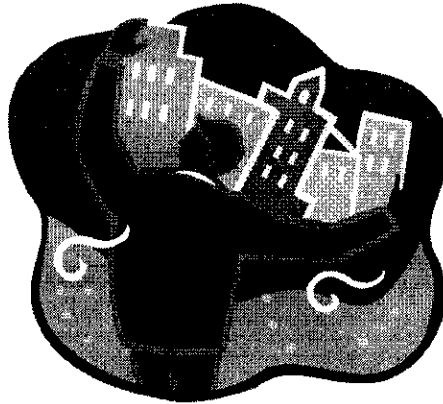




TOWN-WIDE PLANNING COMMITTEE

AGENDA April 5, 2011 7:00 p.m.

1. Welcome and roll call
2. Approval of minutes – 3-1-11
3. Acknowledge resignation of Michelle Harris
4. Discussion on any updates on the Master Plan

<u>Chapter</u>	<u>Title</u>	<u>"Good Shepherd"</u>
1	Executive Summary	
2	Factor Influencing the Growth of West Boylston	Leon Gaumont
3	Land Use & Zoning	Karen Pare
4	Population & Housing	Michelle Harris/Sue Meola
5	Economic Development	Michael Fishbein
6	Transportation Network	Lawrence Salate
7	Open Space & Recreation	Diana Englebart
8	Cultural & Historic Resources	Joanne Dunne
9	Municipal Facilities & Services	Leon Gaumont
10	Financial Strategies	Leon Gaumont

5. Approval of changes made to implementation plan
6. Review of implementation plan (section Open Space)
7. Other business
8. Set next meeting and adjournment

Meeting Minutes
March 1, 2011
West Boylston
TOWN WIDE PLANNING COMMITTEE

TWPC members present: Mr. Gaumond, Mr. Simmarano, Ms Dunne, Ms. Meola, Mr. Fishbein, Ms. Pare, Mr. Owanisian

TWPC members absent: Ms. Harris, Mr. Phillips, Ms. Engelbart, and Dr. Tashjian

The TWPC meeting was called to order by the Chairman, Leon Gaumond, at 7:08 pm.

Motion by Ms. Dunne, to approve the minutes of 12-7-2010. Seconded by Ms. Pare. All in favor.

Motion Ms. Pare to accept an amended Annual Town Report and submit it to Ms. Lucier. Seconded by Ms. Dunne. All in favor.

Updates on Master Plan Chapters

Mr. Gaumond spoke to the TWPC about recent conversation that he had with the Town Clerk about the census 2010 process. According to the information from the Town Clerk, the Summary Files will be completed by April 2012 which was sooner than Mr. Gaumond thought would be the case. A discussion ensued about moving the completion date of the Master Plan update until such time as the census information would be certified. This certification could have a major effect on the tables and data found in the Master Plan. Motion by Ms. Pare to delay rewrite of the Master Plan to 2012 in order to get certified census data in the Master Plan. Seconded by Ms. Dunne. Mr. Owanisian suggested we amend the motion to send out through the website all currently accepted draft chapters so the citizens can see the work done thusfar. All in favor.

Mr. Gaumond will announce this at the May Town Meeting and to the Board of Selectmen.

Chapter 1: Executive summary will be done after all other chapters are done.

Chapter 2: Welcome to West Boylston: Mr. Gaumond offered a working draft for comment by the committee. Mr. Fishbein suggested removing the tables of the SWOT exercise and to include it as an Appendix after ranking the tables. He feels the Chapter doesn't seem to read as a cohesive body of work. He also suggested an overview/introduction be added and rewrite as Past-Present-Future chapter.

Chapter 3: Land Use/Zoning: Ms. Pare announced that the Planning Board has been reviewing and have made some changes. She provided an update on the Affordable Housing review process and our efforts to determine whether or not the Town has met a 1/5% land exemption. She, Mr. Gaumond, Mr. Vignaly and Ms. Harris will begin a review process on this.

Chapter 4: Population/Housing: Mr. Gaumond reported that the Housing Production Plan draft is nearly completed. Ms. Harris and Ms. Meola are still working on this chapter.

Chapter 5: Economic Development: Mr. Fishbein has completed his draft.

