



TOWN OF BRIDGEWATER, MASSACHUSETTS

MASTER PLAN COMMITTEE

MINUTES: DECEMBER 8, 2016

APPROVED JANUARY 12, 2017

Members Present: ✓ Tom Hall, ✓ Carlton D. Hunt, ☐ TBD

Guests: Andrew DeIonno of the Bridgewater Community and Economic Development Office (CED)

The meeting was called to order at 4:05 PM December 8, 2016 in Rm 201B of the Academy Building. The chair, with the concurrence of the committee added review and approval of the November 10, 2016 minutes to the agenda. A motion to approve the minutes was made and seconded (Hall, Hunt) with correction of a minor scribes error the only change. Motion passed (2,0)

Old Business

The chair offered revisions to the committee's draft mission statement. Review and discussion followed; a motion to approve was made and seconded (Hall, Hunt). The motion passed (2,0). See attached.

Mr. DeIonno provided an update on CED activities and progress. Discussion centered on potential Affordable Housing projects, the immediate need for a fully appointed Open Space Committee, and a more active Recreation Committee. The latter is critical given the expected outcomes and policy implications stemming from the updated Open Space and Recreation Plan coming early next year. Discussions led to a motion for the Chair to submit a letter to the Recreation Committee encouraging them to more actively engage in the open space planning and recreation planning and implementation (Hall, Hunt). Motion passed (2, 0).

A discussion of the role that Bridgewater State University in downtown revitalization and visibility in the downtown area led to a motion for the Chair to invite key university officers to the next Master Plan Meeting (Hunt, Hall). Motion passed (2,0). The chair will draft and send a letter the inviting the university to attend and discuss areas of joint interest in the downtown area.

A discussion of whether the Town could reach a 20% commercial tax base resulted in an action for Mr. DeIonno to develop a short concept paper presenting ideas, barriers, changes that would be necessary to reach the 20% goal. The chair provided his assessment progress toward completing the actions defined for open space and housing in the 2014 Master Plan (Attached). Progress will be factored into concept paper. Mr. DeIonno agreed to provide a draft document in advance of the January meeting for committee consideration and discussion of the path forward.

The critical need for inclusionary zoning was noted again and has linkages to how we can achieve the 10% affordable housing goals sooner rather than later.

Mr. DeIonno reported that the Claremont property owners wished to present future development concepts to the Town in early 2017. He also noted that hearings for the proposed 40B complex off Curve Street would be held by the ZBA in January 2017.

Mr. DeIonno reported the revised sign ordinance can be submitted for Planning Board and Town Council's CED Committee review at any time.



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New Business

In response to the Chair's inquiry on CED staffing needs to ensure the Master Plan goals can be achieved, Mr. DeIonno agreed to provide the committee with his thoughts. The committee will consider these needs as the FY18 budget season unfolds.

The Chair inquired about the State's High Street fish ladder/dam removal study. He offered to participate and will ask the Town Manager as to participation on the study as a Master Plan Committee member.

No further discussion or actions being identified the meeting was adjourned at 5:20 PM.

The next meeting is scheduled for January 12, 2017 @ 4PM, Room 201B, Academy Building.

Submitted by Carlton D. Hunt, Ph.D.

MPC Chair

Attachments

FINAL, APPROVED MASTER PLAN COMMITTEE MISSION STATEMENT 12/8/2016

The Master Plan Committee assists with updates of the Town's Master Plan; acts as a catalyst for Master Plan changes; aids Town's boards, committees and departments, (e.g., advising the Town Council on Master Plan matters, interacting with the Planning Board and other multiple member bodies) to accomplish Master Plan actions; and informs the public on Master Plan implementation progress.



