



## MAGIC Fiscal Year 2021 Work Plan July 1, 2021 - June 30, 2022

### *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.

### Purpose of the Work Plan

The purpose of this document is to establish goals and objectives for the MAGIC Subregion with regards to land use planning and municipal governance. This work plan will identify issues of subregional concern and priority, outline potential planning projects for the Subregion to undertake, identify 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 2050, the new regional plan currently in the final stages of development.
3. **Advance MAPC Strategic Priorities:** Help further MAPC's Five-year Strategic Plan 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.

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3. Provide a forum to discuss potential development projects in the Subregion and the incorporation of smart growth, equity, and low impact development principles.
4. 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.

## Regional Projects and 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 June 2021 MAGIC meeting and in the work plan survey from May 2021. 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 FY2022 is \$25,643.26.**

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) **Racial Justice and Municipal Governance (\$9,800)**

This project will include two special sessions for MAGIC communities focused on examining municipal policies related to housing, transportation, governance and finance, through a critical racial justice lens. [Dr. Raul Fernandez](#), a Lecturer and former Associate Dean for Diversity, Equity, and Inclusion at Boston University will lead these sessions. MAGIC representatives, partners, and supporters will learn how racial justice intersects with these issues and how they as municipal leaders can center communities of color in their work. Participants will also have an opportunity to learn from each other by sharing their own experiences. The facilitator will be available between sessions to meet one-on-one with MAGIC representatives to discuss problems of practice and to offer guidance on critical policy decisions.

#### 2) **EV Infrastructure (\$15,000)**

The goal of the project is to produce a low cost, regional approach for MAGIC communities to build a cohesive network of EV chargers for use by drivers in the Commonwealth. MAPC will work with MAGIC communities to develop a multi-jurisdictional Request for Proposals (RFP) to award vendor owned and operated level 2 EV charging stations and, if assessed to be feasible, several Direct Current Fast Charging (DCFC) stations in multiple locations in the subregion. The effort will prioritize the benefits to the communities and the residents that will access the final infrastructure. This type of public private partnership will be innovative for Massachusetts and aligns with many local, regional, and state infrastructure goals. This project may create a new model for municipally led EV charging expansion that could be used across the Commonwealth. Communities who are interested in informing the development of the RFP should reach out to Jesse Way ([jway@mapc.org](mailto:jway@mapc.org)) to learn more. All communities will be invited to participate in the RFP, once it is developed.

#### 3) **MAGIC Legislative Breakfast (\$1,000)**

Funding reserved to support MAGIC's annual Legislative Breakfast.

- 4) Hybrid Meeting Models (\$7,500)** *(Funded by FY21 Special Assessment Funds that have rolled over)*  
 As communities plan for the re-opening of the Commonwealth, and as municipalities take action to update public participation processes in light of the COVID-19 pandemic and related restrictions, governing bodies face challenges and obstacles regarding how best to host public meetings, hearings and events to ensure access and participation by residents while maintaining compliance with Open Meeting Law. The Hybrid Initiative project aims to develop, evaluate and document management of meetings and events with hybrid models. Such models will include simultaneous live presentation with a virtual participation offer. Each type of meeting/event will require a unique approach to ensuring access and inclusivity for stakeholders. This project will address the most pivotal needs that municipalities are facing because of COVID-19 imposed restrictions and limitations. This project will help to define best practices, identify roadblocks and obstacles and the potential solutions to address them.
- 5) Presentations on Housing Diversity and Downtown Revitalization tailored to MAGIC (\$2,000)** *(Funded by FY21 Special Assessment Funds that have rolled over)*  
 MAPC's Housing and Economic Development teams will each research and prepared tailored presentations for MAGIC on prioritized topics. For housing, the presentations will focus on buildings support for housing diversity in your community, housing and community benefits, and creating housing choices (to include an overview of the Housing Choice legislation). For economic development, the presentation will focus on downtown/central business district recovery plans and strategies and business improvement districts.
- 6) Building a Climate Resiliency Coalition in the SuAsCo Watershed (\$5,000)** *(Funded by FY21 Special Assessment Funds that have rolled over)*  
 This project will help ensure close connections between the Building a Climate Resiliency Coalition in the SuAsCo Watershed project, MAGIC representatives, and MAPC. It will provide support for a member of the MAPC Environment team to serve as a liaison between the project and MAGIC representatives and provide additional capacity and support as the coalition develops.
- 7) MAGIC Stakeholder Assessment (\$9,000)** *(Funded by FY21 Special Assessment Funds that have rolled over)*  
 This project will have MAPC work with MAGIC representatives to conduct a stakeholder assessment that identifies community-based organizations (CBOs) in the MAGIC subregion, with a focus on CBOs that provide services across more than one MAGIC community. The goals of identifying these organizations will be to (1) provide MAGIC representatives with a better understanding of community-based partners in the subregion, particularly where they work in areas of priority to MAGIC communities, (2) help build or strengthen relationships between MAGIC communities and identified CBOs, and (3) diversify MAGIC partner organizations and representatives who participate in subregional meetings and collaborate on projects.

