



TOWN OF MEDFIELD

Office of the

TOWNWIDE MASTER PLANNING COMMITTEE

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MEETING OF:
February 26, 2019
MINUTES

Members Present: Jay Duncan, Chair pro tem; Teresa James; Jessica Reilly; Thomas Erb; Kevin Ryder; Jerry Potts; Philip Stashenko; Sean Kay, Cynthia Greene; Matt Treist; Osler Peterson; Kristine Trierweiler, Ex Officio; Sarah Raposa, Ex Officio

Members Absent: Mary McCarthy; Roberta Lynch; William Harvey; Michael Pastore; Laurel Scotti

Staff Present: Marion Bonoldi, Recording Clerk

Location: Department of Public Works, Training Room

At approximately 7:00 pm, Sarah Raposa opened the meeting. Raposa said that the committee has 16 members. A nine member quorum is need. Raposa said aligning everyone's schedule will be the challenge. Raposa introduced Marion Bonoldi, Recording Clerk and said that Bonoldi would be recording meeting minutes tonight, however moving forward committee members would be doing minutes. Raposa is a certified planner and has been the Medfield Town Planner for 6 years and is excited to work on the Master Plan. The last Master Plan was updated in 1997 and the original is from 1964.

Raposa asked the members to introduce themselves, state how long they have been in town and if they are a part of any other town boards or committees. Jay Duncan, Chair pro tem, has been in Medfield for 6 years and is not currently on any other boards/committees. Duncan is a certified planner working on infrastructure projects and has training in urban affairs. Duncan has a Master's Degree in Planning. Duncan is looking forward to putting his skills to use for the Town. Tom Erb has lived in Medfield for 30 years and owns a business on West Street called Electric Time. Erb is on the Permanent Planning and Building Committee. Osler "Pete" Peterson moved to Medfield in 1989 and is currently on the Board of Selectmen. Kevin Ryder has been the Park and Recreation Director for 4 ½ years and has work for the town for 10 years. Jerry Potts teaches business strategy at Boston College and has lived in Medfield for 27 years. Potts has been on the school committee and was on the Medfield State Hospital Planning Committee. Sean Kay has been a resident for 38 years and is not on any other boards or committees. Kristine Trierweiler is currently the Town Administrator and has worked as the Assistant Town Administrator for 20 years. Trierweiler has a master's in Planning. Jessica Reilly is currently on the School Committee and moved to Medfield in 2002. Reilly's background is in social work. Teresa James has been on the Planning Board for 3 years and was on the Medfield State Hospital Master Planning Committee. James has lived in town for about 18 years and her husband is the owner of Park Street Books. James has a background in technology but has a passion for planning and master planning. Philip Stashenko

has been in Medfield for 20 years and his background is in biomedical research. Stashenko ran a lab for 20 years and then worked with the Forsyth Institute of Cambridge. Stashenko has knowledge in strategic planning and feels those skills could work well in master planning. Cynthia Greene has been in Medfield for 30 years and is currently on the Energy Committee. Greene is an environmental scientist for the Federal government. Matt Triest has been in Medfield for 24 years and owns “Be Charmed” retail store on North Street.

Raposa said that Duncan is the Chair pro tem. A permanent committee chair needs to be elected however; Raposa suggest waiting until the committee integrates a bit. No member of the committee spoke in disagreement. Duncan will remain as Chair for the time being.

Raposa said there is training scheduled with the Citizen Planning Training Collaborative on March 12, 2019; this is the next scheduled meeting for the committee. Raposa said the start time is 6:00 pm and pizza will be provided for dinner. Raposa said the training will be very helpful and will provide the basics needed to move forward. Duncan asked how long the presentation will be and Raposa estimated one hour.

Raposa said she is trying to select the best time and day for a monthly meeting. Raposa asked the committee to give her the days of the week they are not available. Peterson is not available on the 2nd Monday of the month and the 3rd Wednesday. Peterson also said that Tuesdays are “tricky” due to the Board of Selectmen meetings. Ryder said the Park and Recreation department usually meet on Wednesdays but only as needed. Potts said he is not available on Thursdays through the end of April and the 3rd Tuesday of every month. Reilly is not available on Mondays. James is not available on the 1st and 3rd Monday of each month and she has travel coming up in July. Stashenko is not available on Mondays and Green is not available on the 3rd Monday of each month. Raposa will put some potential meeting dates together and email the committee. Raposa noted the BOS and the Charter suggests the committee meets monthly. Raposa said there could be subcommittees also.

