



MAGIC Fiscal Year 2020 Work Plan
July 1, 2019 - June 30, 2020

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.

c/o Metropolitan Area Planning Council
Attn: Lizzi Grobbel, MAGIC Subregional Coordinator
60 Temple Place, Boston, MA 02111



<http://www.mapc.org/magic>
lgrobbel@mapc.org
phone: 617-933-0739

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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 priority, outline potential planning projects for the Subregion to undertake and available funding sources, propose 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. **Encourage Exchange:** Be an effective forum for the exchange of information and increase the knowledge of its participants.
2. **Promote MAPC Mission and Goals:** Promote smart growth and regional collaboration across the subregion in keeping with the goals of MAPC, the regional planning agency and parent organization of MAGIC, particularly in keeping with its current regional plan, MetroFuture, and through informing MetroCommon, the new regional plan currently in development.
3. **Advance MAPC Strategic Priorities:** 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 Areas¹ 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.

¹ 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.

Regional Projects & Topics of Interest

Regional Projects are listed below, followed by Topics of Interest. Topics of Interest list the collective interest areas of MAGIC that were generated and discussed at the April 2019 MAGIC meeting. Those listed are of greatest interest to MAGIC participants. Regional projects are longer-term initiatives that typically involve several or all MAGIC towns, engage MAPC staff as facilitators and technical assistance providers, and address a scope of work and objectives over a defined period of time.

Regional Project Funding

MAGIC's member towns make voluntary annual contributions to the MAGIC Special Assessment Fund, which is used to support regional projects and forums. Where applicable, current and requested allocations are listed below. Decisions on how to use the Special Assessment Funds for a given fiscal year may be made at the annual meeting, generally held in June, or at other times during the year.

The estimated Special Assessment total for FY2020 is \$25,562.27.

Funding for regional projects may also be sought from the MAPC Technical Assistance Program (DLTA and PMTA), Boston Regional MPO transportation planning funds (Unified Planning Work Program), and other state grant or technical assistance programs.

Regional Projects

1. Regional Age Friendly Planning: Housing and Transportation (2018-2020) This project engages MAGIC stakeholders to develop a Regional Age-Friendly Action Plan that focuses on [Housing and Transportation](#). Participating towns are: Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Littleton, Lincoln, Maynard, Stow, and Sudbury. This is a project of the MAGIC collaborative and is facilitated by MAPC. Through the planning process MAGIC and MAPC will work to articulate the regional issues and needs related to housing and transportation.

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.*

2. MAGIC Microtransit Pilot: Making the Connection (2018-2019) This pilot will provide subsidized taxi and ride-hailing rides for seniors, people with disabilities, financially vulnerable residents, and veterans, with the objective of providing them with transportation services to health and community resources and to other transit services (bus, commuter rail), as a way to help close the first/last mile gaps in areas with limited transit options. The goal is to collect data to determine where there is the enough demand to create a public on-demand microtransit operated by Regional Transit Authorities (RTAs) or Transportation Management Associations (TMAs), and where continued subsidized rides might work. The pilot is modeled after the successful ride-hailing partnerships that the MBTA/The Ride, Needham Community Council, North Shore Community College, and GATRA/Community Accessing Rides have developed. The pilot includes Acton, Bolton, Boxborough, Carlisle, Stow, and Sudbury (lead municipality). Sudbury secured a Community Compact grant for \$80,000 to help fund the pilot. MAPC is providing technical assistance in bringing the communities together with a steering committee to help guide the pilot. The steering committee will include municipal

representatives and representatives from CrossTown Connect, RTAs, the Massachusetts Bay Transit Authority (MBTA), and Emerson Hospital.

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 12.B: Prioritize transit and transportation alternatives.

- 3. Climate Change Mitigation and Adaptation: Coordination & Implementation** The MAGIC Climate Change Resilience Plan was completed and disseminated in 2018. The Plan is comprised of two parts: The **MAGIC Vulnerability Assessment**, evaluates the degree to which the region is resilient to anticipated climate change impacts. The **Climate Change Response Strategies** present mitigation strategies which seek to minimize or eliminate the impacts of climate change; and adaptation strategies that will strengthen the region's ability to adjust to new conditions from climate change. The document proposes four regional actions for MAGIC to advance. MAPC will continue to convene MAGIC to coordinate implementation of the plan's regional strategies. Several MAGIC towns are participating the Massachusetts Municipal Vulnerability Preparedness program, which advances local climate change planning and action. These efforts complement the MAGIC climate coordination and implementation efforts.