Chapter 6: Transportation: Mr. Salate is still working on it and has coordinated the completion with departing DPW Director Westerling. They are close to a draft.

Chapter 7: Open Space: Ms. Engelbart is still working on this draft.

Chapter 8: Cultural: This chapter appears to be done.

Chapter 9: Facilities: This chapter appears to be done.

Chapter 9(a): Services: This chapter appears to be done.

Chapter 10: Finances: This chapter appears to be done.

Appendix A: This chapter appears to be done.

Appendix B: Mr. Owanisian reported that Mr. Kane and he worked on a draft and it is finished.

He pointed out that the school strategic plan is soon to be completed and a delay in the writing of the Master Plan will allow the School Department to include that plan as an Appendix in the Master Plan.

Review of the implementation guide

The TWOC reviewed the Implementation section on Economic Development and Housing and voted proposed changes (as attached). Motion by Ms. Pare to approve the changes, seconded by Mr. Fishbein. All in favor. Mr. Gaumond will make the corrections and will distribute to the committee at the next meeting.

Next meeting will be held on April 5, 2011 at 7:00 p.m.

Motion by Ms. Meola to adjourn, seconded by Mr. Fishbein. Meeting concluded at 8:40p.m.

Leon A. Gaumond Jr., Town Administrator

Implementation Strategy – Updated 12-1-09

Proposed changes

RESPONSIBILITY FOR IMPLEMENTING RECOMMENDATIONS			
Recommendation ¹	Responsibility	Timeframe	Resolved?
<i>Economic Development</i>			
Create Economic Development Commission or Task Force to promote economic development.	Board of Selectmen/ Business Community	Short-Term	Done – vote 9-5-06
Improve access to Hartwell Street Industrial District.	Board of Selectmen/DPW	Long-Term	
With the cooperation of the Massachusetts Highway Department, prepare Master Plan to re-develop the Route 12 Corridor as a community Gateway. This should include beautification elements, such as landscaping, pedestrian connections, and underground wiring.	Board of Selectmen/DPW/ Town Wide Planning Committee (TWPC)/ Municipal Light Dept.	Medium-Term	Done – vote 9-5-06
Implement the Route 12 Master Plan.	Board of Selectmen/DPW	Long-Term	
Identify regional economic development strengths and target sectors that are a good fit with the Town's work force and infrastructure assets.	Economic Development Commission-Task Force (EDCEDTF)/Board of Selectmen	Medium-Term	
Encourage small business development	EDCEDTF	Short-Term	
Improve coordination among municipal boards and departments	Town Administrator	On-going	
Become active in regional and state economic development planning.	TWPC/EDCEDTF	Short-Term	
Become a member of an Economic Target Area (ETA).	Board of Selectmen/EDCEDTF	Medium-Term	
Develop a marketing program to promote West Boylston as a desirable location for a small-business.	EDCEDTF	Medium-Term	Done – vote 3-1-11
Develop tourism as an economic engine	EDCEDTF	Short-TermOn-going	
Hold community fairs and special events.	EDCEDTF	Short-TermOn-going	
Inform local employers of technical and financial resources to improve skills of local work force.	EDCEDTF	Short-Term	

Proposed changes

RESPONSIBILITY FOR IMPLEMENTING RECOMMENDATIONS			
Recommendation	Responsibility	Timeframe	Resolved?
Provide lending sources and technical assistance to small businesses.	EDGE DTF	Short-Term	
Create non-profit Economic Development Alliance with neighboring towns.	Board of Selectmen/EDGE DTF	Medium-Term Long-Term	
Housing			
Investigate the potential use of the land purchased near the Jail for affordable housing.	Housing Partnership/Town Administrator	Long-Term	
Seek funding to build additional rental units for low and moderate-income households.	Housing Authority/Housing Partnership/Affordable Housing Trust	Medium-Term	
Form collaborative relationships to increase the use of project-based section Section 8 certificates and vouchers.	Housing Authority/Resources for Communities and People (RCAP)	Medium-Term	
Promote additional Local Initiative Program (LIP) projects.	Housing Partnership/Board of Selectmen	Short-Term	Angell Brook project was done
Create a non-profit housing trust, or work with an existing organization, to raise funds for affordable housing activities.	Board of Selectmen/Housing Partnership	Medium-Term	Done - vote 9-1-09
Empower the Housing Partnership to implement Produce a housing production plan to address the needs.	Board of Selectmen/Housing Partnership	Medium-Term	
Adopt an Incentive Zoning Bylaw to encourage developers to provide housing for low and moderate-income households in new developments.	Planning Board	Short-Term	Done - vote 10-3-06
Increase awareness of community housing needs, educate the community on affordable housing needs, and work to assist first time home buyers	Housing Partnership	On going	
Identify land in tax delinquency that may be suitable for housing and offer to first-time homebuyers.	Housing Partnership	On-going	
Revise Zoning Bylaw requirements for multi-family housing to	Planning Board	Short Term	Done - vote 10-3-06

