



---

**MAGIC Fiscal Year 2019 Work Plan**  
Effective July 1, 2018 - June 30, 2019

*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.

Contents

Purpose of the Work Plan ..... 3

MAGIC Mission Statement ..... 3

Goals ..... 3

Objectives ..... 3

Projects & Forums ..... 4

Meetings ..... 8

Membership and Voting ..... 10

Outreach and Participation ..... 11

MAGIC Bylaws ..... 12

## 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.
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.

---

<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.



topics of Housing and Transportation will focus the regional Age Friendly planning efforts, but we acknowledge other domains such as Respect and Social Inclusion; Social Participation; and Communication and Information, are inherent in these topics, and as such, discussions and solutions of Housing and Transportation are likely to cover additional domains. Core to this project will be MAPC and project partners' focus on engaging older adults in articulating the regional issues and needs related to housing and transportation.

**Special Assessment:**                    **Current Funding:** \$13,587.92 (FY 2018)

***MAPC Strategic Priorities Advanced:***

- *Encourage development and preservation consistent with smart growth principles, especially by increasing housing production, promoting innovative transportation solutions, and encouraging mixed-use development near various forms of transit.*
- *Play a leading role in helping the region to achieve greater equity.*
- *Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.*

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

- *Sub-strategy 9.H: Coordinate policies to create an elder-friendly region.*
- *Sub-strategy 8.C: Diversify overall housing supply and affordability.*
- *Sub-strategy 12.B. Prioritize transit and transportation alternatives.*

**3. MAGIC Stormwater Partnership:** In 2017, the MAGIC Stormwater Partnership was established and convened to increase the capacity of MAGIC communities to improve stormwater management and comply with the EPA Municipal Separate Storm Sewer System (MS4) Permits. The Partnership held four regional meetings in March, June, September, and November 2017. Another is planned for June 2018. In 2017, MAPC also held in-reach meetings with individual towns. MAPC will continue to convene the partnership in FY 2019.

**Special Assessment:**                    **Current Funding:** none allocated  
**Previous Funding:** FY 2017: \$13,000 Allocated

***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 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*

**Note: IT Services and Support Office:** Responding to interest by MAGIC town administrators and IT staff, in FY2017 MAPC facilitated discussions to assess models for regional solutions to towns' IT issues and needs. In the FY2018 year MAPC worked with Concord and Bedford to establish a Regional IT Services and Support Office and operations plan. Participation by other MAGIC towns is encouraged, and those interested should speak with Heidi Stucker, or the project manager, Mark Fine. [hstucker@mapc.org](mailto:hstucker@mapc.org) and [mfine@mapc.org](mailto:mfine@mapc.org)

In FY 2018 MAGIC allocated \$10,000 to the project. This funding was reabsorbed by MAGIC when it decided that the project is not currently a regional project, with just two MAGIC towns participating. If membership grows, it may again be considered for MAGIC special assessment funds.

## Project and Forum Concepts:

The following section presents topics and concepts of regional interest that have been generated over time by MAGIC members. MAGIC may choose to explore these topics and concepts in forums, include them as agenda items in MAGIC meetings, make them the focus of Special Events, or pursue projects on the topics.

1. **MetroFuture Update:** MAPC will begin updating the regional plan, MetroFuture. MAGIC will have opportunities to learn about the progress, provide input, and otherwise be engaged in the planning process.
2. **Transportation and Economic Development:** MAGIC will provide forums for discussing and collaborating on regional economic development and transportation planning. These forums will include initiatives such as:
  - a. I-495 Development Compact and the Middlesex Turnpike Improvements
  - b. regional transit systems and services
  - c. first and last mile transportation
  - d. bicycle and pedestrian projects
  - e. Age friendly, livable regional transportation
  - f. Transportation Event: North South Rail Link forum with Michael Dukakis

MAGIC will also offer support to transportation management associations (TMAs) including CrossTown Connect (Acton, Boxborough, Concord, Littleton, Maynard, Stow, Westford), and Middlesex 3 (Bedford, Lexington, Billerica, Burlington, Chelmsford, Lowell, Tewksbury, Tyngsboro, Westford).

### 3. **Smart Growth:**

MAGIC will support towns in initiatives that promote smart growth principles. Following are examples of such initiatives that can be pursued through projects, site visits, forums, or case study reports.

