

**MWRC Board Meeting  
Thursday, May 19, 2016  
MWRTA Building, 15 Blandin Ave  
Framingham**

**Revised Agenda**

**8:00 Call to Order** – Jay Marsden, Chair

**Jay Marsden**  
Chairman  
Holliston  
Selectman

**8:05 Introductions**

**8:10 Approval of Minutes, set time and date for next meeting**

**Preston Crow**  
Vice-Chairman  
Ashland  
Planning Board

**8:15 Community Exchange**

**8:45 MWRC updates**

Upcoming events

Project possibilities, work plan

**Ellen Gibbs**  
Wellesley  
Selectman

**9:30 MAPC guest: Eric Hove, MAPC Director of Strategic Initiatives (interim)**

Zoning Reform: Legislative update and Q&A

**Yolanda Greaves**  
Ashland  
Selectman

**10:00 Adjourn**

**Lewis Colten**  
Framingham  
Planning Board

**Marc Draisen**  
MAPC  
Executive Director

**Upcoming Meetings:**

*Friday, June 19, 2016, 7:45 – 9:30 a.m., Wellesley Free Library, MWRC  
Governance Meeting “Getting Governance Right(er)”*

*Thursday, June 23, 2016, 7:45 – 10:00, Morse Institute Library, Natick, Conflict  
Resolution Workshop for Municipal Staff*

## MetroWest Regional Collaborative Executive Board Meeting Minutes April 14, 2016

The MWRC Executive Board held a meeting on Thursday, April 14, 2016 in the Selectmen's Meeting Room at Holliston Town Hall. At 8:00 a.m., Chairman Jay Marsden called the meeting to order.

### Executive Committee Members present:

- Chairman Jay Marsden (Holliston)
- Vice-Chairman Preston Crow (Ashland)
- Ellen Gibbs (Wellesley)
- Yolanda Greaves (Ashland)
- Lewis Colten (Framingham)

### Others Present:

- MWRC Board Member Mary Antes (Wayland)
- Elizabeth Weyant, MAPC Government Affairs Manager
- Mark Fine, MAPC Municipal Collaboration Director
- Greg Miao, MAPC Municipal Services Specialist
- Joe Sacchi, MAPC Municipal Services Intern
- Karen Adelman, MWRC Coordinator

### Attachments:

- I. Agenda
- II. MAPC Legislative Priorities for the 2015-2016 Session
- III. Draft Legislative Breakfast Agenda (typo corrected)
- IV. Memo: Possible MWRC conflict resolution workshop offering
- V. MWMS Conflict Resolution Workshop Sample Agenda
- VI. MWMS Brochure
- VII. MWMS Lesson Plan
- VIII. Combined Election Stats
- IX. Municipal Organization
- X. MetroWest Government Forum Outline
- XI. Draft Minutes from MWRC Full Board Meeting 3-17-16

## Community Exchange

### Mr. Colten:

- Herb Chambers sought to move to Framingham with a \$10 million project for the abandoned Denison Building. The company filed only minutes before the enactment of a new bylaw that would have disallowed Herb Chamber's development plans as being by right. The Planning

**Jay Marsden**  
Chair Holliston

**Preston Crow**  
Vice Chair Ashland

**Ellen Gibbs**  
Wellesley

**Yolanda Greaves**  
Ashland

**Lewis Colten**  
Framingham

**Marc Draisen**  
MAPC

**MWRC Executive Board Meeting  
Thursday, April 14, 2016  
Holliston Town Hall, 703 Washington Street, Holliston**

**Agenda**

**8:00 Call to Order** – Jay Marsden, Chair

**Jay Marsden**  
*Chairman  
Holliston  
Selectman*

**8:05 Introductions**

**8:15 Approval of Minutes**

**Preston Crow**  
*Vice-Chairman  
Ashland  
Planning Board*

**8:20 Community Exchange**

**8:30 Legislative Update**

**Ellen Gibbs**  
*Wellesley  
Selectman*

**8:40 MWRC updates**

**9:00 MWRC Governance Project**

**Yolanda Greaves**  
*Ashland  
Selectman*

**9:25 Continued discussion of potential projects that MWRC would like to undertake using assessment funds** (see past meeting notes)