Proposed changes

RESPONSIBILITY FOR IMPLEMENTING RECOMMENDATIONS			
Recommendation	Responsibility	Timeframe	Resolved?
include standards for design, neighborhood compatibility, and environmental protection. Increase density to four units per acre.			
Evaluate the existing building stock for opportunities to rehabilitate structures for affordable housing.	Housing Partnership	On-going	
Promote the use of accessory apartments to create units for low and moderate-income renters.	Housing Partnership/Planning Board	Short-Term	
Use a "limited development" approach to create some affordable units and preserve open space. (Cluster zoning)	Conservation Commission/ Planning Board/Open Space Committee	Medium-Term	Done - voted 3-1-11
Apply for funds to start a housing rehab program.	Town Administrator	Medium-Term	Applied for and denied
Consider adoption of the Community Preservation Act to acquire open space, protect historic resources, and create affordable housing.	Board of Selectmen/ Conservation Commission/ Housing Partnership	Medium-Term	Done - vote 9-4-07
Open Space and Recreation			
Provide input into decisions on future uses of DCR and county-owned land to ensure they remain open and accessible for recreational use.	Board of Selectmen/Open Space Committee/Parks Commission	On-Going	
Establish a long-range plan to ensure the preservation of lands under Chapters 61, 61A, and 61B, and support the agricultural use of DCR land.	Open Space Committee/ Board of Assessors	Medium-Term	Done - vote 9-4-07
Encourage greenway connections throughout the town, such as wildlife corridors and walking trails.	Open Space Committee/ West Boylston Land Trust	On-Going	
Extend the Rail Trail along the Quinapoxet River and up to Sterling, possibly along Pleasant Street.	Wachusett Greenways/ Open Space Committee	Short-Term	
Amend the Zoning Bylaws to include provisions for Open Space development (Cluster Zoning).	Planning Board	Short-Term	

<i>Open Space and Recreation</i>				
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Establish a long-range plan to ensure the preservation of lands under Chapters 61, 61A, and 61B, and support the agricultural use of DCR land.	Open Space Committee/ Board of Assessors	Medium-Term		Done – vote 9-4-07
Encourage greenway connections throughout the town, such as wildlife corridors and walking trails.	Open Space Committee/ West Boylston Land Trust	On-Going		
Extend the Rail Trail along the Quinapoxet River and up to Sterling, possibly along Pleasant Street.	Wachusett Greenways/ Open Space Committee	Short-Term		
Amend the Zoning Bylaws to include provisions for Open Space development (Cluster Zoning).	Planning Board	Short-Term		
Improve enforcement of bylaws designed to protect the environment.	Town Administrator	Short-Term		
Acquire open land by purchase or gift, and work with landowners to preserve sensitive resources through conservation restrictions.	West Boylston Land Trust	On-Going		
Acquire easements from landowners to link open space via natural corridors for hiking and wildlife routes.	West Boylston Land Trust	On-Going		
Protect privately owned wetlands by encouraging certification of vernal pools, utilizing students and volunteers such as Scouts.	Conservation Commission/ School Department	On-Going		
Coordinate open space preservation with historical preservation efforts.	Town Administrator/Open Space Committee/Historical Commission	On-Going		
Investigate the use of state grants to preserve historic and treasured landscapes.	Open Space Committee/ Historical Commission	On-Going		
Consider adoption of the Community Preservation Act to acquire open space, protect historic resources, and create affordable housing.	Board of Selectmen/ Conservation Commission/ Housing Partnership	Medium-Term		Done – vote 9-4-07

