



MetroWest Regional Collaborative (MWRC) Work Plan

Effective July, 2020 – June 30, 2021

Contents

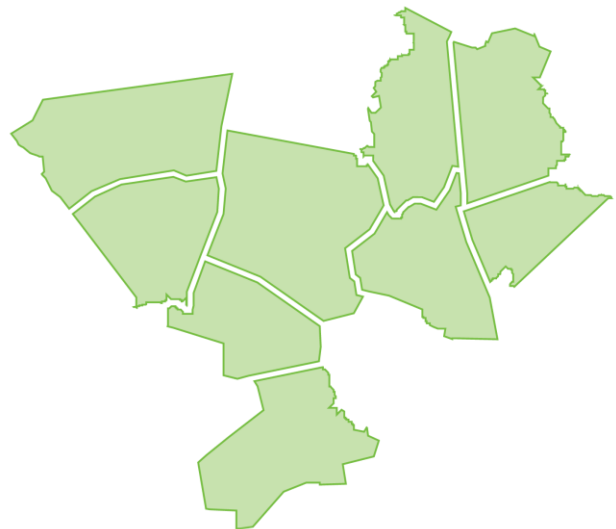
Introduction	1
Meetings	1
Membership, Leadership and Staff.....	3
Funding	5
Regional Projects.....	5
Goals	6
MWRC Bylaws	7

Introduction

The purpose of MWRC is to:

- provide a forum for communication and knowledge sharing between and among the MWRC municipalities about municipal and planning best practices;
- support regional coordination on policy and planning matters;
- advocate for regional priorities; and
- pursue projects of regional significance.

The purpose of this Work Plan is to outline MWRC's goals for fiscal year 2021 and to provide a schedule of meeting topics and activities MWRC and MWRC's Coordinator will undertake.



MWRC Meetings

During the FY2021 year, MWRC will hold three distinct meeting types: subregional meetings, planners round tables and special events. MWRC subregional meetings will be held monthly with special events held intermittently.

- **Subregional Meetings:** Meetings will generally be held from 8:00 a.m. to 9:30 a.m. on the 4th Thursday of the month with presentations at the beginning followed by community exchange. Topics for exchange will be circulated in advance. No meetings will be held during the months of August or December unless a time-sensitive matter arises that requires a meeting of the membership. Meetings will be held via Zoom

while physical distancing requirements are in place and, when safe, will rotate among the communities, allowing each an opportunity to host.

- **Planners Roundtables:** These events for municipal planners are an opportunity to promote shared collaboration at the staff level in MWRC communities. Guest speakers, themes or presenters will be explored if there is interest from planners.
- **Special Events:** MWRC may include workshops, forums, tours, or trainings, in addition to annual events such as the MWRC Legislative Breakfast. These events will be held separately from regular meetings.

All MWRC meetings are open to the public. Official meeting notices are posted on the MAPC website at www.mapc.org/publicmeetings in advance of each meeting.

Meeting agendas are posted on the MWRC webpage of the MAPC website at www.mapc.org/MWRC in advance of each meeting. Meeting summaries will be kept on file and are available upon request.

MWRC Subregional Meeting Standing Agenda Items

Each subregional meeting agenda will endeavor to include time for:

- **Community Exchange:** Opportunity to share notable municipal achievements or updates.
- **Legislative Updates:** Update on legal decisions pertaining to land use, state legislation of note and MAPC legislative priorities
- **MEPA and MPO Updates:** Review MEPA project list for the region and opportunities to engage with MPO including TIP, LRTP, and UPWP.
- **Funding and technical assistance opportunities:** Update on programs, workshops, funding opportunities, initiatives, meetings, etc. sponsored by MAPC and others that MWRC members may be interested in attending.

Additionally, MWRC will also receive periodic updates from CTPS on the status of the TIP, UPWP, and other relevant transportation planning efforts, as well as updates on MetroCommon x 2050.

Proposed MWRC FY21 Meeting Program

Date	Time	Special Topics	Location
July 23, 2020	9:00 – 10:00am	MWRC Election and Work Plan vote	Zoom
August	8:00 – 9:30am	No meeting	
September 24, 2020	8:00 – 9:30am	Government Affairs Discussion- MWRC priorities for the coming Legislative session	Zoom
October 22, 2020	8:00 – 9:30am	Transportation Planning with Boston Region MPO	Zoom
November 19, 2020 *	8:00 – 9:30am	Sustainable Waste Disposal, Recycling and Composting	
December		No meeting	NA
January 28, 2021	8:00 – 9:30am	TBD	
February 25, 2021	8:00 – 9:30am	TBD	

Date	Time	Special Topics	Location
March Date TBD		Special Event: Annual Legislative Breakfast and Appointment of nominating committee	
April 22, 2021 *	8:00 – 9:30am	TBD	
May 27, 2021	8:00 – 9:30am	Begin work on FY2022 MWRC Work Plan	
June Date TBD		Adopt FY22 Work Plan and elect Officers	

* Dates moved to accommodate holidays and school vacations.

