



MAGIC Fiscal Year 2014 Work Plan

Effective July 1, 2013 - June 30, 2014

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 provide active direction on a yearly basis.

MAGIC Mission Statement: The primary function of MAGIC is to promote inter-municipal cooperation to solve common issues.

Goals

1. Be an effective forum for the exchange of information on the focus areas and increase the knowledge and membership base of its participants.
2. Promote Smart Growth and sustainable development across the subregion, particularly in keeping with the MetroFuture Regional Plan.
3. Better engage its member communities in their capacity as part of the subregion to help carry out the stated goals of the MetroFuture Regional Plan and the State of Equity Plan regarding equity and diversity.

Objectives

1. Garner greater participation from a wider group of people within our communities by offering additional and different programs targeted to relevant audiences.
2. Plan for dynamic workshops and training opportunities of interest to Subregional Members.
3. Develop standards for growth within Priority Development Areas while increasing land protection, creating working farms, and clustered homes to preserve traditional landscapes.
4. Provide a forum to discuss potential development projects in the Subregion and the incorporation of Smart Growth and Low Impact Development principles.

5. Improve and develop effective procedures and mechanisms for written decision-making in response to MEPA, TIP, developments of regional impact, legislative and other filings and comment letters.

Projects

In FY 2014, 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 District Local Technical Assistance (DLTA) program, the Unified Planning Work Program (UPWP, transportation planning monies from the Boston Region MPO), and various other grant, foundation, and technical assistance programs.

Potential projects to pursue include:

1. **Transportation:** Development of 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:** Assistance from MAPC on implementation of the Action Plan developed for the MAGIC Agricultural Planning project. Completion of agriculture mapping (existing and potential), overlaid with open space areas.
3. **Smart Growth Projects:**
 - a. **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.
4. **Economic Development:** MAGIC will facilitate meetings and provide planning assistance for member towns in preparing economic development plans. This will include coordination and information sharing with other regional economic development and transportation planning activities such as I-495 Development Compact and the I-495 Growth District Initiative (Boxborough, Littleton, Westford).
5. **Renewable Energy Promotion:** With MAPC's assistance, MAGIC will explore policy and implementation issues around advancing alternative energy projects including, regional digesters, solar systems, geothermal, etc.
6. **Climate Change:** MAPC will provide technical assistance to implement specific action items from the Regional Climate Change Adaptation Strategy that are relevant to the Subregion.
7. **Educational Materials:** MAPC will assist with the development of public education materials that MAGIC communities can use regarding the following current issues:
 - a. **Nonpoint source pollution:** pollution from road run off/parking, fertilizer run off, other types of stormwater and public responsibility for stormwater management;
 - b. **Recycling Practices:** educational material - household hazardous waste & how to dispose; and

- c. Water Conservation and Pollution: household chemical waste entering groundwater through septic systems.
8. Publicity: MAPC will work towards better publicizing what MAGIC is to the general public and stakeholders, and how our work is defined. Publicity and educational materials will be prepared. Town representatives will be requested to provide feedback regarding their feeling about the benefit of membership and participation. Discussions regarding branding for the subregion to highlight its unique quality will be prepared.
9. MAGIC Bylaw: Review for consistency with new procedures, practices, schedule, etc.
10. Legislative Action: MAGIC members will work with MAPC staff to alert legislators of important legislative issues to the Subregion and assist with campaigns such Zoning Reform, transportation financing and improvement, 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, and feedback from MAPC staff. During FY 2014, 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 FY14 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

Subregional meetings are held to conduct regular Subregional business and to share information regarding particular issues. For example, each January 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 will be held on a bimonthly basis with workshops and trainings held on the alternate months when a regular meeting is not scheduled. The meetings will be held in a central location within the Subregion for maximum convenience for all attendees.