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Housing Strategies	Tasks	Responsible Entity	Supporting Entity	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Review Date	Comments
1. Adopt a Natural Resource Protection Zoning Ordinance	1.a. Research NRPZ model Ordinances	Town Planner	MPIC		✓									8/12/2016	Completed
	1.b. Draft NRPZ ordinance	Town Planner	Planning Board		✓									8/12/2016	Completed
	1.c. Recommend NRPZ Ordinance to Town Council	Planning Board	Town Council		✓									8/12/2016	Completed
	1.d. Adopt NRPZ ordinance	Town Council	Planning Board		G									8/12/2016	Completed
2. Adopt 40R Smart Growth Overlay Districts for Key Properties	2.a. Request an Letter of Eligibility from DHCD	Town Manager	MPIC	Y	✓									12/8/2016	Submitted to state Feb, 2016; State comments received spring 2016 Current status unknown
	2.b. Draft Smart Growth Overlay District (SGOD) Ordinance and Design Guidelines	Town Planner	Planning Board	Y	Y	Y								12/8/2016	Status unknown as of 8/12/2016
	2.c. Recommend SGOD Ordinance to Town Council	Planning Board	Town Council	Y	Y									12/8/2016	Depends on 2b completion



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	2.d. Adopt SGOD Ordinance	Town Council	Planning Board	Y	Y									12/8/2016	Depends on 2c completion
3. Evaluate Potential to Create Additional 40R Districts in the Downtown Study Area	3.a. Determine market demand and costs/benefit of creating additional 40R districts	Town Planner	MPIC											12/8/2016	Does this take on more urgency given the revised central business district zoning?
4. Adopt an Inclusionary Zoning Ordinance	4.a. Research model IZ Ordinances	Town Planner	MPIC											12/8/2016	Does this take on more urgency given the revised central business district zoning?
	4.b. Draft model IZ ordinance	Town Planner	Planning Board											12/8/2016	
	4.c. Recommend IZ Ordinance to Town Council	Planning Board	Town Council											12/8/2016	
	4.d. Adopt IZ ordinance	Town Council	Planning Board											12/8/2016	
5. Evaluate and Consider Enhancing the Mixed-Use ordinance	5.a. Evaluate use and results of mixed –use ordinance; research model mixed-use Ordinances for comparable downtowns; determine if Ordinance	Town Planner	MPIC		✓									12/8/2016	Complete Central Business District zoning density updated spring 2016



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	helping to achieve downtown revitalization goals														
6. Study the Viability of an Infill Ordinance for Creation of Affordable Housing	6.a. Research infill model Ordinances for comparable communities; study neighborhoods surrounding downtown to identify potential eligible properties, if any; determine if viable option.	Town Planner	MPIC											12/8/2016	Should this strategy be implemented sooner than FY19?
8. Encourage Redevelopment of Underutilized Downtown Sites Through 40B	8.a. Actively outreach to property owners of underutilized downtown sites to discuss possibility of 40B development.	Town Planner	MPIC	Y	Y									12/8/2016	Central Business District zoning density updated spring 2016 Outreach ongoing



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Comprehensive Permits	8.b. Work with Housing Partnership and Planning Board to review 40B applications and advocate for reasonably-scaled development through 40B	Town Planner	Housing Partnership & Planning Board		Y	Y								12/8/2016	Housing Trust formed to support this strategy Ongoing
9. Create Homebuyer Program	9.a. Secure CPA funds to Housing Trust	Housing Trust	CPC		✓									12/8/2016	Housing Trust formed and CPA funds transferred in FY16
	9.b. Create program documents and seek approval from DHCD	Housing Trust	Town Planner			Y								12/8/2016	In progress Completion schedule unknown
	9.c. Contract consultant to administer: affirmatively market program and perform income verification and resident selection.	Housing Trust/Planning Consultant	Town Planner			✓								12/8/2016	Town determined to keep the administration in house through the Community and Economic Development Department
	9.d. Secure additional funds as necessary to continue program	Housing Trust	CPC											12/8/2016	