Take action to reduce the amount of unaccounted-for-water loss and increase water conservation.	Water District	On-Going	
Expand active recreational facilities and obtain additional land for recreation.	Parks Commission	Medium-Term	
Increase opportunities for passive recreation for seniors.	Parks Commission	Medium-Term	
Review all town recreation facilities for compliance with the Americans with Disabilities Act.	Parks Commission	Short-Term	
Prepare and implement a public education program to promote the wise use of the Town's open space and recreation facilities.	Open Space Committee/Parks Commission	On-Going	
Publicize the availability of the public composting area and expand hours of operation.	Superintendent of Streets and Parks	On-going	Improvements noted: 6-10-08
Assess interest in formation of community gardens and look for an appropriate site.	Parks Commission	Short-Term	
Construct sanitary facilities at high use public areas, e.g. Goodale Park, Woodland Park and the Rail Trail.	Parks Commission	Medium-Term	
Provide adequate buffers between parks used for active recreation and residential zones.	Parks Commission/Planning Board	Short-Term	
Provide maps showing availability and location of recreational facilities.	Parks Commission/Open Space Committee	Short-Term	
Develop and implement rules/regulations and fees for use of Park facilities.	Parks Commission	Short-Term	Done -- vote 6-10-08
Develop Operation and Maintenance Plans for active recreation areas to keep facilities in good condition.	Parks Commission/DPW	Short-Term	
Seek additional recreational access on DCR land.	Parks Commission	On-Going	
Seek long-term leases for town athletic fields that are located on DCR land.	Parks Commission	Medium-Term	
Improve pedestrian facilities, especially to commercial areas,	Board of Selectmen	Long-Term	

including the installation of sidewalks along the southern part of Route 12.				
Improve walking trails for the disabled and senior citizens.	Parks Commission	Medium-Term		
Expand the availability of infant and toddler facilities at Pride Park and Woodland Park.	Parks Commission	Medium-Term		Pride Park Done - vote 6-10-08
Develop historic/interpretive side trails along the Rail Trail.	Wachusett Greenways/ Open Space Committee	Medium-Term		
Retain and maintain the scenic pine grove in Goodale Park.	Parks Commission	On-Going		
Provide a safe public swimming area for residents.	Parks Commission	Long-Term		
Provide information to town officials and citizens about tax and other benefits of open space.	West Boylston Land Trust	Short-Term		
Provide training to local officials dealing with open space, recreation, and water, so that laws relating to land use are consistently enforced.	Town Administrator	Short-Term		Done - vote 9-4-07
Improve coordination among boards whose decisions affect open space and ensure that the Planning Board gets input from other officials during the site plan review and subdivision review process.	Town Administrator	Short-Term		
Preserve the current amount of town-owned open space, especially that around the Mixter Building.	Parks Commission	On-Going		
Assess town-owned property that is unusable (i.e. steep slopes and wetlands), and invite DCR to swap such properties for flat usable areas.	Town Administrator/Parks Commission/Conservation Commission	Medium Term		
Establish a policy of notifying the Conservation Commission when land under Chapter 61, 61A, or 61B is being considered for removal.	Town Administrator/ Board of Assessors	Short-Term		Done - vote 9-4-07
<i>Specific Recreation Projects:</i> Develop new football field. Rebuild bleachers at All Purpose Field. Acquire landfill property from Selectmen and develop plans for	Parks Commission	On-Going		

recreational use. Renovate Town Pool. Obtain additional practice fields e.g. a parcel of DCR land north of Edwards School, and athletic fields adjacent to John Augustus Hall on Beaman Street. New dugouts, safety fence on Goodale Street, and add lights at Softball Field. Construct dugouts at A and B fields. Construct additional parking areas at Goodale Park. Re-grade and extend irrigation, construct dugouts, and add lights at baseball field. Repair or re-construct tennis and basketball courts at Goodale Park. Install bathroom facilities at Goodale Park and Woodland Park. Continue to investigate additional land to acquire for parks and recreation.				A field complete: vote 6-10-08
Update the 5-Year Open Space and Recreation Plan upon its expiration to keep the Town eligible for state and federal funds.	Open Space Committee	Medium-Range		