

Minutes of the CLRPC Meeting of July 8, 2016

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

Members Present:

Elise Woodward, Co-Chair
Peter Hunter
Barron Lambert
Barbara Morse
Murray Nicolson
Nick Pappas
Wade Rubenstein
Wally Johnston
Jane Hotchkiss, Select Board Liaison

Marcia Rasmussen, DPLM Director
Elizabeth Hughes, Town Planner
Sean O'Brien, Finance Dept. Budget Analyst

The meeting commenced at 8:00 a.m.

Discussion of June 27th Draft Process Outline

Ms. Woodward referenced the draft document and questioned whether members had any comments or reflections on the draft process as outlined. The following points were established:

- The outline has an ongoing role for the 6 principles so circling back to them will help make sure they are informing the Committee on what they are doing;
- Step #8 should somehow tie back to the RFP. There is a lot of work identified in step #8 that isn't in the RFP;
- Need to make sure there is enough detail in the process document about the APA terms so people are informed;
- The steps may need to be re-ordered so that the development of the vision, goals and objectives happen iteratively;
- Step #3 Vision should focus on 2030, but the Plan should check in with the community on a broader statement and assumptions for 2050 to help guide the community in the vision, resiliency and environmental sustainability;
- Utilize information from previous plans, Town staff, state agencies, MAPC, local universities and knowledgeable individuals in the community to help form assumptions;
- Have an integrated approach in Step #6 to collecting information from all the stakeholders and be able to clarify what the 6 principles mean. Plan chapters should not be silos;

- Ensure that the structure of the Plan utilizing the 6 principles will meet the State requirements MGL Ch. 41, Sec. 81-D;
- Develop a list of questions and talking points to take to stakeholders and groups.

Review Request for Proposals for consultant

The Committee had a discussion on the timeline for the selection of a consultant and determined the target is to have the RFP advertised in the Central Register for August, review proposals and make a selection in late September with a consultant onboard in October.

The Committee discussed whether the RFP should be broken into two separate RFPs; one for a consultant to help formulate the community vision and another RFP for a consultant to develop the Plan. The Committee determined it would have one RFP that included both aspects so there was consistency between the consultant, Committee and the community.

The RFP was amended to include the following:

- Timeline in the RFP clearly states the 16 month process and the respondent should provide a timeline to organize the public outreach, establish vision, goals and objections and develop the Plan;
- Consultant should plan to attend one Committee meeting a month;
- Final product from the consultant needs to be also include a web enabled document;
- More detailed information about what is involved in “Accountable Implementation” process;

Mr. Lambert, Mr. Rubenstein, Ms. Woodward and Mr. Kleiman will review the final RFP prior to submission to the Central Register.

Review July and August Schedule

The Committee determined it would devote the next three meetings to discussing two principles at each meeting to help build consensus among Committee members and to better understand which components of the Plan should live under each principle (July 22nd Livable Built Environment & Harmony with Nature; August 12th Resilient Economy & Interwoven Equity; August 22nd Healthy Community & Responsible Regionalism). The summer meetings will be used for the Committee members to educate themselves and build alignment on points of view that will need to be captured in the Plan.

Town staff will prepare a draft Plan Table of Contents to help see how the 6 principles will be integrated into the Plan.

Minutes of June 24, 2016

Mr. Pappas moved to approve the minutes of June 24th. Mr. Rubenstein seconded the motion. There was no discussion. The minutes were unanimously approved as written.

The Committee had a brief discussion about the Nashville Plan. Mr. Lambert noted that while there are obvious differences between Nashville and Concord, Nashville is also a place where their cultural and historical setting is central to their character and central to something they are

trying to hold onto in their planning effort. He felt they managed to weave all of those things into the different elements. Mr. Lambert added that the Nashville Plan made the public outreach component systematic, knowing exactly how many people responded and participated and from what demographic. Ms. Woodward suggested that the word “systematic” be added to the RFP as part of the outreach component.

Mr. Pappas thought the more appropriate material the Committee could put online would make it easier for people to participate in some manner. The Committee agreed that pushing information out to citizens and making it easier for people to participate and respond would be important in widening the responses. To help reduce the cost of getting information out to the community and getting feedback, the Committee would look at doing targeted grassroots efforts similar to what the West Concord Advisory Committee does and then make sure that information is posted to the web site.

The meeting adjourned at 9:20 a.m.

Respectfully submitted,

John Boynton, Clerk