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10. Establish Municipal Affordable Housing Trust	10.a. Adopt a municipal affordable housing trust	Town Council	Town Manager	✓										12/8/2016	Complete
	10.b. Appoint Board of Trustees	Town Manager	Town Council		✓									12/8/2016	Complete
	10.c. Create Trust Action Plan	Preservation Planning Consultant	Town Planner		R	R								12/8/2016	In progress
	10.d. Secure funding to implement Action Plan	Housing Trust	CPC	✓										12/8/2016	CPA funds transferred to Housing Trust in FY16
11. Consider establishing a regional housing coordinator position	11.a. Solicit interest from other communities and work with regional planning agencies	Preservation Planning Consultant	Town Planner		✓									12/8/2016	Interest not sufficient to move forward with this strategy Town will proceed on its own with in-house staff support
	11.b. Create inter-municipal agreement with regional planning agencies	Planning Preservation Consultant	Town Planner											12/8/2016	Town determined that interest was not high enough



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	11.c. Seek CPA funds from Bridgewater and other communities partnering	Regional Planning Agency	Preservation Planning Consultant											12/8/2016	CPC funds to support a housing coordinator approved by Town Council Economic Development Director to spearhead hiring effort.
12. Foster Housing Authority Staff to assume role as resale agent	12.a. If housing coordinator's duties per #10 above do not include this function, then pursue CPA funds to hire a qualified consultant to train Housing Authority staff.	Town Planner/ Town Manager	Housing Authority Executive Director											12/8/2016	Housing Trust consideration?
13. Support Housing Authority expansion to create new rental units on surplus land	13.a. Seek funding to perform feasibility study for property	Housing Authority Executive Director	CPC											12/8/2016	FY18 task. Should it be moved forward as a priority?



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14. Foster creation of affordable housing on tax title properties (or other town land)	14.a. Review characteristics of existing tax title properties to determine buildable land and feasibility to reuse existing buildings	Financial Director	Building Commissioner and Collector/Treasurer/Assessor	Y	Y									12/8/2016	Changed responsible entity to Finance Director; end of FY16 Added assessor to support Team as of 3/3/2016 Plan needs to be prepared and made available to departments and committees. Status?
	14.b. Transfer custody of appropriate properties from owner to Town Property	Town Council/Town Manager	Town Planner and Collector/Treasurer											12/8/2016	Status unknown
	14.c. Issue RFP for appropriate disposition of the property	Town Manager	Town Planner and Collector/Treasurer											12/8/2016	Status unknown



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15. Continue and expand housing rehab program	15.a. Apply for additional federal CDBG funds	Town Council/ Town Manager	CDAC/ Town Planner		Y									12/8/2016	Decision to not seek \$ for FY15 made by Town Manager and CDAC Director; Increased importance in May 2015 by Town Manager and Community Development Director given need to reapply for CDBG grant Decision to not bid in FY16 made Plans for FY17?
	15.b. Contract housing rehab administrator and market program	Town Manager	Town Planner		Y	Y								12/8/2016	Early planning for the FY17 grant including hiring of consultant with key knowledge of the southeast MA region and CDBG grant process is an imperative. Status?



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	15.c. Administer program	Housing rehab administrator	CDAC/ Town Planner		Y	Y								12/8/2016	Important planning activity for FY17 Note the CDAC was disbanded in 2016
7. Maintain a current Housing Production Plan	7.a. Contract a planning consultant to update the Housing Production Plan	Town Manager/ Town Planner	CPC											12/8/2016	Town made the decision to keep this activity in house within the Community and Economic Development Office Plan for updating the housing Production Plan needs to be prepared. Status?



