



---

**MAGIC Fiscal Year 2016 Work Plan**  
Effective July 1, 2015 - June 30, 2016

*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 composed 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:** MAGIC promotes inter-municipal cooperation to address and solve common issues.

**Goals**

1. Be an effective forum for the exchange of information and increase the knowledge and membership base of its participants.
2. Promote Smart Growth and sustainable development across the subregion in keeping with the goals of MAPC, the regional planning agency and parent organization of MAGIC, particularly in keeping with its MetroFuture Regional Plan.
3. Support the MAPC Mission "... to promote smart growth and regional collaboration. Our regional plan, MetroFuture, guides our work as we engage the public in responsible stewardship of our region's future..."
4. Help further MAPC's Five-year Strategic Plan (2015-2020), with an emphasis on its four Strategic Priorities:
  - Encourage development and preservation consistent with smart growth principles.
  - Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.
  - Play a leading role in helping the region to achieve greater equity.
  - Help the region reduce greenhouse gas emissions and adapt to the physical, environmental, and social impacts of climate change and natural hazards.

**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 goals for growth within Priority Development Areas<sup>1</sup> 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.

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**

MAGIC has the opportunity 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. The decision on how to use the special assessment funds for a given fiscal year will be made at the annual meeting, generally held in June.

In FY 2016, MAGIC expects to pursue some or all of the following projects. The relevant **MetroFuture Implementation Strategies** and **Strategic Priorities** associated with each project are indicated.

Potential projects to pursue include:

1. Climate Change Adaptation and Mitigation: MAPC will provide technical assistance to create a subregional Climate Change Adaptation Strategy for MAGIC, consistent with the Regional Climate Change Adaptation Strategy.

### ***MAPC Strategic Priorities Advanced:***

- *Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.*
- *Help the region reduce greenhouse gas emissions and adapt to the physical, environmental, and social impacts of climate change and natural hazards.*

### ***MetroFuture Strategies applicable to this project:***

- *Sub-strategy 4.C: Work together to make a safer region*
- *Sub-strategy 13.A: Plan for sustainability*
- *Sub-strategy 13.H. Promote local treatment and recharge of stormwater and wastewater*

2. Transportation: Development of projects/initiatives looking at innovative ways to integrate existing and expanded transit services into a more coordinated public transportation system. Strategic planning support for the transportation management associations in the MAGIC region; CrossTown Connect transportation management association (TMA) serving the MAGIC towns of Acton, Boxborough, Concord, Littleton, Maynard, and Stow, plus Westford; and the Middlesex 3 TMA serving the MAGIC towns of Bedford and Lexington as well as Billerica, Burlington, Chelmsford, Lowell, Tewksbury, Tyngsboro and Westford.

### ***MAPC Strategic Priorities Advanced:***

- *Encourage development and preservation consistent with smart growth principles.*

---

<sup>1</sup> The identification of Priority development areas (PDAs) is part of the State's efforts to plan ahead for growth. PDAs are places within a city or town that have been identified as capable of supporting additional development or as candidates for redevelopment, but that may first require additional investments in infrastructure. These areas are generally characterized by good access, available infrastructure (primarily water and sewer), and an absence of environmental constraints. In addition, many of these areas have undergone extensive area-wide or neighborhood planning processes and may have detailed recommendations for future actions. Rather than specific projects, PDAs represent more generally locations where growth may occur and investments will be directed.

- Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.
- Play a leading role in helping the region to achieve greater equity.

**MetroFuture Strategies applicable to this project:**

- Sub-strategy 4.B: Support regional collaboration, purchasing, and service delivery
- Sub-strategy 12.A: Integrate land use and transportation planning
- Sub-strategy 12.B: Prioritize transit and transportation alternatives
- Sub-strategy 12.C: Establish stable and sufficient financing for all modes
- Sub-strategy 12.D: Promote an efficient and transparent project delivery system

3. Complete/Green Streets and Healthy Communities – Update MAGIC towns on implementation of Complete/Green Streets and Healthy Communities initiatives.

**MAPC Strategic Priorities Advanced:**

- Encourage development and preservation consistent with smart growth principles.
- Play a leading role in helping the region to achieve greater equity.
- Help the region reduce greenhouse gas emissions and adapt to the physical, environmental, and social impacts of climate change and natural hazards.

**MetroFuture Strategies applicable to this project:**

- Sub-Strategy 9.A: Link health and planning
- Sub-Strategy 12.B: Prioritize transit and transportation alternatives

4. 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.

**MAPC Strategic Priorities Advanced:**

- Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.
- Help the region reduce greenhouse gas emissions and adapt to the physical, environmental, and social impacts of climate change and natural hazards.

**MetroFuture Strategies applicable to this project:**

- Sub-strategy 13.C: Promote the use of renewable resources
- Sub-strategy 13.H: Promote local treatment and recharge of stormwater and wastewater

5. Regional Housing Initiatives – Update MAGIC towns on the status of regional housing initiatives involving member communities, including the two regional housing services offices/consultancies serving nearly all of the MAGIC towns, housing authority collaboration project.

