



## MAGIC Fiscal Year 2013 Work Plan

Effective July 2012-June 2013

*For Adoption on July 12, 2012*

*Effecting Positive Regional Change*

The Minuteman Advisory Group on Interlocal Coordination (MAGIC) is a subregion of the Metropolitan Area Planning Council (MAPC), the regional planning agency for the 101 cities and towns in Metropolitan Boston. MAGIC is comprised of representatives from thirteen municipalities: Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, and Sudbury.

### **Purpose of the Work Plan**

The purpose of this document is to establish goals and objectives for the MAGIC Subregion, broadly, with regard to land use planning and municipal governance. In particular, this work plan will attempt to identify issues of subregional concern and priorities, outline potential planning projects for the Subregion to undertake and funding sources available, propose workshop/meeting topics and a schedule for meetings and events, establish an outreach strategy to encourage membership diversity, and to provide active direction on a yearly basis.

### **Goals for FY 2013**

1. Be an effective forum for the exchange of information on the focus areas and increase the knowledge base of participants.
2. Promote Smart Growth and sustainable development across the region, particularly within Priority Development Areas identified in the 495/MetroWest Development Compact Plan, in all focus areas.
3. Better engage its member communities in their capacity as part of the subregion to help carry out the MetroFuture Regional plan and the Sustainable Communities' focus on equity and diversity.

### **Objectives for FY 2013**

1. Plan for dynamic workshops and training opportunities of interest to Subregional Members
2. Provide comments on items of regional impact.
3. Provide a forum to discuss potential development projects in the Subregion and the incorporation of Smart Growth and Low Impact Development principles.

4. Improve and develop effective procedures and mechanisms for written decision-making in response to MEPA, TIP, legislative and other filings and comment letters.
5. Garner greater participation from a wider group of people within our communities by offering additional and different programs targeted to relevant audiences.

## **Projects**

In FY 2013, MAGIC expects to pursue projects using the MAGIC special assessment (an annual support fee from member communities) as well as from other sources such as the Metro Boston Consortium for Sustainable Communities, the District Local Technical Assistance (DLTA) program, the Unified Planning Work Program (UPWP, transportation planning monies from the Boston Region MPO), and various other grant and technical assistance programs.

Potential projects to pursue include:

1. **Transportation:** Projects/initiatives looking at innovative ways to integrate existing transit services (school buses, Council on Aging vans, locally funded shuttles, private business shuttles, etc.) into a more coordinated public transportation system. Explore new active transportation movements such as walkways, potential such as the combination of rail trail and multimodal options (e.g. upgrades to existing transportation system).
2. **Agriculture:** Enhancement of the MAGIC Agricultural Planning project through stakeholder identification and implementation workshops; outreach to immigrant farmers working in the Subregion, and planning a fall farm visit (possibly to Blue Heron Farm, Lincoln) as part of MAPC's Friends of MetroFuture Events.
3. **Housing:** Pursuit of an additional shared Regional Housing Services Office (modeled after the 7-town Regional Services Office sponsored by Sudbury.)
4. **Smart Growth:**
  - a. Smart Growth Self Assessment Checklist - Development of an efficient method of inventorying regulations/bylaws that may hinder Smart Growth development and achievement of MetroFuture goals and objectives.
  - b. Planning Assistance - Identification of regulations/bylaws related to smart growth and environmental sustainability (e.g. Wetlands, Stormwater, Site Plan Review, Zoning, etc.), as well as conflicting Master Plan guidance.
  - c. Outreach and Education Series - "Whether, Where, and How to Grow" (Consistency with MetroFuture) - Educating planners regarding growth implications such as costs, natural resource impacts, infrastructure constraints, etc.
5. **Environment:** Inventory of stormwater management resources and regulation to determine whether targeted funding and technical assistance is needed.
6. **Aging Populations:** Tabulation of municipal services and housing available for aging populations ("baby boomers") offered across the region.