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Open Space & Natural Resource Strategies	Tasks	Responsible Entity	Supporting Entity	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024		
1. Amend Aquifer Protection District Regulations	1.a. Research APD model regulations	Town Planner & DPW	MPIC		Y	R								12/8/2016	Status unknown
	1.b. Draft updated APD regulations	Town Planner	Planning Board*		Y	R								12/8/2016	Status unknown Draft Ordinance at PB and CED as of 3/3/2016. Status?
2. Adopt a Natural Resources Protection Zoning Bylaw	2.a. Research NRPZ model bylaws	Town Planner	MPIC		✓									12/8/2016	Completed Sep 2015
	2.b. Draft NRPZ bylaw	Town Planner	Planning Board		✓									12/8/2016	Complete
	2.c. Recommend NRPZ bylaw to Town Council	Planning Board	Town Council		✓									12/8/2016	Complete
	2.d. Adopt NRPZ bylaw	Town Council	Planning Board		✓									12/8/2016	Complete
3. Adopt a Scenic Roads Bylaw	3.a. Research model Scenic Road bylaws	Town Planner	MPIC											12/8/2016	FY18 activity
	3.b. Draft bylaw	Town Planner	Planning Board											12/8/2016	FY18 activity
	3.c. Recommend bylaw to Town Council	Planning Board	Town Council											12/8/2016	FY19 activity?



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Open Space & Natural Resource Strategies	Tasks	Responsible Entity	Supporting Entity	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Date of update	COMMENTS
	3.d. Adopt bylaw	Town Council	Planning Board											12/8/2016	FY19 activity?
4. ID Vernal Pools for Certification	4.a. Organize volunteers to survey possible vernal pools	Open Space Committee	Conservation Commission		R	R								12/8/2016	Behind schedule due too inactive (lacks quorum) Open Space Committee
	4.b. Submit documentation to the Natural Heritage & Endangered Species Program	Open Space Committee	Conservation Commission		R	R								12/8/2016	Behind schedule due too inactive (lacks quorum) Open Space Committee
5. Complete Nonpoint Source Discharge Map	5.a. Complete mapping nonpoint source discharge	DPW	Water & Sewer		R	R								12/8/2016	Mapping underway; status?
6. Address Non-Compliance for Private Drainage Systems	6.a. Identify non-compliant private drainage systems	DPW	Water & Sewer		R	R								12/8/2016	Need for an ordinance identified as of 3/3/2016 Status?
	6.b. Enforce compliance	DPW	Water & Sewer		R	R								12/8/2016	Item 6a must be completed 1 st
7. Update Open Space and Recreation Plan	7.a. Secure funding and contract with planning consultant to update the Open Space and Recreation Plan	Town Planner/ Town Manager	Open Space Committee		R	R								12/8/2016	Draft revision completed 12/31/2015; Recreational needs assessment completed 4/15/2016



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															Consultant working on draft plan
8. Revive Open Space Committee	8.a. Codify (in the Town Code) and re-appoint Open Space Committee	Town Manager	Town Council		Y	R								12/8/2016	Admin Code finalized spring 2016 Need the OSC appointed;
9. Protect the Large Private Properties in Priority Protection Areas (PPA)	9.a. Negotiate agreement with property owners for town acquisition of property or Conservation Restriction	Open Space Committee	Town Manager/ Economic Development Director		Y	Y								12/8/2016	OSC should reassess properties in the now regionally accepted PPA Need a plan for moving forward
	9.b. Secure CPA funding and leverage other state and private funds	Open Space Committee	CPC/Town Council											12/8/2016	Complete Task 9a first
	9.c. Secure necessary approvals and complete transaction	Town Manager	Town Council											12/8/2016	Complete Task 9b first
10. Prioritize Other Riverfront Properties for Protection	10.a. Prioritize other key riverfront properties for acquisition or	Open Space Committee	Economic Development Director		Y	Y								12/8/2016	Ongoing action that depends on having a quorum on the OSC and