- a. APA Sustainability Planning: presentation and discussion on the APA Sustainability Planning protocol for master plans, including examples and experiences of MAGIC municipalities that have implemented master planning using these guidelines.
  - b. Self-Assessment Checklist: Develop of an efficient method of inventorying regulations/bylaws that may hinder Smart Growth development and achievement of MetroFuture goals and objectives.
  - c. Planning Assistance: Identify regulations/bylaws related to smart growth and environmental sustainability (e.g. Wetlands, Storm water, Site Plan Review, Zoning, etc.), as well as conflicting Master Plan guidance.
  - d. Housing: Provide updates on regional housing initiatives involving MAGIC communities, including the initiatives of the two regional housing services offices/consultancies serving nearly all of the MAGIC towns, housing authority collaboration project. Share best practices through site visits and examples of innovative housing developments.
  - e. Demolition & Preserving Community Character:
    - I. Explore opportunities to preserve characteristically historical homes, and promote design that fits with the community character. Explore best practices to do so, including through by learning about example zoning and models.
    - II. Promote preservation of priority heritage landscapes. Assess regional efforts to preserve landscapes and features identified in the Heritage Landscape Inventory Reconnaissance Reports.
4. **Complete Streets, Green Communities, and Healthy Community Design:** MAGIC will support towns in pursuing and implementing Complete Streets, Green Communities, and Healthy Community Design.
  5. **Chapter 61 61A, 61B Lands, Right of First Refusal:** MAGIC is interested in developing best practices for inventorying Chapter 61, 61A, 61B Lands and prioritizing land of municipal interest, so that in the case of the *sale for conversion or conversion* of the land to residential, industrial, or commercial uses, municipalities are prepared to consider purchase of priority land as their right of first refusal.

6. **Water and Resilience:** MAGIC has interest in regional discussion on water resources, conservation, and management including:
  - a. **Drought Resilience:** How to increase drought resilience, tied in with the issuance this year of the SuAsCo Water Management Act permits for municipal water withdrawals. Connect sustainable water use with Smart Growth, discuss possible Net Blue bylaws.
  - b. **Green Infrastructure:** Back to Basics - what tweaks can Towns make to their Subdivision Regulations, Site Plan requirements, etc. to be more sustainable.
7. **Recreational Marijuana:** How communities are handling Recreational Marijuana (bylaws, moratoriums, prohibitions, etc.) and the steps necessary to pursue each path.
8. **Special Events Ideas generated by MAGIC members:**
  - **495/MetroWest Partnership** event (Jessica Strunkin)
  - **Citizen Planner Training Collaborative** workshop (CTPS)
  - **Racial Justice and Housing**, Bob Van Meter, Executive Director, LISC (Franny Osman)
  - **Green Infrastructure Tour:** Guided tour of Green Infrastructure Installations in MAGIC with accompanying explanations of permitting, how well it is working; could be part of the MAGIC Stormwater Partnership.
  - **Age Friendly Trails Event:** Examples of upgrades to local trails, parking, access to make sites more age-friendly
  - **MassWorks Tour:** Tours of completed MassWorks Infrastructure projects in MAGIC
  - **Smaller Dwelling Units Tour:** Tour of small and accessory dwelling units in MAGIC towns, focusing on examples in towns that have water and sewer and those that do not.

## Meetings

During the FY 2019 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 2019 as well as the remainder of calendar year 2019 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 calendar: (<https://www.mapc.org/calendar/>).

Date	Meeting Description
June 7, 2018	Subregional Meeting – Appointment of Officers Nominating Committee –and Work Plan Allocation of Special Funds ( <i>Refreshments: Sudbury</i> )
July 2018	Special Event – Accessory Dwelling Units webinar, OrangeSpot
August 2018	<i>Summer Recess</i>
September 6, 2018	Subregional Meeting - Election of Officers ( <i>Refreshments: Bedford</i> )
October 2018	Special Event - (TBD)
November 8, 2018	Subregional Meeting - ( <i>Refreshments: Acton</i> )
December 2018	Special Event - (TBD)
January 3, 2019	Subregional Meeting - ( <i>Refreshments: Bolton</i> )
February 2019	Special Event - (TBD)

March 7, 2019	Subregional Meeting - <i>(Refreshments: Boxborough)</i>
April 2019	Special Event - (TBD)
May 2, 2019	Subregional Meeting - <i>(Refreshments: Carlisle)</i>
June 6, 2019	Subregional Meeting – Appointment of Officers Nominating Committee –and Work Plan Allocation of Special Funds <i>(Refreshments: Concord)</i>
July 2019	Special Event - (TBD)
August 1, 2019	<i>Summer Recess</i>
September 5, 2019	Subregional Meeting - <i>(Refreshments: Hudson)</i>
October 2019	Special Event – (TBD)
November 7, 2019	Subregional Meeting <i>(Refreshments: Lexington)</i>
December 2019	Special Event – (TBD)

**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
- Occasionally, Subregional Meetings may take place at other locations

### **Special Events**

Whenever possible, special events will be held at a location where they can be televised on local cable.