## 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) Economic Development and Recovery
  - a) Addressing vacant store fronts
  - b) Revitalizing restaurants, food trucks, and outdoor dining (winter focus to prepare for next spring/summer)
  - c) Starting or improving a Business Improvement District
    - i) Creating opportunities for women and minority-owned businesses as part of this
  - d) Zoning changes during COVID-10 and beyond (cross-cutting topic)
- 2) COVID-10 Recovery
  - a) Hybrid meeting models and updates on changes to Open Meeting Law
    - i) Best practices, navigating logistics, joint/collaborative opportunities across communities
  - b) Planning for COVID-19 recovery funding and potential future infrastructure funding
  - c) Expanding the public realm during COVID-10 and beyond

- 3) Diversity, Equity and inclusion
  - a) Deeper dive presentations into DEI and local governments with guest speakers and discussion
  - b) Resources and discussion on equitable community engagement
    - i) Making boards, meetings, and engagement more diverse
    - ii) Baselineing and understanding where you are at now as a town
  - c) Re-imagining public safety and policing
- 4) Climate Adaptation and Mitigation
  - a) Planning for electric vehicle infrastructure in the subregion
  - b) Understanding the newly passed Next-Generation Roadmap Climate Bill and Clean Energy and Climate Plan
  - c) Supporting the newly forming Climate Resiliency Coalition for the MAGIC subregion
  - d) PFAS chemicals
  - e) Drought, water supply, extreme heat
  - f) Electrification strategies and fossil free buildings; ensuring this is an affordable transition
- 5) Housing
  - a) Housing diversification strategies
  - b) Senior housing strategies
  - c) Navigating the new Housing Choice Initiative
    - i) Finding stable and continuous funding mechanisms for affordable housing
  - d) Housing communication strategies
- 6) Transportation
  - a) Microtransit initiatives / Making the Connections Program
  - b) Working with the MBTA on return-to-service
  - c) Cross Town Connect
  - d) Shared streets implementation and the nexus with economic development

## Meetings

During the FY2022 year, MAGIC will hold two meeting types: subregional meetings and special events. MAGIC subregional meetings will be held on a monthly or bimonthly basis with special events held on the alternate months (subject to occasional variation). Based on consensus at the June 2021 work plan brainstorming meeting, these will be held mostly virtually via Zoom.

- **Subregional Meetings:** Will be held to conduct regular subregional business, share information, and address current and upcoming issues affecting MAGIC communities. These meetings will occur on the first Tuesday of the month from 9-10:30am except where a holiday or election day conflicts.

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, webinars, forums, tours, and trainings, as well as annual events such as the MAGIC Legislative Breakfast 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 occasionally need to call special meetings in order to accommodate topics that are time-sensitive.

Below is a **tentative meeting schedule** for FY2022. 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/>). Meetings will also include space for community updates and updates on ongoing MAGIC projects whenever possible (e.g., Making the Connections, the Climate Resiliency Coalition, hybrid meeting research and best practices, etc.).