**Lewis Colten**  
*Framingham  
Planning Board*

**9:40 Continued discussion of FY17 Work Plan elements**

**Marc Draisen**  
*MAPC  
Executive Director*

**9:55 Set date and time for next Board meeting**

**10:00 Adjourn**

***Upcoming Meetings:***

*MWRC Legislative Breakfast Friday, May 6, 2016, 7:45-9:30*

# We support zoning reform: S.122



Environmental League of Massachusetts



Massachusetts Association of Community Development Corporations



Catalyst for Regional Progress



METROPOLITAN AREA PLANNING COUNCIL



Protecting nature. Preserving life.™



Citizens' Housing and Planning Association, Inc.



MASSACHUSETTS ASSOCIATION OF COUNCILS ON AGING AND SENIORS CENTERS DIRECTORS  
At the Center of it All



conservation law foundation



A Chapter of  
The American Institute of Architects



Protecting the Nature of Massachusetts



Conservation, Education, Advocacy



Association to Preserve Cape Cod



W.K. Kellogg Foundation Food & Community Partner



Massachusetts Public Health Association  
Action for Equity in Health



American Planning Association  
Massachusetts Chapter

Making Great Communities Happen



life is why™



FOR YOUTH DEVELOPMENT\*  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



MASSACHUSETTS ASSOCIATION OF PLANNING DIRECTORS, INC.



GREATER LOWELL HEALTH ALLIANCE



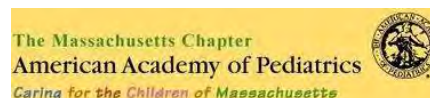
allston brighton health collaborative



Partners for a Healthier Community, Inc.



American Farmland Trust



Caring for the Children of Massachusetts



CHANGING PLACES  
CHANGING LIVES



Fresh Environments Support Health



To: MWRC Board Members  
From: Karen Adelman, MWRC Coordinator  
Date: 5.19.2016  
Re: Proposed Meeting Schedule FY17

---

June 16, 2016: Executive Board (as needed)  
Holliston

July 14, 2016: Executive Board (as needed)  
Holliston

August – no meeting

September 15, 2016: Full Board  
Wayland

October 13, 2016: Executive Board  
Holliston

November 10, 2016: Full Board  
Holliston

December 15, 2016: Executive Board (as needed)  
Holliston

January 19, 2017: Full Board  
Natick

February 16, 2017: Executive Board  
Holliston

March 16, 2017: Full Board  
Wellesley

April 13, 2017: Executive Board  
Holliston

May 18, 2017: Full Board  
Southborough

June 15, 2017: Executive Board  
Holliston

**Jay Marsden**  
Chair Holliston

**Preston Crow**  
Vice Chair Ashland

**Ellen Gibbs**  
Wellesley

**Yolanda Greaves**  
Ashland

**Lewis Colten**  
Framingham

**Marc Draisen**  
MAPC

# Conflict Resolution Workshop for municipal staff

Thursday, June 23, 2016 | 7:45 - 10:00 am

Morse Institute Library, Lebowitz Room

14 East Central Street

Natick, MA 01760

## HAVE YOU EVER HAD A WORK-RELATED CONFLICT YOU WISH YOU HAD HANDLED DIFFERENTLY?

If so, this interactive workshop, which is exclusively for municipal staff and free of charge, is for you.

The workshop will be led by professional mediators and conflict resolution specialists from MetroWest Mediation Services.

Enrollment is limited to 20, so sign up early!

**BREAKFAST PROVIDED.**

## RSVP

Call or email  
Karen Adelman  
(617) 933-0704  
[kadelman@mapc.org](mailto:kadelman@mapc.org)



Call MAPC: (617) 933-0700

Accommodations cannot  
be guaranteed without  
adequate notice.



A MetroWest Regional Collaborative Conference

# Getting Governance Right(er)

A cross-municipal peer forum  
on rules, roles, and civic  
participation in MetroWest

**Friday, June 10, 2016 | 7:45 am - 10:00 am**

Breakfast & sign-in at 7:45, program at 8:00.