Raposa referenced a copy of the charter distributed to the members. Raposa would like them to go through as a group. Raposa said the Charter author is the Board of Selectmen. The BOS is open to feedback and open lines of communication with the BOS during his process are necessary. Raposa said that consultants may be used as the committee sees fit. At last year’s Annual Town Meeting, \$150,000 was appropriated for the Master Planning Committee. Raposa suggests that if consultants are used the committee needs to be very specific about what the consultant is doing. Duncan asked if the additional \$10,000 from the former Steering Committee was available for the Master Plan. Trierweiler said yes. Erb suggests keeping the additional \$10,000 quiet until needed. Raposa said the committee will need to create a Process Plan and submit to the BOS. James said consultants are usually used to create a Process Plan and given the very condensed time frame; guidance will be needed from consultants. Raposa said the committee is making recommendations to the BOS and the BOS are the contract authority. Peterson said the BOS want the committee to figure out what needs to be done; whether a consultant should be hired; timeline should be extended; etc. Reilly said there is information fatigue in town and some of the other boards/committees could integrate information already collected. Reilly said the integration or sharing of information could condense the process. James agreed however; said that some of the information gathered by other boards/committees might be considered “dated”. Raposa said there is a section of the RFP where “hotlinks” are added for additional information. Stashenko asked how many consultants were used on the Medfield State Hospital Master Plan. Potts responded 3 consultants. Stashenko said there must be a lot of information gathered from the MSH Master Planning Committee. Raposa said yes; a lot of information from a lot of committees and we will look for ways to intersect.

Potts asked if this committee is supposed to act as more of a “conductor” in the process. Raposa said yes; the BOS are looking for this committee to synthesize all of the processes and it will all depend on timing. Raposa

said the Charter schedule is challenging requiring a rough draft by January 2020; that might not be feasible. Raposa does not want the committee to get wrapped up in the schedule; the timing will depend on what the committee wants to “take on.” Kay is concerned with the timeline and working with consultants. Kay recommends looking at the process with business consultants (i.e Bain or McKinley) rather than planning consultants. Kay would like to leverage the knowledge of the committee and build the Master Plan from there. Raposa wondered if other towns have taken that approach. Kay does not have other examples but feels that a sense of urgency and purpose is needed and timing will kill this process. Kay said this committee is made up of a diverse group that knows quite a bit and feels the committee would be hiring consultants to do what the committee already knows. Kay feels consultants don’t know a lot about the town and they end up telling the committee what it already knows. James feels in terms of Planning, the vision is 20 to 30 years out and consultants could help obtain that information. Kay asked if there are 3 or 4 things that need to be accomplished in a Master Plan. Raposa explained there are 9 required elements of a master plan. Raposa said she believes a good process leads to a good product. Duncan said that it is very important that as a committee the townspeople are incorporated into the process. Duncan said a very important component is getting feedback from the town. Kay disagrees and feels the committee was formed to represent the town. Kay feels the committee is a very diverse group and the committee’s role is to speak for the town. Potts said the committee needs transparency to the townspeople and community communication is very important. James said the key element to identify is expectation of output.

Raposa continued to review the Charter with the committee. Raposa said the specific issues to be addressed are Park and Recreation, Economic Development, housing, 40B housing, town owned land, parking, and town infrastructure. Raposa noted the Charter will be an appendix in the drafted RFP. Raposa asked the committee members to review the Charter prior to the next meeting. Raposa asked Kay to put his thoughts down on paper about using business consultants and it can be discussed at the next meeting.

Potts asked if the timeline the BOS put forth is reasonable. Raposa believes the timeline is fast paced. Trierweiler said the BOS put forth an aggressive timeline because they do not want a 4 year process for a master plan. Reilly feel the Medfield State Hospital Master Planning Committee has done a lot of the work that this committee can utilize. Potts said the timeline dates should be set reasonable especially is they are known to the public. Trierweiler said the timeline is for the committee to set.

Raposa referenced the Master Plan and Elements handout. Raposa said she has plugged in some of the documents already but would like the committee to go through as homework and send her any usable documents that she has missed. Raposa also referenced the Questionnaire handout. Raposa said this is the primary homework assignment. The questionnaire will help identify committee member’s expectations. Raposa said she will also send out the questionnaire electronically to members and asked the members to send them back to her once completed. Raposa will then consolidate and share the questionnaire responses. Raposa said the deadline for the questionnaire completion is March 11 at 12:00 pm.