Meeting Date	Meeting Type	Topic
September 14, 2021	Subregional Meeting	Election of Officers, Approval of Work Plan, and Discussion on Hybrid Meeting Resources
October 5, 2021	Subregional Meeting	Transportation with the MPO
November 16, 2021	Special Event	Diversity, Equity and Inclusion (DEI) for Towns: Housing and Transportation
December 7, 2021	Special Event	DEI for Towns: Municipal Finance and Governance
January 11, 2022	Subregional Meeting	MAPC Legislative Update and Listening Session for Legislative Priorities
February 1, 2022	Subregional Meeting	Economic Development: Starting Business Improvement Districts and Central Business District Revitalization after COVID-19
March 8, 2022	Subregional Meeting	Housing Diversification Strategies and Communications,
April 2022	Special Event	Legislative Breakfast
May 3, 2022	Subregional Meeting	Electric Vehicle (EV) and EV Infrastructure Planning and Climate Bill Implementation Updates
May 2022	Special Event	MAGIC Social (in-person outdoor gathering TBD)
June 7, 2022	Subregional Meeting	MAGIC Annual Work Plan Discussion and Brainstorm

**Subregional Meetings** will be held at the following time and location:

- First Tuesday of the month from 9-10:30am (whenever possible; meetings may be held on the second Tuesday of months based on major holidays and election days)
- Zoom virtual meetings; a registration link to be sent a month ahead to all members, partners, and those subscribed to the MAGIC email list via the MAGIC newsletter, which is sent out on the first Thursday of each month
- Occasionally, Subregional Meetings may take place at in-person locations

**Elections:**

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.

## 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, FY2022:

#### Acton

- Appointed by Select Board: **Himaja Nagireddy, Select Board**
- Appointed by Planning Board: **Fanny Osman, Planning Board Appointee**

#### Bedford

- Appointed by Select Board: **Margot Fleischman, Select Board Chair**
- Appointed by Planning Board: **Amy Lloyd, Planning Board**

#### Bolton

- Appointed by Select Board: **Don Lowe, Town Administrator**
- Appointed by Planning Board: **Valerie Oorthuys, Town Planner**

#### Boxborough

- Appointed by Select Board: **Wes Fowlks, Select Board**
- Appointed by Planning Board: **Cindy Markowitz, Planning Board**

#### Carlisle

- Appointed by Select Board: **Kate Reid, Select Board**
- Appointed by Planning Board: **Madeleine Blake, Planning Board Chair**
- Planning Board Alternate: **Debbie Bentley, Planning Board**

#### Concord

- Appointed by Select Board: **Susan Bates, Select Board**
- Appointed by Planning Board: **Elizabeth Hughes, Town Planner**

#### Hudson

- Appointed by Select Board: Open
- Appointed by Planning Board: **Kristina Johnson, Director of Planning & Community Development**

#### Lexington

- Appointed by Select Board: **Jill Hai, Select Board Chair**
- Appointed by Planning Board: **Bob Creech, Planning Board**

#### Lincoln

- Appointed by Select Board: **James Craig, Select Board**
- Appointed by Select Board: **Jennifer Glass, Select Board**
- Planning Board Alternate: **Paula Vaughn-MacKenzie, Director of Planning and Land Use**

#### Littleton

- Appointed by Select Board: Open
- Appointed by Planning Board: **Maren Toohill, Town Planner**

#### Maynard

- Appointed by Select Board: **Christopher DaSilva, Select Board**
- Appointed by Planning Board: **Bill Nemser, Director of Planning**

#### Stow

- Appointed by Select Board: **Zack Burns, Select Board**
- Appointed by Planning Board: **Jesse Steadman, Town Planner**

#### Sudbury

- Appointed by Select Board: **Janie Dretler, Select Board**
- Appointed by Planning Board: **Adam Duchesneau, Director of Planning & Community Development**

**Commented [CJ1]:** MAGIC reps: Please review the names and titles for your town here and let me know about any updates.

### **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. Annual elections for Fiscal Year 2022 are scheduled for September 7, 2021.

- MAGIC Chair
- Co-Vice Chair
- Co-Vice Chair

**Commented [CJ2]:** To be added after the September elections. Current candidates are Bill Nemser, Maynard (Chair), Jennifer Glass, Lincoln (Vice Chair), and Franny Osman, Acton (Vice-Chair).

### **MAPC Staff**

Professional staff assistance to MAGIC is provided by MAPC. For FY2022, the MAGIC Subregional Coordinator is Julie Curti, Clean Energy and Climate Change Strategy Manager and Senior Planner at MAPC. 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, helps facilitate meetings, prepares workshops/trainings, maintains the subregional contact list, manages subregional accounting and budgets, provides technical assistance to communities, and coordinates the implementation of 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 sign up here](#). 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.