7. Open Space Planning: Mapping exercise and training to assess the connectivity of trails and open space between municipalities.
8. Legislative Action: Work with MAPC staff to alert legislators of important legislative issues to the Subregion and assist with campaigns regarding the Community Preservation Act, Transportation, District Local Technical Assistance, and Water Infrastructure Planning and Finance.

These projects were generated as a direct result of discussions begun at MAGIC meetings, direct suggestions from MAGIC members, feedback from MAPC staff, as well as the results of a survey distributed to MAGIC representatives and municipal officials. During FY 2013, additional projects and uses for special assessment funds may be identified, at which time the MAGIC Executive Committee and MAGIC Representatives will work with the MAPC MAGIC Subregional Coordinator to assess funding and resource availability.

### **Meetings**

During the FY13 year, MAGIC will hold two distinct meeting types: subregional meetings and workshops/trainings. Subregional meetings are regular meetings held to conduct subregional business and address current and upcoming issues affecting communities within the subregion. Workshops/trainings will be held separately in an effort to ensure that there is adequate time to effectively provide education and information exchange between MAGIC members, MAPC, and all regional partners. Each meeting type is described below with a tentative meeting schedule included. All meetings will be announced by the Subregional Coordinator via email and posted to the MAGIC webpage (<http://mapc.org/magic>) and the MAPC Events Webpage (<http://www.mapc.org/events>).

#### ***Subregional Meetings (Concord Location - Afternoons - Bimonthly - Alternated with Workshops)***

Subregional meetings are held to conduct regular Subregional business and to share information regarding particular issues. For example, each March a regular MAGIC meeting will focus on the Metropolitan Planning Organization's Transportation Improvement and Unified Planning Work Program due to funding deadlines.

MAGIC meetings have typically been held on the first Thursday evenings of every month, from 7 to 9 PM, at rotating locations in each of the 13 MAGIC communities. The results of a recent survey, however, indicated that regular MAGIC meetings should be held on a bimonthly basis with workshops and trainings held on the alternate months when a regular meeting is not scheduled. The survey indicated a preference for the regular MAGIC meeting to be held at a single, more central location, like Concord, with an afternoon meeting time from 3 to 5 PM.

Accordingly, regular MAGIC meetings will be held on the FIRST THURSDAY of EVERY OTHER MONTH, in the AFTERNOON FROM 3:00 to 5:00 pm, beginning in July, 2012, as follows:

- July 12, 2012 (Note the change from the First Thursday to the Second Thursday due to the observance of Independence Day on July 4.)
- September 6, 2012
- November 1, 2012
- January 3, 2013

- March 7, 2013
- May 2, 2013

Subregional meeting topics will depend upon current and upcoming issues that communities are facing. However each regular subregional meeting agenda will include time to discuss pending legislation relevant to the MAGIC subregion and how communities/residents can engage with their legislators, and the traditional community exchange of information.

All subregional meetings will be held at the Concord Department of Planning and Land Management, 141 Keyes Road, Concord, MA 01742.

### **Workshops/Trainings**

These meetings are offered to provide educational services to MAGIC members and ensure that there is an effective forum for information exchange. Presentations will be given by experts regarding the topic. Specific training sessions (e.g. GIS, Social Media) will be considered upon request (e.g. Massachusetts Citizen Planner Training Collaborative workshops). Workshops and trainings will be provided on the alternate months when a regular meeting is not scheduled, primarily in the evenings. Whenever possible, workshops will be held at a location where they can be televised on local cable.

Current presentation/workshop topics of interest for the FY13 Year include the following (may change based on members expressed interests as the fiscal year continues):

- Climate Change: Mitigation through the use of alternative energy and green building resources; connection with natural resources planning and conservation, and economic development; climate change adaptation.
- Stormwater Management/Low Impact Development: Critical tools needed to both fully implement regional and state sustainable communities/development goals such as keeping water local, protecting surface and drinking water sources, compliance with new EPA Permit requirements
- Water Infrastructure Financing and Planning: Presentation regarding the continued work by the Water Infrastructure Finance Committee, information regarding shared services concept (water, sewer, stormwater), and the Smart Sewering Concept: utilizing municipal sewer service as a means to target growth in a particular sewer district and prevent sprawl elsewhere.
- Communication/Outreach: How to effectively communicate between committees/boards and departments; and how to design a public participation program that effectively communicates important messages to stakeholders, residents, and property owners. Use of social media and the development of outreach tools for remote, communication (i.e. web-based, cable television, etc.).
- Affordable Housing: Developing housing production plans, challenges faced in housing planning and development review, regional services needed.
- Zoning/Regulatory: Smart Growth Districts (tools, advantages - Ch 40R), Solar Farm Overlay Districts,