Meeting dates, times, locations and topics are subject to change. Please note that the MWRC Legislative Breakfast is generally held on a Friday.

Membership, Leadership and Staff

FY2020 MWRC representatives:

According to the MWRC bylaws, each MWRC community may have two designees, one selectman (or the Mayor) or an appointed designee and one member of their planning board or the board's appointed designee. A majority of members shall constitute a quorum.

The following MWRC representatives served in FY20. MWRC's coordinator is currently in the process of updating and affirming the contacts for FY21:

	MWRC Seat	Name of Designee in FY19
Ashland	Mayor/Selectman	Yolanda Greaves, Select Board
	Planning Board	Preston Crow, Planning Board
Framingham	Mayor/Selectman	Yvonne Spicer, Mayor
	Planning Board	Erika Jerram, Deputy Director of Community and Economic Development
Holliston	Mayor/Selectman	Tina Hein, Select Board
	Planning Board	Warren Chamberlain, Planning Board
Marlborough	Mayor/Selectman	Katie Robey, City Councilor
	Planning Board	<i>Not Named</i>
Natick	Mayor/Selectman	Sue Salamoff, Selectman
	Planning Board	<i>Not Named</i>
Southborough	Mayor/Selectman	Brian Shea, Selectman
	Planning Board	<i>Not Named</i>
Wayland	Mayor/Selectman	Mary Antes, Selectman
	Planning Board	<i>Not Named</i>
Wellesley	Mayor/Selectman	Lise Olney , Selectman
	Planning Board	Catherine Johnson, Planning Board
Weston	Mayor/Selectman	Laurie Bent, Select Board
	Planning Board	Imaikalani Aiu, Town Planner

MWRC is fortunate to also include key partners in work across the region at meetings. In FY21, meetings have regularly included:

- the 495/MetroWest Partnership
- MetroWest Regional Transportation Authority
- Staff from Legislative Offices
- Municipal officials from neighboring municipalities.

MWRC meetings and events are open to the public and, as such, additional members from municipalities are encouraged to attend, particularly when the topic of discussion impacts their work. Recommendations for additional attendees are always welcomed.

MWRC Executive Board

The MWRC Executive Board assists the Coordinator in the MWRC management and is authorized to act in place of the Collaborative on any matters that arise between scheduled meetings. According to the MWRC bylaws, members of the Executive Board must be either an elected selectman, mayor or planning board member.

The following MWRC Officers served in FY20. Annual elections for FY2021 are scheduled for July 2020.

MWRC Executive Board Position	MWRC Representative
MWRC Chair	Yolanda Greaves, Ashland Board of Selectmen
MWRC Vice Chair	Preston Crow, Ashland Planning Board
Clerk	Amanda Loomis, Framingham
Member of the immediate past Executive Board	Not named
At Large	Sue Salamoff, Selectmen
At Large	Warren Chamberlain, Holliston Planning Board
MAPC Executive Director	Marc Draisen

MWRC Staff

The Coordinator works with the MWRC Executive Board to represent MetroWest’s interests at MAPC, communicate MAPC’s priorities in MetroWest, draft the annual work program; schedule meetings, prepare agendas; organize forums and workshops, provide technical assistance to participating municipalities when needed; implement MWRC projects, and provide regular correspondence regarding MAPC or MWRC projects, events, meetings, announcements, or funding opportunities. Leah Robins, Senior Government Affairs Specialist at MAPC is now in her second year as MWRC Coordinator

MWRC Representation at MPO and MAPC Committees

The City of Framingham represents MWRC at the Boston Region Metropolitan Planning Organization (MPO). The Boston Region MPO is composed of 22 voting members and 2 nonvoting members.

MWRC did not have a member serving on MAPC’s legislative committee in FY20. MAPC’s legislative committee meets monthly to set the legislative policy agenda for the entire agency and is comprised of members from each subregion and coalition partners.

Funding

There are three main funding sources for MWRC's project work and facilitation by MAPC.

- Federal transportation funds are allocated from the Boston Metropolitan Planning Organization (MPO) to facilitate public participation in the development of the MPO's annual Unified Planning Work Program (UPWP), including the Transportation Improvement Program (TIP).
- Funding is provided from MAPC's annual assessment collected from its member municipalities via the community's Cherry Sheet.
- MWRC's member communities also support the MWRC Special Assessment Fund, which is used to support larger regional projects and forums. The assessment has been set as base of \$1,500 plus ten cents (\$0.10) per capita. Decisions on how to use the MWRC Special Assessment Funds may be made at the annual meeting, generally held in June, and at other times during the year.

Funding for regional projects may also be sought from the MAPC Technical Assistance Program (DLTA and PMTA) and other state grant or technical assistance programs.

Regional Projects

Regional projects are longer-term initiatives that typically involve several or all MWRC communities, engage MAPC staff as facilitators and technical assistance providers, and address a scope of work and objectives over a defined period of time.

