

## **Minutes of the CLRPC Meeting of September 9, 2016**

Pursuant to a notice filed with the Town Clerk, the Comprehensive Long Range Plan Committee (CLRPC) met at 8:00 a.m. on September 9, 2016 in the First Floor Meeting Room, 141 Keyes Road, Concord, MA.

### **Members Present:**

Elise Woodward, Co-Chair  
Gary Kleiman, Co-Chair  
Barron Lambert  
John Boynton  
Nick Pappas  
Peter Hunter  
James Bryant  
Wade Rubenstein  
Jane Hotchkiss, Select Board Liaison

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

The meeting was called to order by Ms. Woodward at 8:00 a.m.

### **RFP Consultant Update & Questions**

Ms. Hughes informed the Committee that so far 13 firms had requested the RFP and no questions were submitted with proposals required by 2 pm on September 15<sup>th</sup>.

### **Selection of Members for RFP Review Team**

Ms. Woodward, Mr. Lambert and Mr. Boynton agreed to serve on the Review Committee.

### **Data Collection Plan**

Mr. Kleiman wanted to catch up on the process moving forward and what the Committee should accomplish over the next month before the consultant is on board, and the type of data sets the Committee will need to collect. He thought that knowing the number and range of commercial establishments in Town would be helpful when looking at trends and services required for the future.

Mr. Bryant thought it would be important to pull out the key data from the 2005 Plan and update it. Ms. Woodward added that any updated studies and plans done since 2005 would also be relevant.

Ms. Rasmussen gave an overview of the MAPC demographic information for Concord and the region. She suggested that it might be helpful for the Committee if the planner from MAPC was invited to a Committee meeting. The Committee agreed.

Mr. Boynton suggested that the school enrollment and trends would be critical in moving forward.

The Committee discussed the level of detail of data needed at this time and determined that utilizing trends at this point would be sufficient to get an understanding of where the community is headed. It was determined that Committee members would send an email to Ms. Rasmussen and Ms. Hughes of data/resources that they are aware of which should be shared with other Committee members. Staff will begin putting this information on the Committee's web page. Staff would also have a Committee email address established so citizens can provide feedback to members. Ms. Rasmussen cautioned Committee members that while they would all receive these emails, they had to make sure not to reply. If a member thought it was important to respond to an email, they should contact only the Co-chairs and staff. Ms. Rasmussen also suggested the Committee discuss setting up a Facebook page, which allows for much more interactive and open public information and comment sharing.

### **Review elements of interest from APA Principles and Begin Discussion of Guiding Principles and Strategies for Establishing a Community Vision for Concord**

The Committee discussed how to utilize and prepare to analyze the data that is gathered. It was determined that everyone would familiarize themselves with the existing data and what question they think need to be answered, identifying the key issues that are pertinent and the additional data that may be needed so the community can be informed.

Mr. Bryant suggested that the Committee begin a Strength, Weakness, Opportunities, and Threats analysis of each of the six principles and that each member come with their SWOT analysis based on their point of view so that a list of objectives and/or content can be developed for the visioning sessions. Mr. Boynton thought it was important for the Committee to establish a point of view about the Plan, provide creativity and direction for the community. This will help provide a better starting point for the public process.

Ms. Hotchkiss commented that one of the executive goals forming from the Select Board's perspective is that in this process, the Committee will help inform all of Concord on what it thinks about its future because ultimately there are steps that will happen after this. There is a lot of responsibility there, but in the end, it comes back to implementation and the strength in an implementation plan comes back to what Concord has prioritized. She believes the tensions that get highlighted will be useful.

The Committee agreed they would do a SWOT analysis on the six principles over the next three meetings.

### **Meeting Minutes August 26, 2016**

The minutes of August 26<sup>th</sup> were not available.

The meeting adjourned at 9:30 a.m.

Respectfully submitted,

John Boynton, Clerk