Proposed events for FY2018 include the following (may change based on members' expression of interests as the fiscal year continues):

#### **6. Legislative Breakfast: Spring**

MAGIC will host a legislative breakfast in February/May 2018. 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?

#### **7. MAGIC Work Plan Meeting: June**

The draft Work Plan for FY 2019 will be reviewed and adopted at this meeting. A Nominating Committee will be established at the June meeting that will prepare a slate of officers that will be sent to the representatives with the notice of the MAGIC Elections Meeting in September.

## 8. MAGIC Elections Meeting: September

The annual election of officers shall be held during the September meeting. The election of officers shall be the first order of business. They shall assume their office upon completion of the Annual Elections meeting. The Nominating Committee (established at June MAGIC Work Plan Meeting) will prepare a slate of officers and send them to the representatives with the notice of the MAGIC Elections 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/magic> 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, FY 2019:

#### Acton

- Appointed by Select Board Member: **Joan Gardner Select Board Member**
- Appointed by Planning Board: **Franny Osman, Planning Board**

#### Bedford

- Appointed by Select Board Member: **Margot Fleischman, Selectmen Chair (MAGIC Co-Chair)**
- Appointed by Planning Board: **Amy Lloyd, Planning Board**

#### Bolton

- Appointed by Select Board Member: **Don Lowe, Town Administrator**
- Appointed by Planning Board: **Erica Uriarte, Town Planner**

#### Boxborough

- Appointed by Select Board Member: **Leslie Fox, Select Board Member**
- Appointed by Planning Board: **Adam Duchesneau, Town Planner (MAGIC Chair)**

#### Carlisle

- Appointed by Select Board Member: **Kate Reid, Select Board Member (new FY2019)**
- Appointed by Planning Board: **Jonathan Stevens, Planning Board (new FY2019)**
- Planning Board Alternate: **Madeline Blake (new FY2019)**

#### Concord

- Appointed by Select Board Member: **Jane Hotchkiss, Select Board Chair**
- Appointed by Planning Board: **Elizabeth Hughes, Town Planner**

#### Hudson

- Appointed by Planning Board: **Jack Hunter, Director, Planning & Community Development**
- Appointed by Planning Board: **Kristina Johnson, Assistant Director, Planning & Community Development (MAGIC Co-Chair)**

#### Lexington

- Appointed by Select Board Member: \_\_\_\_\_ **Select Board Member (Unconfirmed)**
- Appointed by Planning Board: **Charles Hornig, Planning Board Member (new FY2019)**

#### Lincoln

- Appointed by Select Board Member: **James Craig, Select Board Member**

- Appointed by Planning Board: **Jennifer Burney, Director of Planning and Land Use**

Littleton

- Appointed by Select Board Member: **Keith Bergman, Town Administrator (MAPC President)**
- Appointed by Planning Board: **Maren Toohill, Town Planner**

Maynard

- Appointed by Select Board Member: **Christopher DaSilva, Select Board Member Chair**
- Appointed by Planning Board: **Bill Nemser, Town Planner**

Stow

- Appointed by Select Board Member: **Don Hawkes, Select Board Member**
- Appointed by Planning Board: **Jesse Steadman, Town Planner**

Sudbury

- Appointed by Select Board Member: **Patricia Brown, Select Board Member**
- Appointed by Planning Board: **Steve Garvin, Planning Board**

### **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 September 6, 2017 MAGIC Officers for Fiscal Year 2019 will be elected.

FY 2018 Executive Committee

- MAGIC Chair            Jennifer Burney, Dir. of Planning & Land Use, Lincoln
- First Vice Chair       Kristina Johnson, Assistant Dir. of Planning & Community Development, Hudson
- Second Vice Chair     Adam Duchesneau, Town Planner, Boxborough

### **MAPC Staff**

Professional staff assistance to MAGIC is provided by MAPC. For Fiscal Year 2019, the MAGIC Subregional Coordinator is Heidi Stucker, 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**

MAGIC seeks to increase diversity, strengthen partnerships and expand participation by non-municipal organizations. Several groups that work on regional issues such as transportation, conservation, and clean energy are already actively involved in several MAGIC affairs and meetings. MAGIC seeks to encourage their continued participation and invite additional participation by currently unrepresented groups working on regional issues. MAGIC Officers and members should help identify groups from their municipalities or networks that are currently underrepresented, and invite their participation. Examples of non-municipal organization engagement are: including partner organization updates at all MAGIC meetings; highlighting partner organizations' work through Special Events; and keeping a list of partner organizations on the MAPC/MAGIC webpage.

### **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 Heidi Stucker, MAGIC Subregional Coordinator at [hstucker@mapc.org](mailto:hstucker@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 November 10, 2017, 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.