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

- 4. 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 five regional meetings in March, June, September, November 2017, and June 2018. MAPC also held in-reach meetings with individual towns. In FY2020, MAPC will continue to convene the partnership.

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.

- 5. 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 the MAGIC Coordinator, or the project manager, Mark Fine (mfine@mapc.org).

Topics of Interest

The following section presents topics and concepts of regional interest that have been generated by MAGIC members. MAGIC may choose to explore these topics in forums, include them as agenda items in MAGIC meetings, make them the focus of Special Events, day-long or multi-hour events, or site visits.

1) **MetroCommon:**

- a) MAPC is developing the new regional plan, MetroCommon. MAGIC will have opportunities to learn about the progress, provide input, and otherwise be engaged in the planning process.

2) **Transportation:**

- a) Congestion Pricing & Planning
- b) Public Transit Route & Service Expansion in MAGIC
- c) Electric Vehicles
- d) Last-Mile Microtransit
- e) Complete Streets
- f) North South Rail Link Forum with Former Governor Michael Dukakis

MAGIC will also continue to collaborate with Transportation Management Associations (TMAs) including CrossTown Connect (Acton, Boxborough, Carlisle, Concord, Littleton, Maynard, Sudbury, and Westford), and Middlesex 3 (Bedford, Lexington, Billerica, Burlington, Chelmsford, Lowell, Tewksbury, Tyngsboro, and Westford).

3) **Climate Change and Resilience:**

- a) Building and Emergency Shelter Resilience: Microgrids, zero energy
- b) Climate and Transportation: Particularly school bus carbon emissions
- c) Net Zero: design, best practices, local experience, and greenhouse gas emission inventories

4) **Age Friendly and Livable Communities:**

- a) Walkable, Age-Friendly Neighborhoods
- b) Vulnerable Older Adult Populations: Identifying, inventorying, service provision, emergency management
- c) Age Friendly Housing: Examples and strategies for retrofits, downsizing, accessory dwelling units, and other novel options. Partner with AARP on this.

5) **Housing:**

- a) Inclusionary Housing: Promoting inclusionary housing and strategies for overcoming opposition
- b) Co-Housing, Non-Traditional Mixed-Use

6) **Economic Development:**

- a) Attracting and Retaining Talent: Exploring link between high housing costs and ability to attract and retain talent and prevent brain drain
- b) River and Revolution (CCHS) Tour of West Concord
- c) Rezoning Technical Assistance

7) **Water Supply:**

- a) Ground Water Resource: protection and planning

8) **Trash, Waste, and Toxics:**

- a) Municipal Recycling
- b) Municipal Curbside Composting

Meetings

During the FY2020 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. The meeting agenda typically includes a traditional community exchange, and may include discussion of pending legislation relevant to the MAGIC subregion and how communities and residents can engage with their legislators, and updates on MAGIC Regional Projects or other MAPC projects.

- **Special Events:** Will include workshops, forums, tours, and trainings, as well as annual events such as the MAGIC Legislative Breakfast, 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.

MAGIC may have need to occasionally call special meetings in order to accommodate topics that are time-sensitive.

Below is a **tentative meeting schedule** for FY2020. All MAGIC meetings are open to the general public, and 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 Type | Topic | Refreshments |
|--------------------|---------------------|--|--------------|
| June 13, 2019 | Subregional Meeting | Appointment of Officers Nominating Committee, Work Plan Vote, Allocation of Special Fund | Hudson |
| July & August 2019 | Summer Recess | | |
| September 5, 2019 | Subregional Meeting | Elections Meeting: Election of Officers | Lexington |
| October 2019 | Special Event: | Age Friendly Forum: Housing and Transportation | |
| November 7, 2019 | Subregional Meeting | Transportation | Lincoln |
| January 9, 2020 | Subregional Meeting | MAPC Legislative Update and MPO | Littleton |
| February 2020 | Special Event | Climate and Transportation Forum | |
| March 5, 2020 | Subregional Meeting | Housing and Suburban Transformation | Maynard |
| April 2020 | Special Event | Legislative Breakfast | |
| May 7, 2020 | Subregional Meeting | Sustainable Waste Disposal: Recycling & Composting | Stow |
| June 2020 | Subregional Meeting | Work Plan Meeting: Appointment of Officers Nominating Committee, Work Plan Vote, Allocation of Special Funds | Sudbury |

Commented [SH1]: This will happen in January

Commented [SH2]: Speak with MAPC transportation Dept. re: topics of interest listed in work plan related to transportation to determine what's presented on/discussed

Commented [SH3]: Suggestion: Alexandra Markowitz, MBTA Master Plan roadshow presentation

Commented [SH4R3]: Lizzie – I'd like to present on the MAGIC Age Friendly Plan at the November meeting.

