

Meeting Minutes
April 1, 2014
TOWN WIDE PLANNING COMMITTEE

TWPC members present: Mr. Gaumond, Mr. Hadley, Mr. Owanisian, Mr. Kaufman, Ms. Chanis, Ms. Meola, Mr. Simmarano and Ms. Dunne

TWPC members absent: none

Others present: Chris Ryan (CMRPC)

Mr. Gaumond called the meeting to order at 7:03 p.m.

Motion by Mr. Hadley to approve the minutes of 2-4-2014, seconded by Ms. Dunne. All in favor.

At this time, Mr. Vignaly of the Planning Board joined the meeting.

The Town Administrator was asked to prepare an update on the master Plan Chapters. He responded as follows:

After the approval of the Master Plan in 2005, the TWPC has been working on the 'implementation' of the Master Plan. That was the focus until the end of 2009 at which point the focus became revision of the Master Plan. In December of 2009, 'Good Shepherds' were designated and the members of the committee began working in earnest. Over time, members of the committee have come and gone and the 'Good shepherds' have also come and gone at times. The current update of the chapters is as follows:

- 1) Executive Summary: This will not be completed until the entire Master Plan has been updated.
- 2) Chapter 2: Factors Influences the Growth of West Boylston: Original Good Shepherd – no one. Current Good Shepherd – Leon Gaumond. While the original plan was to have the entire committee look at this chapter, the Town Administrator did agree to work on this. It was approved by TWPC and sent to the Planning Board for review.
- 3) Chapter 3: Land Use & Zoning: Original Good Shepherd - Planning Board member Karen Pare. Current Good Shepherd – vacant. To the best of my knowledge there has never been a draft created for this chapter.
- 4) Chapter 4: Population & Housing: Original Good Shepherd – Susan Meola. Current Good Shepherd – Susan Meola. This chapter proved to be challenging to complete. Given the new census data the decision of TWPC was to wait until after the feds finished with the census updates before completing. It was my understanding that Ms. Meola has completed a draft and has sent the draft to Mr. Vignaly of the Planning Board who agreed to tweak it. I am not sure where this stands at this point.

- 5) Chapter 5: Economic Development: Original Good Shepherd – Michael Fishbein. Current Good Shepherd – vacant/Leon Gaumond. This Chapter was one of the first chapters to be thoroughly reviewed. In 2010 a draft was written and tweaked by TWPC. It was approved and sent to the Planning Board for review. It has since been approved by the Planning Board.
- 6) Chapter 6: Transportation: Original Good Shepherd – Larry Salate. Current Good Shepherd – Leon Gaumond. This Chapter was one of the first chapters to be thoroughly reviewed. In 2010 a draft was prepared by Larry Salate and the Transportation Chapter. After a preliminary draft was prepared, Mr. Gaumond took over when Mr. Salate took new employment. It was reviewed by TWPC and approved and has been sent to the Planning Board for review. Mr. Gaumond will check on this with the Planning Board.
- 7) Chapter 7: Open Space & Recreation: Original Good Shepherd – Karen Pare/Vinny Vignaly. Current Good Shepherd – Vinny Vignaly. When Diana Englebart was a member of TWPC she prepared a draft which was reviewed by TWPC. It was then sent to Mr. Vignaly for review by OSIC. Mr. Vignaly reported that the draft is final and Mr. Gaumond agreed to send it to the Planning Board for review and comment.
- 8) Chapter 8: Cultural & Historic Resources: Original Good Shepherd – Joanne Dunne. Current Good Shepherd – Joanne Dunne. This Chapter was one of the first chapters to be thoroughly reviewed. In 2010 a draft was written and tweaked by TWPC. It was approved and sent to the Planning Board for review. It has since been approved by the Planning Board.
- 9) Chapter 9: Municipal Facilities: Original Good Shepherd – Leon Gaumond. Current Good Shepherd – Leon Gaumond. It was agreed to separate the Facilities & Services Chapter from the original master plan into two separate chapters. This Chapter was one of the first chapters to be thoroughly reviewed. In 2010 a draft was written and tweaked by TWPC. It was approved and sent to the Planning Board for review. Mr. Vignaly reported that the Planning Board is seeking to have it further updated to reflect the new town hall. Mr. Gaumond agreed to update the plan and bring it to the next TWPC meeting.
- 10) Chapter 10: Municipal Services: Original Good Shepherd – Leon Gaumond. Current Good Shepherd – Leon Gaumond. It was agreed to separate the Facilities & Services Chapter from the original master plan into two separate chapters. This Chapter was one of the first chapters to be thoroughly reviewed. In 2010 a draft was written and tweaked by TWPC. It was approved and sent to the Planning Board for review.
- 11) Chapter 11: Financial Strategies: Original Good Shepherd – Paul Bohannon/Leon Gaumond. Current Good Shepherd – Leon Gaumond. It was determined to use the 2010 data for this chapter so there would be a 2005 data set and then a 2010 data set. It is expected that this chapter would be updated every five years for a consistent snapshot in time. It was approved and sent to the Planning Board for review. It has since been approved by the Planning Board.
- 12) Chapter 12: West Boylston Schools: Current Good Shepherd – John Owanisian. The regulations from DHCD do not refer to a school chapter. In the original Master Plan, the

schools provided data in an Appendix. A decision was made by TWPC to make this chapter a chapter in the Master Plan. A draft was prepared and sent to the Planning Board for approval.

Mr. Gaumond introduced Chris Ryan of CMRPC as a potential way to complete chapters 2 & 3. Mr. Ryan is willing to work on these chapters. He informed the Town that we have 20 hours of service from CMRPC every year. He also mentioned that we might be able to use DLTA grants to have CMRPC assist the town in the effort. Mr. Gaumond asked Mr. Vignaly if the Planning Board has need for the hours of service from CMRPC. He responded that the Planning Board is considering village zoning revisions. He further explained village zoning. Mr. Ryan mentioned that CMRPC could also maximize the use of interns and GIS to continue to reduce costs.

Mr. Gaumond agreed to prepare a draft report for Town meeting to review at the next TWPC.

The next meeting of the TWPC will be May 6, 2014 at 7:00 p.m.

Motion Ms. Meola to adjourn, seconded by Mr. Kaufman at 8:20 p.m. All in favor.

Leon A. Gaumond Jr., Town Administrator