Greene asked for the “horizon” timeline. Green noticed it is either 20 to 30 years or 10 to 20 years for planning. Raposa said 20 year vision timeline should be used. Reilly agreed and said the Warrant Committee was discussing the 20 year cycle that population in Medfield tends to go through. Kay believes the population of Medfield doesn’t change but the demographic does. Reilly said the birth rate is currently low however; the numbers increase enormously for children entering kindergarten. Reilly said the next couple of years will prove to be challenging with the numbers of children entering the schools.

Raposa said it is important that all committee members get sworn in with the Town Clerk, if they have not already. Raposa asked all members to read and sign the receipt of the Conflict Interest Law document and

return it to her before leaving the meeting. Raposa said there is an online Ethics training and exam that needs to be complete by April 5th. At the end of the exam, a certificate will need to be printed and returned to Raposa. Raposa asked the members to try and complete the exam and print the certificate prior for the next meeting.

Raposa reviewed the Remote Participation Policy and referenced the distributed handout. Raposa noted that a quorum needs to be physically present. Any member that is planning on doing a Remote Participation needs to notify the committee in advance. Raposa said that all members need to be able to hear the remote participant and the remote participant needs to be able to hear all members. Raposa said remote participation can only be used 25% of the time or 1 out of 4 meetings. Trierweiler said the basic rule of remote participation is to not make a habit out of it.

Raposa referenced the Process Protocols document distributed to the group. Raposa said this was developed by CBI during the Medfield State Hospital Master Plan Committee and is an outline of decision making, ground rules, etc. Raposa asked committee members to review the document.

Raposa opened a RFP discussion and reviewed the drafted RFP. Raposa said the draft is to be used as a template. Raposa said the purpose of the RFP is to express what we want, cost, and background. In section 3, Raposa said the committee needs to be clear about the expectation, what the committee wants from a consultant, etc. Raposa said the committee needs to be clear about the consultants, committees and Town Planner's role.

Raposa said the "qualifications" section is standard. Section 8 is the "submission section" and the Town of Natick's RFP was used as a template. Raposa said the schedule section will be fluid for right now and page 9 through the end of the RFP is standard. Raposa said Appendix 2 is the Charter; Appendix 3 is inventory; page 20 is a list of all the Board, Commissions and Committees and page 25 is the Medfield State Hospital summary. Raposa asked the committee members to mark up the RFP document and make notes. James feels the elements sections are grouped very well and could possibly be linked with research documents. Raposa said consultants need to be handled specifically. The public participation and community outreach that consultants provide is very important. Raposa said the consultants should be innovative as to how they get the information and need to propose information gathering techniques. Raposa would like consultants to be clear about the number of committee meeting they would like to attend. Raposa feels the consultants need to be specific about public events and if committee member presences is necessary. Raposa would like as much information as possible be given from the consultants to the committee members so that everyone is on the same page.

James asked how creative should the committee be with the final product distribution. Raposa said the myth about Master Plan, is it will sit on a shelf and collect dust. Raposa said she, as the Town Planner, look forward to using it. Raposa said it will also be posted on our website. Raposa noted the Master Plan is adopted by the BOS and PB and does not need approval at Town Meeting but it needs to be presented at Town Meeting. James suggested a subcommittee is formed tonight to work on the draft of the RFP prior to the next meeting. James feels 3 to 4 members need to work on the RFP to have a launch pad for this committee. Raposa asked if Kay would be willing to serve on the subcommittee because of his suggested business verse planning consultant approach. Kay said he would be willing however he is out of town for the next two weeks. Raposa asked the committee to submit comments on the RFP draft electronically to Raposa by March 5th at 12:00 pm. The subcommittee, made up of Duncan, James and Potts, will meet on March 7th at 7:30 at the DPW Building.

Peterson noted all of the Master Plan examples from other towns that Raposa has given the committee for review. Peterson suggested a google doc set up so that committee members could not which Master Plans they have reviewed so that all members are not reviewing the same one. Raposa said she would look into it.

James asked Trierweiler what her expectation is of this committee. Trierweiler said she is concerned about the timeline and resident fatigue. Trierweiler noted this process is different than other processes completed before.

At approximately 8:45 pm, James made a motion to adjourn the meeting. Seconded by Potts. The Vote: 11-0.

Respectfully Submitted,

Sarah L. Raposa, Town Planner, and Marion Bonoldi, Recording Clerk