**MAPC Strategic Priorities Advanced:**

- Encourage development and preservation consistent with smart growth principles.
- Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.
- Play a leading role in helping the region to achieve greater equity.

**MetroFuture Strategies applicable to this project:**

- Sub-strategy 4.B: Support regional collaboration, purchasing, and service delivery
- Sub-strategy 4.D: Plan together for regional development
- Sub-strategy 8.A: Develop coordinated regional and local plans for diverse housing production
- Sub-strategy 8.B: Increase affordable housing production in appropriate locations
- Sub-strategy 8.C: Diversify overall housing supply and affordability

- *Sub-strategy 8.D: Connect residents to housing opportunities*
- *Sub-strategy 8.E: Ensure fair and accessible housing*
- *Sub-strategy 8.F: Preserve, maintain, and upgrade existing affordable housing stock*

6. 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).

***MAPC Strategic Priorities Advanced:***

- *Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.*
- *Play a leading role in helping the region to achieve greater equity.*

***MetroFuture Strategies applicable to this project:***

- *Sub-strategy 11.A: Create Jobs in MetroFuture-consistent locations*

7. 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. Includes the Green Town workshop cosponsored by MAGIC and other subregions.
- 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.

***MAPC Strategic Priorities Advanced:***

- *Encourage development and preservation consistent with smart growth principles.*
- *Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.*

***MetroFuture Strategies applicable to this project:***

- *Sub-strategy 5.A: Plan for compact growth to service community needs*
- *Sub-strategy 5.B: Ensure good design and access*
- *Sub-strategy 5.C: Encourage market response to district plans*
- *Sub-strategy 8.B: Increase affordable housing production in appropriate locations*
- *Sub-strategy 13.E. Implement water/wastewater/stormwater utility "best practices" across the region*
- *Sub-strategy 13.H. Promote local treatment and recharge of stormwater and wastewater*

8. MAGIC Bylaw: Review for consistency with new procedures, practices, schedule, etc.

***MAPC Strategic Priorities Advanced:***

- *Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.*

***MetroFuture Strategies applicable to this project:***

- *Sub-strategy 1.A: Increase municipal planning capacity*
- *Sub-strategy 4.A: Strengthen MAPC as a regional resource*

9. 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.

**MAPC Strategic Priorities Advanced:**

- *Encourage development and preservation consistent with smart growth principles.*
- *Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.*
- *Play a leading role in helping the region to achieve greater equity.*
- *Help the region reduce greenhouse gas emissions and adapt to the physical, environmental, and social impacts of climate change and natural hazards.*

**MetroFuture Strategies applicable to this project:**

- *Sub-strategy 1.D Coordinate sustainable state policies and programs*
- *Sub-strategy 3.D Ensure that state assistance to local government is sufficient and predictable*

The above 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 2016, 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 FY16 year, MAGIC will hold two distinct meeting types: subregional meetings and special events. MAGIC subregional meetings will be held on a bimonthly basis with special events held on the alternate months (subject to occasional variation).

- **Subregional meetings:** will be held to conduct regular subregional business, share information, and address current and upcoming issues affecting MAGIC communities.

Subregional meeting topics will depend upon current and upcoming issues that communities are facing. Each regular subregional meeting agenda will also 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. In addition, some meeting agendas will include updates on MAPC projects presented by MAPC.

- **Special events:** will include workshops, forums, tours and trainings, as well as annual events such as the MAGIC Legislative Breakfast, Annual Meeting, and a Town Managers/Administrator's Round Table. These events will be held separately from regular meetings 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.

Workshops, forums and trainings 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).

In addition, MAGIC may have need to occasionally 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.

Below is a tentative **meeting schedule** for FY 2016 as well as the remainder of calendar year 2016 for planning purposes. 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** will be held at the following time and location:

- First Thursday of every other month (whenever possible)
- 2:30 to 4:30 pm
- Concord Department of Planning and Land Management, 141 Keyes Road, Concord, MA 01742

Date	Meeting Description
July 8, 2015	Tour of Concord Riverwalk Community
September 10, 2015	Subregional Meeting <i>(Refreshments: Lincoln)</i>
October 8, 2015	Special Event – Friends of MetroFuture Walk and Talk featuring ACROSS Lexington
October 22, 2015	Special Event – Climate Change Adaptation Strategy Kick-Off Forum
November 5, 2015	Subregional Meeting <i>(Refreshments: Littleton)</i>
December 3, 2015	Special Event – Town Managers/Administrators Round Table (8 am)
January 7, 2016	Subregional Meeting <i>(Refreshments: Maynard)</i>
February 5, 2016	Special Event – MAGIC Legislative Breakfast (8 am)
March 3, 2016	Subregional Meeting <i>(Refreshments: Stow)</i>
April 7, 2016	Special Event – Community Preservation Act Forum or Energy Services Forum
May 5, 2016	Subregional Meeting – Appointment of Officers Nominating Committee <i>(Refreshments: Sudbury)</i>
June 2, 2016	Annual Meeting – Election of Officers; MAGIC Work Plan; Allocation of Special Assessment Funds <i>(Refreshments: Acton)</i>
July 7, 2016	Subregional Meeting <i>(Refreshments: Bedford)</i>
September 8, 2016	Subregional Meeting <i>(Refreshments: Bolton)</i>
October 6, 2016	Special Event – Friends of MetroFuture Walk or Talk
November 3, 2016	Subregional Meeting <i>(Refreshments: Boxborough)</i>
December 1, 2016	Special Event – Town Managers/Administrators or Planners Round Table (8 am)

