes that have occurred since the last Plan;
- Questions on the extent that the new Plan should address Federal and State properties in Concord and how the Town thinks about them followed by a brief discussion regarding the future of the MCI Concord prison;
- Looking at options to reduce the traffic cutting through Concord Center;
- Importance of setting a timeline for goals and objectives and making sure steps are being taken to further progress on action items.

Review Request for Proposals for consultant

Ms. Rasmussen gave an overview of the draft RFP. The Committee had an in-depth discussion regarding the following issues, concerns and components of developing the RFP:

- The challenge of how to evaluate the proposals if there are few local consultants who are not knowledgeable about the APA standards;
- The level that the consultant would be working with Town staff and the Committee and writing the Plan;
- The time commitment needed to manage the Committee's web page to make sure it is informative and interactive;
- Concern with whether the allocated funds will be sufficient considering the need for a high level of active participation in the community and certain sections of the Plan, such as traffic, cannot be done in-house;
- Need for Committee to collect data and do some homework to better focus on what is needed from a consultant;
- Consideration to having a more open-ended RFP to see how consultants would recommend working with the APA standards and structuring the Committee's work.

Overview discussion about the process for plan development – using the APA matrix as a guide in approaching the plan

Mr. Kleiman discussed a potential process of dealing with each principle at a time and working through the goals and objectives for that principle.

Ms. Zaunbrecher thought it would be important to first develop a community vision for the future before getting into each principle. Mr. Boynton agreed and felt that the Committee must seek significant community engagement to develop that vision. Ms. Rasmussen commented that

the Committee may want to draw on several resources, such as the Housing Production Plan, Open Space & Recreation Plan, to get some preliminary Town population data to help inform them on the direction of the Town.

The Committee had a discussion regarding the importance of getting input from citizens, stakeholders, boards and committees and finding more ways to capture information from these groups.

Mr. Kleiman outlined a process for moving forward that would include establishing a communications and outreach plan, establishing goals and objectives, creating a vision for the community and reviewing each of the six APA principles.

The Committee agreed that it would be important to flesh out the steps for moving forward before an RFP is issued. Mr. Kleiman said he would pull together a Process Outline for discussion at the next meeting. He would also like to include on the next agenda discussion of a communications plan, core issues for moving forward and further revisions to the RFP.

Review schedule of meetings

The Committee reviewed the draft meeting schedule and accepted the dates, noting that a few weeks prior to each meeting there would be a check to make sure there were a quorum of members.

Minutes of June 15, 2016

Mr. Johnston moved to approve the minutes of June 15th as written. Mr. Bryant seconded the motion. Minutes approved 9-0 with three abstentions (Briggs, Woodward, Zaunbrecher).

The meeting adjourned at 9:30 a.m.

Respectfully submitted,

John Boynton, Clerk