

**Arlington Redevelopment Board**  
**May 18, 2015 Minutes**  
**Town Hall Annex, Second Floor Conference Room, Town Hall – 7:00pm**

Approved: June 1, 2015

**PRESENT: Chair, Andrew Bunnell, Mike Cayer, Bruce Fitzsimmons**

**ABSENT: Andy West**

**STAFF: Carol Kowalski**

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Documents Used:

Handout Outlining Potential Master Plan Implementation Committee Members, created by Carol Kowalski

Public Body Checklist for Creating and Approving Meeting Minutes, Issued by the Attorney General's Division of Open Government

The Chairman opened the meeting at 7:00pm and turned to the agenda item of the Master Plan Implementation Committee. Ms. Kowalski reviewed for the Board residents and Town employees being suggested for the Committee.

Mr. Cayer asked if Ms. Kowalski has approached the Director of Inspectional Services and the Director of DPW yet. Ms. Kowalski said no, but that it has been discussed with the Town Manager at this time. Ms. Kowalski said it is possible this Committee would only have to meet quarterly, but they would need to prepare an Annual Report to Town Meeting so everyone could see what progress is being made.

Mr. Fitzsimmons asked for clarification on how many members of each Board or Committee listed on the handout would be asked to be a part of the Master Plan Implementation Committee. Mr. Kowalski said one member from each Board or Committee.

Mr. Cayer commented that "Town Meeting Member" should read "Town Moderator Appointee". Mr. Cayer asked why the Selectmen would be involved in selecting the two members at large, when this is a Redevelopment Board Committee. Mr. Fitzsimmons suggested one member could be appointed by the Town Manager and approved by the Selectmen, and one member could be appointed by the Selectmen. Mr. Cayer said that the wording would probably stay the same regardless, but it just seemed a little confusing since this a committee under the Redevelopment Board not the Selectmen.

Mr. Fitzsimmons asked if someone from the Conservation Commission or Historic Districts Commission should be included in this list as well. Ms. Kowalski said it could be possible, but hopefully that role would be filled through some of the other appointees.

The Board discussed the roles of the Director of DPW and the Director of Inspectional Services within the Committee. Mr. Cayer said he wondered if the Directors of DPW and Inspectional Services have enough time in their busy schedules to be serving on the Committee. Ms. Kowalski stated she thought it would be helpful to have them part of the quarterly discussions, but said she would check in with them to see their thoughts.

Mr. Cayer suggested picking a member of the Master Plan Advisory Committee who is also on the Open Space Committee.

The Board turned to the agenda item of the ARB Designee for the Open Space Committee.

Ms. Kowalski said that the Board's designee to the Open Space Committee has communicated that she is no longer interested in serving. Ms. Kowalski said at this time, she has not been given any potential candidates but she could do some outreach if needed.

The Board suggested outreach to residents who are active among the Parks and Recreation facilities, since they might be interested in serving on the Committee.

The Board moved on to the agenda item of the Work Plan Update. Ms. Kowalski summarized some of the implementation steps that have been put into motion, such as working with David Gamble on design standards. Ms. Kowalski mentioned that David Gamble will be at the June 1, 2015 meeting of the Redevelopment Board to present the work that has been done so far. Ms. Kowalski mentioned that on May 29, 2015 the staff is taking a zoning retreat to re-familiarize themselves with issues and opportunities around Arlington.

Mr. Cayer asked if there was money set aside to go through the Zoning Bylaw and revise it for consistency.

Ms. Kowalski said one of the approaches initially is re-codifying the existing Bylaw, to make sure it is internally consistent. That approach could be taken and not touch anything substantive. That would be at the recommendation of the Implementation Committee. Ms. Kowalski said her recommendation would be to make some substantive changes and have some discussion over how much we could also do in re-codifying the Zoning Bylaw. Ms. Kowalski said that she doesn't think we're going to throw out the whole thing and start from scratch. The Town, Board members, and Committees now have a familiarity with the Zoning Bylaw through the Master Plan. This momentum would be kept by working on the existing Bylaw while the Master Plan is fresh in everyone's minds.

Mr. Fitzsimmons agreed.

Mr. Cayer said his only concern would be the complexity of the Bylaw as it currently stands that as you start making minor changes it could affect a lot more than originally intended.

Mr. Fitzsimmons suggested making some substantive changes to keep the momentum, for example to have mixed use brought in rather than having a patchwork of amendments.

Ms. Kowalski said she would research the cost to re-codify, and if the process would preclude the substantive improvements simultaneously.

Ms. Kowalski updated the Board that conveying the NPP Fines to a stewardship fund is in process.

Ms. Kowalski said that the Arlington Seniors Association lease at Central School is ready to be signed. 23 Maple Street's lease is still being worked on, but Mystic River Watershed Association's lease should be ready by June. The Request for Proposals for the exterior work at 23 Maple Street will be updated and sent out soon. The Central School site paving will be moving forward with recommendations shortly. There is a grant application being turned in for the Jefferson Cutter House to receive \$75,000 for building improvements. There are no updates on the Gateways Project at the moment. With regard to Economic Development, the Department prepared at the Selectmen's request some standards to use for all businesses for outdoor seating. Hopefully the Selectmen will eventually issue a few permits for Broadway Plaza. There will be upcoming outreach to fill the positions of the Community Preservation Act Committee. There has been a grant submitted to help the Town update their Housing Production Plan. The Department feels a committee would be very helpful throughout this process, so staffing a Committee for this topic will occur in the near future as well. Ms. Kowalski reviewed desirable representation to have on the committee for the Housing Production Plan.

The Board turned to the agenda item of approving minutes from April 13, 2015 and April 27, 2015. Mr. Fitzsimmons moved to approve the April 13, 2015 minutes as amended. Mr. Cayer seconded. All voted in favor. Mr. Cayer moved to approve the April 27, 2015 minutes as amended. Mr. Bunnell seconded. Mr. Fitzsimmons abstained.

Mr. Bunnell mentioned that there was a request last week from an Arlington resident to go back and edit the minutes of November 3, 2014. The resident was concerned that during a zoning application

some of his questions didn't make it into the minutes. Mr. Bunnell said his feeling is that there is no good way to go back and reopen the minutes from that far back; there is also no video recording of that meeting. There are only a few meetings where there are no recordings. Mr. Bunnell stated that the minutes should be a picture of the meeting, but they don't need to be a verbatim rendering. The general sense of what occurred is reflected in those minutes. Mr. Fitzsimmons agreed. The minutes are an overview, not a transcript.

Mr. Bunnell added that the Board has been satisfied with the quality of the minutes. He pointed out that Ms. Kowalski distributed a Public Body Checklist for Creating and Approving Meeting Minutes to have as a reference. Mr. Cayer added that he believes the Board follows all the points listed on the checklist.

Mr. Cayer moved to adjourn. Mr. Fitzsimmons seconded. All voted in favor.