

**Master Plan Implementation Committee**  
**May 23, 2019**  
**6:00 p.m. – 7:00 p.m.**  
**Arlington Town Hall, First Floor Conference Room**  
**MEETING SUMMARY**

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Attendees: Joe Barr, Peter Howard, Ann LeRoy, Charlie Kalaskas, Jenny Raitt, Wendy Richter, Ralph Willmer Erin Zwirko

**Meeting Summary**

Charlie provided minor clarifying edits to the meeting summary. On the minutes from April 1, 2019, Ralph made a motion to approve the meeting summary. Ann seconded. All voted in favor.

**Implementation Table**

The Committee discussed the best format for the Implementation Table. It is currently categorized by those activities that are In Progress, Ongoing Activities, Annual Reporting, Needs to be Assigned/Reassessed, On Hold Indefinitely, and Completed. Then the actions are grouped by lead within these categories. The Committee discussed what is important to track. There was discussion that there is a lot of overlap in the Implementation Table, so it is not easily sortable by element. The Committee allowed the staff to rework the Table for the next meeting.

The Committee then discussed the priorities for next year and reflected in the Table. There was discussion about the funding to hire a consultant for the Industrial Zoning and the Design Guidelines. There was also discussion about the Arlington Heights Action Plan, and the implementation of those recommendations. Staff will ask the Zoning Bylaw Working Group next month to decide whether the Working Group should oversee the implementation, or should a more focused subgroup be created. Staff provided information on other items such as the Sustainable Transportation Plan, the Hazard Mitigation Plan, and the ADA Self Evaluation and Transition Plan. Staff also noted that the Mill Brook Corridor Plan and the Historic Preservation Survey Master Plan were recently completed.

The Committee also debriefed on their observations of the past Town Meeting cycle to share with the group and staff.

**Next Meeting Date**

The Committee set the next meeting for September 12 at 6 pm.