



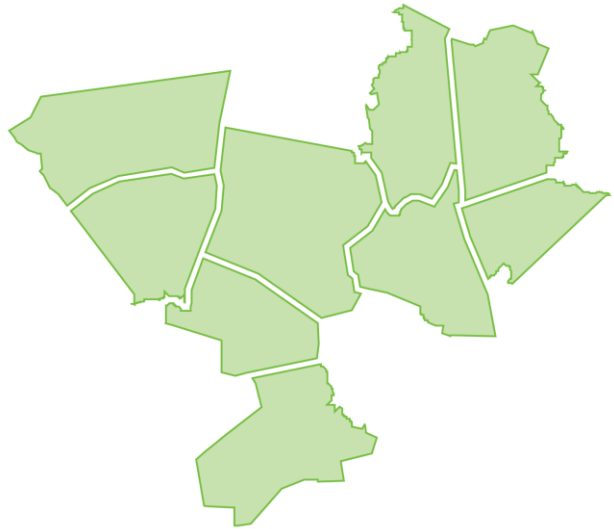
## MetroWest Regional Collaborative (MWRC) Work Plan

*Effective July 1, 2019 – June 30, 2020*

### 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 2020 and to provide a schedule of meeting topics and activities MWRC and MWRC's Coordinator will undertake.

### Membership, Leadership and Staff

#### FY2019 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 FY19. MWRC's coordinator is currently in the process of updating and affirming the contacts for FY20:

	<b>MWRC Seat</b>	<b>Name of Designee in FY19</b>
<b>Ashland</b>	Mayor/Selectman	Yolanda Greaves, Selectman
	Planning Board	Preston Crow, Planning Board
<b>Framingham</b>	Mayor/Selectman	Yvonne Spicer, Mayor
	Planning Board	Lewis Colten, Historical Commission
<b>Holliston</b>	Mayor/Selectman	Jay Marsden, Selectman
	Planning Board	Warren Chamberlain, Planning Board
<b>Marlborough</b>	Mayor/Selectman	Arthur Vigeant, Mayor

	Planning Board	<i>Not Named</i>
<b>Natick</b>	Mayor/Selectman	Sue Salamoff, Selectman
	Planning Board	Peter Nottonson, Planning Board
<b>Southborough</b>	Mayor/Selectman	Brian Shea, Selectman
	Planning Board	Donald Morris, Planning Board
<b>Wayland</b>	Mayor/Selectman	Mary Antes, Selectman
	Planning Board	Ira Montague, Planning Board
<b>Wellesley</b>	Mayor/Selectman	Ellen Gibbs, Selectman
	Planning Board	Catherine Johnson
<b>Weston</b>	Mayor/Selectman	Michael Harrity, Selectman
	Planning Board	Imaikalani Aiu, Town Planner

MWRC meetings and events are open to the public and, as such, additional members from municipalities are encouraged to attend.

### 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 FY19. Annual elections for FY2020 are scheduled for July 2019.

<b>MWRC Executive Board Position</b>	<b>MWRC Representative</b>
<b>MWRC Chair</b>	Yolanda Greaves, Ashland Board of Selectmen
<b>MWRC Vice Chair</b>	Preston Crow, Ashland Planning Board
<b>Clerk</b>	Not named
<b>Member of the immediate past Executive Board</b>	Jay Marsden, Holliston Board of Selectmen
<b>At Large</b>	Lewis Colton, Framingham Historical Commission
<b>At Large</b>	Ellen Gibbs, Wellesley Board of Selectmen
<b>MAPC Executive Director</b>	Marc Draisen

### MWRC Staff

In FY 19, Leah Robins, Senior Government Affairs Specialist at MAPC, took over serving as the role of MWRC Coordinator from Karen Adelman who continues at MAPC as the Senior Communications Strategist.

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.

## MWRC Representation at MPO and MAPC Committees

Mayor Yvonne Spicer of Framingham is MWRC's designee to the Boston Region Metropolitan Planning Organization (MPO). Her designee is Dennis Giombetti, Chair of City Council. 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 FY19. 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.

The estimated Special Assessment total for FY2020 is \$37,835.40

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.

2. **Stormwater Related Services Forum and Scoping (FY2019).** MWRC held a forum in fall of 2018 on stormwater related services. MWRC also received a scope of several stormwater related services for which single or groups of municipalities could apply to receive and a resource toolkit on those topics was shared. The scope included:

- Mapping catchment areas for outfalls,
- Identification of sites for recharging stormwater,
- Stormwater bylaw,
- Stormwater financial/utility assistance, and
- Quarterly stormwater roundtables.