Current Regional Projects

1. **LandLine (FY2018-FY2020):** This project is providing a plan to close at least one priority trail gap in each participating MetroWest municipality. There is an option for a next step of the project to develop and promote cohesive branding for the network, MetroWest Landline and to build community support for closing these gaps and further strengthening the MetroWest Landline.

Participating communities are: Ashland, Framingham, Holliston, Natick, Southborough, Wayland, Wellesley and Weston. This is a project of the MWRC and is facilitated by MAPC. Through the planning process MWRC and MAPC will work to articulate the regional issues and needs related to multimodal transportation.

Proposed Regional Projects

1. **LandLine Phase 2:** This next step of LandLine will continue a focus on closing at least one priority trail gap in each participating municipality with an opportunity for communities to choose a new focus if necessary. In this phase there will also be a focus on promoting trail connections within and beyond Landline through maps, online materials and potentially trail markers cohesive branding for the network, MetroWest Landline.
2. **Equity and Action Proposal.** This project would provide an opportunity for MWRC members to develop an increased understanding of government's role in contributing to racial inequality in the member communities, build internal organizational capacity to discuss and address the inequalities, and compile resources for municipalities to continue to engage in this work

The project will include at least two training sessions outside of regular MWRC meeting times, a meeting with each participating municipality, and a compilation of resources that includes case studies of actions being taken in MWRC communities. If possible, this work

will be done in collaboration with another subregion to maximize funding and to increase learning from other communities

3. **Clean Energy Forum** MWRC convened a forum in May 2020 with the MAGIC subregion to share resources for net zero energy planning. In recognition that many MWRC communities have recently hired or are in the process of hiring sustainability staff and most have active volunteer committees, a second forum will build on net zero plans and provide more tools for MWRC communities to reduce emissions and costs for projects. Plan for winter 2021 timing.

MWRC FY2020 Goals

Goal 1: Provide a forum for open exchange among the MWRC municipalities and education about municipal and planning best practices

Strategy A: Provide opportunity for local officials, municipal professionals, and others to participate in community exchange.

Strategy B: Provide presentations and discussions by topical experts, usually from MAPC, at Collaborative meetings.

Strategy C: Hold Planners Roundtables.

Strategy D: Hold at least one conference – preferably on topics of interest beyond municipal professionals and officials, and preferably in conjunction with another subregion.

Goal 2: Support regional coordination on policy and planning matters

Strategy A: Address regional impacts of development projects: stay current with MEPA project list, discuss development projects and common issues and interests that might benefit from common action at Board Meetings, conduct Regional Impact Reviews (RIR), as needed.

Strategy B: Advocate for state, federal, PMTA (Planning for MetroFuture Technical Assistance), DLTA (District Local Technical Assistance), MAPC general appropriation funding for MetroWest projects. Apply for grant funding for MetroWest projects.

Strategy D: As appropriate, cooperate and coordinate with non-governmental entities that share MWRC's goals, such as Chambers of Commerce, conservation organizations, and Leadership MetroWest. Identify and reach out to diverse community-based organizations and seek their involvement.

Goal 3: Advocate for common MetroWest subregional and Greater Boston regional legislative interests, especially in relation to priority development and preservation areas, public health and safety, housing and economic development, transportation, environmental and resource protection, and municipal governance and finance.

Strategy A: Promote MAPC and MWRC legislative priorities to Legislature and Administration in collaboration with MAPC Government Affairs staff.

Action 1: Hold Legislative Breakfast to increase conversation with legislative leaders

Action 2: Hold at least one discussion with MAPC's Government Affairs staff to enable two-way communication regarding MAPC's legislative priorities and progress.

Action 3: Support legislative and budget priorities for the region in collaboration with MAPC Government Affairs Team.

Strategy B: Promote MWRC Priorities.

Action 1: Strengthen strategic alliances with organizations advancing MWRC priorities in MetroWest, e.g., co-host forums and co-sign advocacy letters.

Action 2: Advance and advocate for federal and state funding for subregional transportation projects. Coordinate with MAPC Transportation staff and staff to the Boston Region Metropolitan Planning Organization (also known as Central Transportation Planning Staff or CTPS) as appropriate to advance MetroWest priorities through the Boston MPO's Long-Range Transportation Plan (LRTP) process, Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), MassDOT, MBTA and MWRTA.

Action 3: Advocate for PMTA, DLTA funding for MetroWest projects.

Goal 4: Maintain and build MWRC as a robust organization.

Strategy A: Conduct regular communications with Executive Board and Collaborative members.

Strategy B: Coordinate with Executive Board and Collaborative members to ensure that the region's municipal professionals and officials are aware of MWRC activities and encouraged to participate, and lead, and continue to fund MWRC.

Strategy C: Provide Annual Reports to member communities in January.

MWRC Bylaws

The MWRC Bylaws, adopted October 1985 and last revised December 15, 2010 include additional details regarding the purpose of the committee, membership, officers and elections and meetings. MWRC Bylaws are available on the MWRC website and upon request.