Wellesley Free Library  
530 Washington St  
Wellesley, MA 02482

**JOIN OTHER METROWEST OFFICIALS,  
ADMINISTRATION, AND STAFF FOR A  
VITAL CROSS-MUNICIPAL DISCUSSION.**

How do MetroWest municipalities get people to run for office or show up at Town Meeting? What are the pros and cons of having a Charter?

Please join us for a cross-municipal peer forum on these and other matters. Featured: MAPC research on MetroWest governance, a panel discussion, small group knowledge exchange, and a poster forum for sharing ideas.

**BREAKFAST PROVIDED.**

# RSVP

Call or email  
Greg Miao  
(617) 933-0769  
[gmaio@mapc.org](mailto:gmaio@mapc.org)



Call MAPC: (617) 933-0700  
Accommodations cannot  
be guaranteed without  
adequate notice.





To: MWRC Board Members  
From: Karen Adelman, MWRC Coordinator  
Date: 5.19.2016  
Re: Proposed Regional Impact Review Process

---

Your comments are welcome regarding the following proposed Regional Impact Review (RIR) process, which would be funded via the MWRC Special Assessment.

1. Any MWRC board Member or municipality may propose a project for RIR using the attached form. The MWRC coordinator will collect these proposals, as well as information about any relevant project on the MEPA Environmental Monitor, and present them each month to the MWRC board.
2. The MWRC will undertake an RIR if a majority of the board decides to do so. The board will work through an RIR Committee composed of the MWRC Coordinator, a board member from the community the proposed project is in, two board members from adjacent communities, and an additional board member.
3. The RIR committee will convene to discuss any potential concerns about the proposed project. An MAPC staff member will serve as planner and researcher for the RIR.
4. The committee will prepare a comment letter and send it to review and permitting authorities and/or legislators.

Jay Marsden  
Chair Holliston

Preston Crow  
Vice Chair Ashland

Ellen Gibbs  
Wellesley

Yolanda Greaves  
Ashland

Lewis Colten  
Framingham

Marc Draisén  
MAPC

*The MWRC is a locally-controlled subregional organization of the Metropolitan Area Planning Council (MAPC)  
60 Temple St, Boston, MA 02111 | 617.933.0700 | [MAPC.org](http://MAPC.org) | [MAPC.org/MWRC](http://MAPC.org/MWRC)*





To: MWRC Board  
From: Karen Adelman  
Date: 5/19/2016  
Re: FY17 MWRC Work Plan

---

Each fiscal year, MAPC Subregions prepare a Work Plan for the year ahead. MWRC should be prepared to adopt its plan by mid-July. To this end, please review last year's plan, attached, and consider how the plan should or shouldn't change this year. Please send your feedback to the Chair and to me by 5/30, and we will incorporate into the Draft Work Plan we will present for discussion at our June meeting. At that meeting, the Board will together work to ensure the plan includes an action agenda that bridges MWRC and MAPC priorities.

In addition to the items already on the table for inclusion in the plan, i.e., Regional Impact Reviews and a policy study and/or event having to do perhaps with OPEB, I would recommend the following for consideration in regard to next year's work and inclusion, in some form into the plan:

- Mention in the Work Plan of the Coordinator, preferably over the summer, meeting with the planning department and administration of each MWRC municipality in order to build lines of communication and gather information from that perspective about each municipality's priorities.
- Delaying until autumn decisions about all projects for FY17, so the information gathered at the meetings above can be synthesized into useful recommendations for the Board.
- The incorporation of an educational element, when possible, into full Board Meetings
- An action item to work to increase attendance at Board Meetings both by members and other interested parties (e.g., 495 Partnership, MetroWest Chamber of Commerce, MetroWest Tourism & Visitors Bureau)

|                                       |   |                                 |                                   |                                   |                             |
|---------------------------------------|---|---------------------------------|-----------------------------------|-----------------------------------|-----------------------------|
| <b>Jay Marsden</b><br>Chair Holliston | <b>Preston Crow</b><br>Vice Chair Ashland | <b>Ellen Gibbs</b><br>Wellesley | <b>Yolanda Greaves</b><br>Ashland | <b>Lewis Colten</b><br>Framingham | <b>Marc Draisen</b><br>MAPC |
|---------------------------------------|---|---------------------------------|-----------------------------------|-----------------------------------|-----------------------------|