Commented [SH5]: Intended to focus on two topics:
 • Governmental Affairs update and
 • MPO transpo planning and MAGIC priorities
 Coordinate with MPO and GA on this.

The Nov and Jan meeting agendas may be swapped if needed.

Commented [SH6]: Heidi to lead coordination

Commented [SH7]: Speak with Karina Milchman and the Housing team about this

Commented [SH8]: Speak with me and Mark Fine about this

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

Proposed events for FY2020 include the following (may change based on members' expression of interests as the fiscal year continues):

1. 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 the 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 Elections meeting.

2. Age Friendly Forum: Housing and Transportation (Fall)

The MAGIC Age Friendly Planning team at MAPC will plan and host a regional forum that focuses on innovations and emergent housing and transportation solutions, as they relate to improving regional conditions and opportunities for older adults, as well as residents across age groups.

Commented [SH9]: Talk to me, Jeanette Pantoja and Elaine Zhang

3. Net Zero Forum (Winter)

The MAPC Clean Energy Department will facilitate a forum that provides an overview of Net Zero, and how municipalities can assess their energy use and consumption, and set and reach targets for reducing greenhouse gas emissions in buildings, transportation, and the community more broadly, while concurrently delivering environmental, public health, and economic benefits. This will highlight Net Zero efforts of MAGIC towns.

Commented [SH10]: Talk to Nicole Sanches

4. Climate and Transportation Forum (Late Winter)

The Climate and Transportation Forum will invite MAPC staff and potentially other speakers to discuss suburban transportation patterns, impacts, and solutions as they relate to reducing greenhouse gas emissions and promoting health. Solutions discussed will include promoting transit-oriented development, public transit services and use, complete streets and active transportation options.

Commented [SH11]: Talk to Barry, Heidi – we'll also loop in others as needed.

5. Legislative Breakfast (Spring)

MAGIC will host a legislative breakfast in April 2020. MAGIC will invite 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?

6. MAGIC Work Plan Meeting (June)

The draft Work Plan for FY2020 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.

Membership & 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 Select Board and one elected by that community's Planning Board. The one-year term for each representative begins every September. 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, FY2019:

Acton

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

Bedford

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

Bolton

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

Boxborough

- Appointed by Select Board: **Leslie Fox, Select Board Member**
- Appointed by Planning Board: **Open**

Carlisle

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

Concord

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

Hudson

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

Lexington

- Appointed by Select Board: **Jill Hai, Select Board Member (New FY2019)**
- Appointed by Planning Board: **Charles Hornig, Planning Board Member (new FY2019)**

Lincoln

- Appointed by Select Board: **James Craig, Select Board Member**
- Appointed by Planning Board: **Jennifer Burney, Director of Planning and Land Use**

Littleton

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

Maynard

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

Stow

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

Sudbury

- Appointed by Select Board: **Patricia Brown, Select Board Member**
- Appointed by Planning Board: **Adam Duchesneau, Director of Planning & Community Development (MAGIC Chair)**

MAGIC Officers

The MAGIC Executive Committee assists the Subregional Coordinator in the MAGIC management. In addition, the Chairperson may appoint committees and ensure that members carry out committee directives. The two Vice Chair positions support the work of the Chairperson. Each year, MAGIC elects a Chair and two Vice-Chairs. The following MAGIC Officers for Fiscal Year 2019 were elected. Annual elections for Fiscal Year 2020 are scheduled for September 5, 2019.

- MAGIC Chair Adam Duchesneau, Director of Planning & Community Development, Sudbury
- Co-Vice Chair Kristina Johnson, Assist. Director of Planning & Community Development, Hudson
- Co-Vice Chair Margot Fleischman, Selectman, Bedford

MAPC Staff

Professional staff assistance to MAGIC is provided by MAPC. For FY2020, the MAGIC Subregional Coordinator is Lizzie Grobbel, Regional Planner II of the Department of Strategic Initiatives. 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.

MAGIC Partner Organizations and Entities

Important partners of MAGIC include CrossTown Connect, OARS, Sudbury Valley Trustees, the 495/MetroWest Partnership, and Emerson Hospital. Each participate in and contribute valuably to MAGIC initiatives, lending their experience and perspectives on a range of issues related to regional ecology, transportation, housing, development, and health.

Outreach & 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 Lizzie Grobbel, MAGIC Subregional Coordinator at lgrobbel@mapc.org to join. The MAGIC website: 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.