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Open Space & Natural Resource Strategies	Tasks	Responsible Entity	Supporting Entity	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024		
	protection through a development restriction and negotiate with property owners														completion of the open space and rec plan update Need a plan for moving forward
	10.b. Secure funding	Open Space Committee/ Town Planner	CPC/Town Council		Y	Y								12/8/2016	Depends on completion of 10a
	10.c. Secure necessary approvals and complete transactions	Town Manager	Town Council											12/8/2016	Depends on completion of 10b
11. ID Property in Priority Protection Area on Elm Street to Protect	11.a. Prioritize key Elm Street properties for acquisition or protection through a development restriction and negotiate with property owners	Open Space Committee	Town Manager		R	R	R							12/8/2016	Priority and status unclear as of December 2016 Has a decision been made to not move forward with this strategy? If so where is the process and decision documentation?
	11.b. Secure funding	Open Space Committee	CPC/Town Council		R	R	R							12/8/2016	Depends on completion of 11a



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	11.c. Secure necessary approvals and complete transactions	Town Manager	Town Council		R	R	R							12/8/2016	Depends on completion of 11b
12. Secure APRs on Farmland	12.a. Prioritize farmland properties for acquisition or protection through a development restriction and negotiate with property owners	Open Space Committee	Town Planner	✓		?								12/8/2016	Completed Needs and Murray farms AGI 4thQ FY 2015; Need the OSC to consider other protections
	12.b. Secure funding	Open Space Committee	CPC/Town Council	✓										12/8/2016	Completed Needs and Murray farms AGI 4thQ FY 2015
	12.c. Secure necessary approvals and complete transactions	Town Manager	Town Council	✓										12/8/2016	Completed Needs and Murray farms AGI 4thQ FY 2015
13. Implement Vision for Nunckatesett Greenway	13.a. Work with Nunckatesett Greenway Advisory Group to create signage, secure key Bridgewater properties or	Open Space Committee/ Town Planner	Town Manager		G	G								12/8/2016	Nunckatesett Greenway steering committee continues to move the project forward OSC needs to engage in this process



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	easements, and improve access.														
14. Study Water Quality and ID Local Strategies for Improvements	14.a. Secure funds and contract consultant to study water quality of water bodies and ID local strategies to improve water quality	Open Space Committee	CPC/Town Council		Y	R								12/8/2016	OSC needs to engage in the process
15. Establish Maintenance Program for Municipal Catch Basins	15.a. Create a plan and budget for ongoing maintenance of catch basins	DPW	Town Manager		Y	Y								12/8/2016	Status unclear
	15.b. Set aside annual funds to implement maintenance plan	Town Council	Town Manager		Y	Y								12/8/2016	Status unclear
16. Foster More Community Gardens	16.a. ID community interest and potential locations for community gardens	Open Space Committee	Town Planner											12/8/2016	OSC needs to engage in the process
17. Install Signage and Kiosks for Conservation Areas	17.a. Secure funding and install signage and kiosks at Conservation Areas	Conservation Commission/ Open Space Committee	CPC/Town Council		G	Y								12/8/2016	OSC needs to engage with ConCom and park stewards to move the strategy forward



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18. Form Friends Groups to Care for Conservation Areas	18.a. Identify conservation areas and solicit volunteer interest in forming friend's groups	Conservation Commission/ Open Space Committee	Conservation Commission											12/8/2016	OSC needs to engage with ConCom and park stewards to move the strategy forward in FY18
19. Identify Needs for Town Dams and Repair	19.a. Secure funding and contract consultant to study needs for town dams to enhance safety, water quality, minimize flooding, and preserve historic dams	DPW	CPC/ Town Council/ Historic Commission		G	Y								12/8/2016	Engineering Study of Carvers Pond dam complete as of 6/16/2016 Status? Other dam issues update needed. Specifically, privately owned high street dam.
	19.b. Secure funding and implement recommendations	DPW	Town Manager		Y	Y								12/8/2016	Funding sources being sought; status unknown

*The Planning Board, as the Special Permit Granting Authority, is responsible for granting special permits under the Aquifer Protection District Bylaw and must request comments from the Board of Health, Conservation Commission, and Water and Sewer Commission.