*The MWRC is a locally-controlled subregional organization of the Metropolitan Area Planning Council (MAPC)  
60 Temple St, Boston, MA 02111 | 617.933.0700 | [MAPC.org](http://MAPC.org) | [MAPC.org/MWRC](http://MAPC.org/MWRC)*



## **Fiscal Year 2016 Work Program**

July 1, 2015

*The MetroWest Regional Collaborative (“MetroWest” or “MWRC”) serves nine thriving communities in a dynamic and centrally located region of the Commonwealth. The MWRC plan of work for the coming year is organized to align with MWRC’s five core strategic principles, which were reaffirmed by the MWRC Executive Board in the spring of 2015. MWRC will promote regional coordination on policy matters; support technical assistance to member communities for planning and governance; and provide a constructive forum for education and comment on development of regional significance. We welcome and encourage community, resident, business and institutional participation in our programs and events and will endeavor to expand those opportunities in the year ahead.*

**Goal 1: Advocate for common MetroWest regional 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: Provide Legislative advocacy in collaboration with MAPC Government Affairs staff, identify priority developments, their regional impacts, and conduct associated events on behalf of MetroWest Communities.

Action 1: Hold Spring Legislative Breakfast

Action 2: Hold Fall Policy Conference

Strategy B: Strengthen relationship with the MetroWest Legislative Delegation and promote MWRC Legislative Priorities as defined by members of the MWRC, which may include, transportation policy & finance, zoning reform,

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

Action 2: Advance and advocate for federal and state funding for subregional transportation projects, including coordination with MAPC Transportation staff and CTPS when appropriate to develop and help advance MetroWest priorities through the Boston MPO’s Long-Range Transportation Plan (RTP) process, Unified Planning Work Program (UPWP), and Transportation Improvement Program (TIP).

Strategy C: Conduct outreach and coordinate with officials of the Baker Administration, including but not limited to officials from Executive Office of Housing and Economic Development (EOHED), Department of Housing and Community Development (DHCD), Executive Office of Energy and Environmental Affairs (EOEEA),

Department of Transportation (MassDOT), and Department of Agricultural Resources (DAR).

**Goal 2: Provide technical assistance and consulting services on small-scale projects that serve multiple communities, generate a “best practices” model, or are replicable. Special consideration will be given to projects involving regional collaboration or shared services.**

Strategy A: Provide in-kind and contractual technical assistance to member communities for both new and ongoing projects.

Action 1: Implement previous planning project recommendations, including MetroWest Open Space Connectivity Plan, 495 MetroWest Development Compact, and Route 9 Smart Growth Plan.

Action 2: Provide reviews and professional planning expertise to local municipal planning officials seeking guidance on local plans, bylaws, or funding.

Action 3: Identify future projects to assist communities with bylaws, ordinances, regulations and other planning services. Projects identified to date include a MetroWest Governance Analysis, Concluding Hazard Mitigation Plans for Marlborough and Holliston (Additional services will be provided to Dover), and Wellesley Route 9 Enhancement Plan – Phase I & II.

Strategy B: Advocate for District Local Technical Assistance (DLTA) and Planning for MetroFuture Technical Assistance (PMTA) funding for projects

Action 1: Assist MAPC with DLTA/PMTA shared services projects on consulting basis to enhance revenues as requested.

Strategy C: Identify opportunities for regional collaboration through outreach with municipal officials and coordination with key MAPC staff, including Energy, Municipal Collaboration, and Public Health divisions.

Strategy D: Seek other revenue opportunities to pursue MWRC goals throughout contractual work and grants, and identify additional resources to supplement the MWRC budget and programs as needed. Leverage funding from foundations and corporate support.

**Goal 3: Address regional impacts of development projects through project review, analysis, and Regional Impact Review (RIR), as needed.**

Strategy A: Identify developments of regional significance by engaging with municipal staff and utilize the Planner Roundtable and Transportation Task Force to prioritize projects.