### **Special Meetings**

Occasionally, MAGIC will call special meetings in order to accommodate topics that are time-sensitive. In the interest of minimizing special meetings, MAGIC will do its best to address special unforeseen action items at the beginning of forums or other special events when a regular meeting is scheduled.

Three anticipated special meetings that will occur in the FY13 year include:

1. Legislative Breakfast: MAGIC will host a legislative breakfast in December, 2012. MAGIC will reach out extensively to ensure full legislator participation in the meeting. MAGIC always strives to increase legislative and subregional participation; therefore, the format of the breakfasts will engage participants in the legislative process with the goal of learning:
  - What are each legislator's current priorities and what are the potential outcomes?
  - What specifically will our legislators do to address current challenges in our region?
  - What can MAGIC do to assist our legislators?
  - How can MAPC help advance the interests of member communities on Beacon Hill?
2. Town Managers'/Administrators' Roundtable.
3. June Special Meeting (Officer Election/Work planning)

### ***Open Meeting Law***

All MAGIC meetings are open to the general public. MAGIC meetings are subject to the Open Meeting Law, M.G.L. Chapter 30A, Sections 18-25. As such meeting notices with agenda items are posted on the MAPC website at <http://www.mapc.org/publicmeetings> at least 48 hours in advance of MAGIC meetings.

New MAGIC Representatives will receive and must certify receipt of a copy of the Open Meeting Law and any related regulation and educational materials prepared by the Attorney General. Meeting minutes will be kept on file at MAPC and made available upon request. Generally, meeting minutes will be posted on the MAGIC website although this is not a requirement of the Open Meeting Law.

### **Membership and Voting**

According to the Minuteman Advisory Group on Interlocal Coordination Committee Bylaws, each MAGIC community may have two representatives, one elected by that community's Board of Selectmen and one elected by that community's Planning Board. The one-year term for each representative begins with each fiscal year. MAGIC Representatives are strongly encouraged to attend monthly MAGIC meetings. If a decision at a MAGIC meeting requires a vote, each community has one vote. A quorum consists of MAGIC Representatives from one-third of the communities (5/13).

The MAGIC Representatives for FY13 are:

#### Acton

- Appointed by Board of Selectmen: Mike Gowing, Board of Selectmen
- Appointed by Planning Board: Ray Yacouby, Planning Board Clerk

#### Bedford

- Appointed by Board of Selectmen: Mark Siegenthaler, Board of Selectmen
- Appointed by Planning Board: Sandra Hackman, Planning Board

#### Bolton

- Appointed by Board of Selectmen: Don Lowe, Board of Selectmen

- Appointed by Planning Board: Jennifer Burney, Town Planner (MAGIC First Vice Chair)

#### Boxborough

- Appointed by Board of Selectmen: Leslie Fox, Board of Selectmen (MAGIC Second Vice Chair)
- Appointed by Planning Board: James Faulkner, Planning Board

#### Carlisle

- Appointed by Board of Selectmen: Douglas Stevenson, Board of Selectmen Chair
- Appointed by Planning Board: Jeffrey Johnson, Planning Board

#### Concord

- Appointed by Board of Selectmen: K. C. Winslow, Resident
- Appointed by Planning Board: Marcia Rasmussen, Director of Planning

#### Hudson

- Appointed by Board of Selectmen: Michelle Ciccolo, Community Development Director
- Appointed by Planning Board: Jennifer Burke, Planning Director

#### Lexington

- Appointed by Board of Selectmen: Deborah Mauger, Board of Selectmen
- Appointed by Planning Board: Richard Canale, Planning Board Chair