## Special Events for FY2016

Whenever possible, special events will be held at a location where they can be televised on local cable. Proposed events for FY2016 include the following (may change based on members' expression of interests as the fiscal year continues):

### 1. **ACROSS Lexington Walk and Talk: October 2015**

An opportunity to learn about ACROSS Lexington (Accessing Conservation land, Recreation areas, Open space, Schools and Streets in Lexington), a network of pedestrian and bicycle routes that links many parts of the Town of Lexington. The event will feature a brief indoor presentation to learn about how this largely volunteer driven initiative came about and how it will continue to unfold followed by a walk to see the results.

### 2. **Subregional Climate Change Adaptation Plan Forum: October 2015**

A kick-off event for the subregional Climate Change Adaptation Plan which MAGIC will undertake during FY2016.

### 3. **Town Managers'/Administrators' Roundtable: December 2015**

A forum for the subregion's Town Managers and Administrators to come together as a group. The event is an opportunity to share information and updates with peers on matters of importance in the 13 MAGIC towns and to discuss regional issues as well as opportunities to collaborate.

### 4. **Legislative Breakfast: February 2016**

MAGIC will host a legislative breakfast in early February, 2016. 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?

### 5. **Community Preservation Act Forum or Energy Services Forum**

Depending on interest, MAGIC will bring its 13 towns together to either:

- share ideas and learn what other communities have done to expand renewable energy use, increase efficiency, improve energy resilience, and save money; or
- hold a retrospective on how each town has utilized Community Preservation Act funds. This would be an opportunity to share ideas and explore best practices from around the region.

### 6. **June Annual Meeting: June 2016**

The draft Work Plan for FY 2017 will be reviewed and adopted at this meeting. The use of MAGIC's special assessment for FY 2017 will also be decided. Per the Subregion's bylaws, MAGIC will elect its officers during its June meeting. The Chairperson appoints a Nominating Committee at the May meeting that shall prepare a slate of officers that shall be sent to the representatives with the notice of the annual meeting. Nominations from the floor with the assent of the nominee will be accepted. The newly elected officers will assume their office upon completion of the annual meeting.

## **Meeting Notification**

All MAGIC meetings are open to the general public. 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. Meeting minutes will be kept on file at MAPC and made available upon request. Generally, meeting minutes will be posted on the MAGIC website.

## **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 FY16:**

#### Acton

- Appointed by Board of Selectmen: **Franny Osmond, 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, Town Administrator**
- Appointed by Planning Board: **Erica Uriarte, Town Planner**

#### Boxborough

- Appointed by Board of Selectmen: **Leslie Fox, Board of Selectmen**
- Appointed by Planning Board: **Adam Duchesneau, Town Planner**

#### Carlisle

- Appointed by Board of Selectmen: **Douglas Stevenson, Board of Selectmen**
- Appointed by Planning Board: **Karen Andon, Planning Board**

#### Concord

- Appointed by Board of Selectmen: **Elise Woodward, Board of Selectmen**
- Appointed by Planning Board: **Elizabeth Hughes, Town Planner**

#### Hudson

- Appointed by Board of Selectmen: **Vacant**
- Appointed by Planning Board: **Vacant**

#### Lexington

- Appointed by Board of Selectmen: **Michelle Ciccolo, Interim Representative**
- 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 (MAPC Vice President)**
- Appointed by Planning Board: **Vacant**

#### Maynard

- Appointed by Board of Selectmen: **Kevin Sweet, Town Administrator**
- Appointed by Planning Board: **Bill Nemser, Town Planner**



## Stow

- Appointed by Board of Selectmen: **Don Hawkes, Board of Selectmen**
- Appointed by Planning Board: **Karen Kelleher, Town Planner**

## Sudbury

- Appointed by Board of Selectmen: **Patricia Brown, Board of Selectmen**
- Appointed by Planning Board: **James Kupfer, Assistant Town Planner**

## 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 4, 2015 MAGIC Officers for Fiscal Year 2016 were elected:

- Keith Bergman, Littleton Town Administrator: MAGIC Chair;
- Leslie Fox, Boxborough Selectman: First Vice Chair; and
- Franny Osman, Acton Selectman: Second Vice Chair.

## MAPC Staff

Professional staff assistance to MAGIC is provided by MAPC. For Fiscal Year 2016, the MAGIC Subregional Coordinator is Tanya Paglia, 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.

## Outreach and Participation

It is important to identify individuals and groups that can increase the diversity of those who participate in subregional meetings, programs and projects. 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. 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. 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 Tanya Paglia, MAGIC Subregional Coordinator at [tpaglia@mapc.org](mailto:tpaglia@mapc.org) to join. The MAGIC website: [www.mapc.org/magic](http://www.mapc.org/magic) will be updated regularly.

## 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.