Strategy B: Monitor known developments of regional significance, including the Rail Transit District (RTD) in Ashland, potential Mass Bay Community College relocation to Framingham and college-owned properties in Wellesley.

Strategy C: Coordinate with MAPC's MEPA Coordinator to identify significant projects in the permitting pipeline.

Strategy D: Initiate MWRC's recently revised RIR process as warranted for projects of potential regional significance or impact.

**Goal 4: Provide overall administration of the organization (Executive Board, MetroWest Regional Collaborative), including special forums and other public outreach initiatives.**

Strategy A: Establish working relationships with regional municipal managers to identify opportunities for collaboration and promote methods that implement best practices.

Strategy B: Coordinate with Executive Board and Collaborative members to meet annually with local Boards of Selectmen to inform them of MWRC activities, to encourage active participation and leadership, and to provide funding support for MWRC.

Strategy C: Coordinate with Executive Board and Collaborative members to meet annually with Planning Boards to inform them of MWRC activities and to encourage active participation and leadership.

Strategy D: Convene Meetings of the Executive Board & Full MetroWest Regional Collaborative on alternate months, including conference call options.

Action 1: Review and consider amendments to MWRC Bylaws to address potential issues such as meeting requirements and MWRC composition.

Action 2: Provide opportunity for local officials, planners, and other interested parties may come together to discuss and deliberate action in relation to research, initiatives, and issues of concern to MAPC and the MetroWest subregion.

Action 3: Hold an Annual Dinner meeting and Regional Spirit Awards presentation.

Strategy E: Hold quarterly Planners' Roundtable and Transportation Task Force meetings to discuss planning- and transportation-related topics important to the region

Strategy F: Participate in regional transportation initiatives when appropriate, including those of the 495/Metrowest Partnership, MWRTA, T4MA, and CMRPC.

Strategy G: Cooperate and coordinate with state, regional, local, and other entities including, but not limited to: MetroWest Economic Research Center; the 495/MetroWest Corridor Partnership; SuAsCo Community Watershed Council; Sudbury Valley Trustees; the Organization for the Assabet River; MetroWest Chamber of Commerce; Marlborough Chamber of Commerce; Marlborough EDC; Metropolitan Water Resource Authority; MetroWest Visitors Bureau; and the Corridor Nine Area



Chamber of Commerce.

Strategy H: Provide outreach and publicity of MWRC, including maintaining the MWRC website, CRM (contacts database), regular contact with local and regional daily and weekly press, and authoring letters to the editor/opinion pieces. This outreach will also include quarterly newsletters.

Strategy I: Address human resources needs and capacity of MWRC to ensure adequate staffing and support for current and future projects and to support professional development of staff to implement MWRC programs and projects.

Strategy J: Provide appropriate support and guidance to MWRC Executive Board for their development, functioning, leadership, and assistance with understanding of organizational policies.

Strategy K: Provide Annual Reports to member communities.

Strategy L: Review MWRC governance, structure and bylaws to ensure its suitability to the organization's mission.

**Goal 5: As a subregion of MAPC, our role is to provide services that include setting transportation priorities, educating the public about key regional issues, and acting to achieve adoption and implementation of these priorities.**

Strategy A: Provide opinion, or elicit and communicate the opinion of member municipalities and other interested parties in the MetroWest sub-region, in relation to: regional transportation priorities, initiatives, and other issues; MetroFuture, the regional plan for Greater Boston; MetroBoston Data Common research and mapping, including community profiles, population and employment projections, and other demographic, socioeconomic, and planning related data; Policies and programs under consideration by the MAPC Council; and other priorities, initiatives, and issues of concern to MAPC or the MetroWest subregion.

Strategy B: Provide opportunities for MAPC to highlight its programs and projects to local officials, planners, and other interested parties.

Strategy C: Participate in MAPC committees and other activities, reasonably consistent with MWRC resources, to ensure that the perspectives of the MetroWest subregion are fully and articulately represented at MAPC Managers' Meetings, MAPC Staff Meetings, MAPC Smart Growth Team Meetings, MAPC Subregional Coordinator Meetings, and MAPC Spring and Fall Council Meetings.