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, as follows:

- July 11, 2013 (*Note the change from the First Thursday to the Second Thursday due to the observance of Independence Day on July 4.*)
- September 5, 2013 (**Refreshments: Concord**)
- November 7, 2013 (**Refreshments: Littleton**)
- December, 2013: Special Meeting – Town Administrator's Round Table

- January 9, 2014 (**Refreshments: Lexington**) Note: date changed from Jan 2 due to New Years Day Holiday.
- February 6, 2014; 9am: Special Meeting - Legislative Breakfast (See special meetings section below for further details.)
- March 6, 2014 (**Refreshments: Boxborough**)
- May 1, 2014 (**Refreshments: Acton**)
- June 5, 2014; 3pm: Special Meeting - MAGIC Workplan
(August - no meeting)
- September 4, 2014; 3pm (**Refreshments: Maynard**)
- November, 6, 2014; 3pm (**Refreshments: Sudbury**)

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.

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. Special meetings are typically held in the morning and varying locations, unless otherwise noted. Three anticipated special meetings that will occur in the FY14 year include:

1. Town Managers'/Administrators' Roundtable: December 2013.
2. Legislative Breakfast: MAGIC will host a legislative breakfast in early February, 2014. 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?
3. June Special Meeting (Officer Election/Work Planning): June 5, 2014

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). Proposed workshops for FY14 include the following (may change based on members expressed interests as the fiscal year continues):

- ✓ Water Management: Information regarding the state Sustainable Water Management Initiative (SWMI) and impending changes to the Water Management Act.
- Smart Growth Symposium (In partnership with MetroWest Growth Management Committee) – In three parts:
 1. Working Session to review example impending development proposals across the Subregions regarding their economic growth potential; as well as environmental impacts and transportation needs; and discuss the use of MAPC’s Development Database to help planners track these developments.
 2. “Whether, Where, and How to Grow” (Consistency with MetroFuture) – Presentation to inform subregional planners about the importance of combining review and discussions about housing needs and economic growth with critical repercussion such as costs, natural resource impacts, infrastructure constraints, etc.
 3. Low Impact Development/Green Infrastructure: Joint presentation by MAPC Environmental Staff and leading private practitioners on critical tools needed to fully implement smart growth and sustainable communities’ goals such as keeping water local, protecting surface and drinking water sources, and compliance with new EPA Clean Water Act permit requirements.
- 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.
- Healthy Communities Initiative: planning-orientated projects.

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. A proposed Sechedule includes, but may be subject to change:

- October, 2013: Sustainable Water Management (*Completed Oct. 25*)
- December, 2013: (TBD)
- April 3, 2014; 7pm: MetroWest/MAGIC Smart Growth Symposium
- July 10, 2014; 7pm: Communication/Outreach
- October 2, 2014; 7pm: Healthy Communities
- December 4, 2014; 7pm Affordable Housing

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).

MAGIC Representatives for FY14:

Acton

- Appointed by Board of Selectmen: **Mike Gowing, Board of Selectmen (MAGIC Vice-Chair)**
- Appointed by Planning Board: **Ray Yacoby, 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: **Vacant as of Nov. 1, 2013**

Boxborough

- Appointed by Board of Selectmen: **Leslie Fox, Board of Selectmen (MAGIC Vice Chair)**
- Appointed by Planning Board: **John Markiewicz, Planning Board**

Carlisle

- Appointed by Board of Selectmen: **Douglas Stevenson, Board of Selectmen Chair**
- Appointed by Planning Board: **Karen Andon, 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 (MAPC President)**
- Appointed by Planning Board: **Jennifer Burke, Planning Director**

Lexington

- Appointed by Board of Selectmen: **Hank Manz, Board of Selectmen**
- Appointed by Planning Board: **Richard Canale, Planning Board Chair**

Lincoln

- Appointed by Board of Selectmen: **Peter Braun, 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 (MAGIC Chair)**
- Appointed by Planning Board: **Don MacIver, Planning Board**

Maynard

- Appointed by Board of Selectmen: **Dawn Capello, Board of Selectmen Chair**
- Appointed by Planning Board: **Max Lamson, Planning Board**

Stow

- Appointed by Board of Selectmen: **Don Hawkes, 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 2014, the MAGIC Subregional Coordinator is Julie Ann Conroy, AICP; Senior Environmental 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 July 11 and September 19, 2013, respectively, MAGIC Officers for Fiscal Year 2014 were elected:

- Keith Bergman, Littleton Town Administrator: MAGIC Chair;
- Leslie Fox, Boxborough Selectman: First Vice Chair; and
- Mike Gowing, Acton 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. 749 or email at jconroy@mapc.org to join. The MAGIC website: 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.