## 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 quarterly 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: Carry out MetroWest LandLine project**

Strategy A: Support implementation of project with guidance and active outreach to personal networks.

Strategy B: Support implementation of project by participating in presentations to boards across subregion.

### **Goal 4: 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

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

Action 3: Support MAPC in advocating for MAPC's legislative priorities.

**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 5: 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:** Hold dinner meeting and Regional Spirit Awards presentation if relevant.

**Strategy D:** Raise profile of MWRC: Strengthen branding, involve Board members in publicity, maintain the MWRC website and CRM (contacts database), distribute monthly newsletter. Concentrate on raising profile with local boards, presenting at each municipality's board if possible. Create MWRC print collateral.

**Strategy E:** Provide Annual Reports to member communities in January.

## MWRC Meetings

During the FY2020 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 10:00 a.m. on the 4<sup>th</sup> Thursday of the month unless circumstances require a change in meeting time. 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 locations will rotate among the communities, allowing each an opportunity to host a meeting. Locations are subject to change depending on venue availability.
- **Quarterly Planners Roundtables:** These events for municipal planners often over lunch 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 will include workshops, forums, tours, and trainings, as well as annual events such as the MWRC Legislative Breakfast, clean energy forum, Annual Meeting, or tours to places or venues of interest. 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 participants.

All MWRC meetings are open to the public. Official meeting notices are posted on the MAPC website at [www.mapc.org/publicmeetings](http://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](http://www.mapc.org/MWRC) in advance of each meeting. Meeting summaries will be kept on file at MAPC and made available upon request, and shall be distributed by the MWRC Coordinator to all MWRC members and Associate members on a regular basis.

### MWRC Subregional Meeting Standing Agenda Items

Each subregional meeting agenda will endeavor to include time for:

- Networking and socializing over light refreshments
- **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 FY20 Meeting Program

Date	Time	Special Topics	Location
July 25, 2019	8:00 – 10:00am	LandLine Presentation <i>Guest: David Loutzenheiser, MAPC</i>	Natick Town Hall
August		No meeting	NA
September 26, 2019	8:00 – 10:00am	Regional congestion and opportunities: moving people, road construction, shuttle	
October 24, 2019	8:00 – 10:00am	Transportation Planning with Boston Region MPO (ensure powerpoint capabilities of meeting location)	
November 21, 2019 *	8:00 – 10:00am	Water and Environment Topics TBA	
December		No meeting	NA

Date	Time	Special Topics	Location
January 23, 2020	8:00 – 10:00am	Technical Assistance Opportunities and MWRC Annual Report <i>MAPC, MPO, MassDevelopment, EEA, and more</i>	
February 27, 2020	8:00 – 10:00am	Clean Energy Topic TBA	
March Date TBD		Special Event: Annual Legislative Breakfast and Appointment of nominating committee	
April 30, 2020 *	8:00 – 10:00am	Housing: Housing Choice Program update and Affordable and/or senior housing topics	
May 28, 2020	8:00 – 10:00am	Public Health topic and Begin work on FY2021 SWAP Work Plan	
June Date TBD		Special Event: Annual Meeting and Possible Spirit Award Presentation Electing officers, adopting work plan and adopting budget.	

\* 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.

Possible additional topics as proposed during May 2019 MWRC Meeting:

- Arts and culture
- Best practices for solid waste management/municipal recycling
- Landline support
- Uses for CPA funds
- Water plans
- Open space protection

### Proposed Planners Roundtables

MWRC convenes roundtables, often over lunch at a local restaurant or in a municipal conference room, for planners several times during the year to encourage collaboration of municipal staff. Tentative dates for these meetings, subject to feedback from planners, are:

- Friday October 25, 2019, noon
- Thursday December 12, 2019, noon
- Thursday February 13, 2020, noon
- Friday, June 5, 2020, noon

### Clean Energy Forum

In recognition that many MWRC communities have recently hired or are in the process of hiring sustainability staff and most have active volunteer committees, MWRC will convene a forum to highlight best practices and funding opportunities for municipalities. MWRC will bring in leaders from state agencies and non profits and will invite neighboring subregions to also participate. Date to be determined but likely in early December.

## 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.