#### Lincoln

- Appointed by Board of Selectmen: Sara Mattes, Board of Selectmen
- Appointed by Planning Board: Chris Reilly, Director of Planning and Land Use Permitting

#### Littleton

- Appointed by Board of Selectmen: Keith Bergman, Town Administrator
- Appointed by Planning Board: Don MacIver, Planning Board

#### Maynard

- Appointed by Board of Selectmen: Bob Nadeau, Board of Selectmen
- Appointed by Planning Board: Max Lamson, Planning Board

#### Stow

- Appointed by Board of Selectmen: Jim Salvie, Board of Selectmen
- Appointed by Planning Board: Karen Kelleher, Planning Coordinator

#### Sudbury

- Appointed by Board of Selectmen: Maureen G. Valente, Town Manager
- Appointed by Planning Board: Patricia Brown, Planning Board

### **MAPC Staff**

Professional staff assistance to MAGIC is provided by MAPC. For Fiscal Year 2013, the MAGIC Subregional Coordinator is Julie Ann Conroy, AICP; Senior Regional Planner. The MAGIC Subregional Coordinator is responsible for working with the Executive Committee to ensure that the goals and objectives of the subregion are met. Generally, with the assistance from the Executive Committee, the Coordinator schedules meetings, prepares agendas, prepares workshops/trainings, maintains the subregional contact list, manages subregional accounting and budgets, provides technical assistance to communities, and implements subregional projects.

### **MAGIC Officers**

The MAGIC Executive Committee assists the Subregional Coordinator in the activities described above. In addition, the Chairperson appoints committees and insures that members carry out Committee directives. The Vice Chair positions support the work of the Chairperson. Each year, MAGIC elects a Chair and two Vice-Chairs. On June 14, 2012 MAGIC Officers for Fiscal Year 2013 were elected:

- Keith Bergman, Littleton Town Administrator: MAGIC Chair,
- Jennifer Burney, Bolton Town Planner: First Vice Chair, and
- Leslie Fox, Boxborough Selectman: Second Vice Chair.

### **Outreach and Participation**

It will be important to identify individuals and groups that can increase the diversity of those who participate in subregional meetings, programs and projects. In addition, coordination with nearby Regional Planning Agencies, such as the Montachusett Regional Planning Commission will occur regarding projects in bordering communities. Assistance from the Executive Committee and existing MAGIC members will be sought to identify these groups. A review of the existing MAGIC mailing list will be performed periodically to identify gaps in membership representation.

The MAGIC Representatives from each town are responsible for assisting in outreach and helping to identify individuals within their own community might want to attend MAGIC meetings, forums, and roundtables when the meeting topic is applicable to others. For example, when appropriate, MAGIC representatives may want to invite participation from municipal planners, public works and engineering departments, public health, public safety, municipal boards and committees, Town Administrators, nonprofits, concerned citizens, businesses, and additional Selectmen and Planning Board members who are not official MAGIC Representatives. If possible, it is desired that more than one representative from each member municipality attend each MAGIC event. Meeting notices will be emailed to press contacts and legislators, and occasionally, will be announced with press releases.

### **Communications**

Participants in MAGIC can stay informed about MAGIC activities including meeting notices and cancellations, as well as other opportunities and events of interest by emails sent through the MAGIC email distribution list. The list is open, anyone interested may email Julie Conroy, AICP, MAGIC Subregional Coordinator, by phone at 617-451-2770 ext. 2055 or email at [jconroy@mapc.org](mailto:jconroy@mapc.org) to join. The MAGIC website: [www.mapc.org/subregions/magic](http://www.mapc.org/subregions/magic) will be updated regularly. Links to televised workshops will be

included in the MAGIC website as available. MAGIC leadership has also created a LinkedIn group for MAGIC updates and encourages interested participants to join the group.

***MAGIC Bylaws***

The MAGIC Bylaws, adopted June 11, 2009, include additional details regarding the purpose of the committee, membership, officers and elections, meetings, and subcommittees. MAGIC Bylaws are available on the MAGIC website and upon request.