



## **Master Plan Implementation Committee**

Date: September 12, 2019

Time: 6:00 PM to 7:00 PM

Location: Town Hall Annex, First Floor Conference Room

### **Minutes**

Present: Peter Howard, Ann LeRoy, Charlie Kalasuskas, Jenny Raitt, Ralph Willmer, Erin Zwirko.

Absent: Joe Barr, Andrew Bunnell, Mike Byrne, Adam Chapdelaine, Wendy Richter.

Seeing that there was not a quorum of members at the meeting, the Committee decided to hold the meeting but not take any deliberative votes.

On the meeting minutes from May 23, 2019, the Committee members did not have any comments, and recommended that the minutes be posted in draft format. Posting the draft minutes will enable the public to review the meeting, but with the understanding that the minutes might change when the final version is posted.

The Committee also deferred the discussion on co-chairs until the next meeting.

The Committee members reviewed the Implementation Table updates with subcommittee updates. From a usability standpoint, Erin reported that she combined two previous confusing columns into a single "Status" column and used bold to denote where updates were made. The members reported that it helped with the review of the table.

Some of the major updates included the scope of work for implementation of the Arlington Heights Neighborhood Action Plan, the economic analysis of the industrial zoning districts, residential design guidelines, and the Sustainable Transportation Plan. These efforts will cross a number of action items from the implementation table, and updates were made where it is noted. For the economic analysis of industrial zones, the residential design guidelines, and the Sustainable Transportation Plan, committees are currently being formed, and RFPs have been or will be released for these projects. The Arlington Heights Action Plan will be overseen by a new committee, for which we received a great response. The Zoning Bylaw Working Group will oversee the economic analysis of industrial zoning districts.

The Committee also discussed the recommendations of the Survey Master Plan relative to actions in the implementation table. Erin and Jenny reported that the DPCD staff will be considering whether there is a recommendation that would make a good, discrete project to apply for Community Preservation Act funds for the next fiscal year. DPCD staff is also working slowly on the scope of reconciling the Historical Commission's inventory with the Massachusetts Historical Commission's inventory, including street address discrepancies and building modifications.

The Committee discussed the upcoming completion of the ADA Self Evaluation and Transition Plan, and the staff noted that the Town will be applying for an implementation grant from the Massachusetts Office of Disability for a discrete project.

The Committee noted that some actions that need to be reassessed or reassigned might be relevant to the Facilities Department, as the Master Plan was prepared prior to the hiring of a Facilities Director. Erin indicated that she would investigate with the interim director.

Erin also reminded the Committee that will update the implementation table following the meeting, and post it to the website.

The next meeting will be held on December 19, 2019 at 6 PM.

Meeting adjourned at 7:30 PM.