

## **North Suburban Planning Council (NSPC) Work Plan, FY 2022**

Effective October 12, 2021 – June 30, 2022

### **Introduction**

This Work Plan outlines NSPC goals for FY 2022 and a schedule of meeting topics and activities the Subregional Coordinator will undertake to improve NSPC's effectiveness.

NSPC is composed of eight towns and one city that have formed a voluntary association to facilitate cooperative regional planning. The goals of NSPC are to:

- Facilitate communication between communities through the participation of local officials involved with planning issues, in concert with MAPC representatives;
- Promote and seek opportunities for inter-municipal coordination and cooperation;
- Assist participating communities in setting an agenda for action on planning topics including issues of growth management and land use, and other planning issues which, if thoughtfully addressed, will allow the region to retain its character and its desirability as a place to live and work; and
- Educate participating communities on new and important issues in the planning field.

### **Funding**

NSPC work in FY 2022 is funded through two sources: funds from the Metropolitan Planning Organization to implement the annual Unified Planning Work Program and the annual assessment collected from its member municipalities.

### **Membership and Voting**

NSPC is composed of the following municipalities: **Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, and Woburn**. According to NSPC bylaws, each of the nine member municipalities may designate up to three representatives to NSPC:

- One shall be a member of the Select Board (or City Council in the case of a city) or a designee appointed by the Select Board or City Council.
- One shall be a member of the Planning Board or a designee appointed by the Planning Board.
- One shall be the municipality's representative to the MAPC Council or the MAPC Council Alternate.

NSPC representatives are strongly encouraged to attend all meetings. If a decision at a meeting requires a vote, each community has one vote. A quorum consists of NSPC representatives from a majority of the communities including the Subregional Coordinator (6/10).

### **Subregion Participation**

Identifying a diverse range of individuals and groups that can enrich the NSPC network through participation in subregional meetings, programs, and projects continues to be a priority. Assistance from the MAPC Executive Committee and NSPC members will be sought to identify these groups. The NSPC representatives from each community are responsible for assisting in outreach and helping to identify individuals within their own community who might want to attend NSPC meetings, forums, and workshops when the meeting topic is applicable. NSPC representatives may want to invite participation from municipal planners, public works and

engineering departments, public health, public safety, municipal boards and committees, chief elected officials, nonprofits, citizens, businesses, and additional Select Board and Planning Board members who are not official NSPC representatives. Each member municipality is also encouraged to bring more than one representative to major forums and workshops. The Subregional Coordinator will, from time to time, invite the participation of nearby regional planning agencies or subregions regarding meeting topics or subregion projects involving bordering communities.

### **Leadership and Staff**

Alex Koppelman, AICP serves in the role of NSPC Subregional Coordinator. The Coordinator shall schedule meetings; prepare agendas; organize forums and workshops; maintain the contact list outlined in Article III, Section 4; manage the subregion's budget; provide small-scale technical assistance to participating municipalities; implement subregional projects, and provide regular correspondence regarding MAPC or subregional programs/projects, events, meetings, announcements, or funding opportunities.

**A co-chair election was held at the September 14, 2021 meeting to elect new co-chairs.** Melisa Tintocalis, Burlington, and Andrew MacNichol, Reading will serve as the NSPC co-chairs for FY 2022. The NSPC bylaws will be updated to reflect this new election time and any other changes to the bylaws that are agreed upon by the NSPC representatives will be made at that time.

The co-chairs shall share the following responsibilities: assist the Subregional Coordinator with the preparation of meeting agendas; facilitation of meetings; appointment of all sub-committees; ensuring that the Subregional Coordinator carries out Council directives; and representing the Council before other local, regional, or state agencies or organizations. The subregion has one designee to the Metropolitan Planning Organization (MPO): Burlington.

### **NSPC Bylaws**

The NSPC Bylaws, which include additional details regarding the purpose of the subregion, officers, and elections, are available on the NSPC website at-  
[http://www.mapc.org/wp-content/uploads/2017/10/NSPC-Bylaws\\_Revised\\_November2012.pdf](http://www.mapc.org/wp-content/uploads/2017/10/NSPC-Bylaws_Revised_November2012.pdf)  
As noted above, the NSPC bylaws will be updated based on a consensus of the NSPC representatives.

### **NSPC Goals and Program, FY 2022**

NSPC will continue to serve as a forum providing members with:

- Timely notification and information on issues of importance
- A role in influencing MAPC policy positions
- A strong, united voice on issues of concern to communities
- A forum for exchange of information between municipal officials
- A resource for pandemic response

In particular, NSPC will continue to:

- Monitor and comment on the Regional Transportation Plan, Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP); and implement the 2017 NSPC Mobility Plan
- Ensure NSPC community representation at the MPO and participate in RTAC;
- Collaboratively identify, recommend, and/or pursue studies or project opportunities involving multiple communities in the subregion;

- Share information, funding opportunities, and policy updates that assist in the continued response to the pandemic and recovery from its impacts on public health, housing, and the economy
- Work to bring greater racial equity to the subregion
- Identify a member to sit on the MAPC Legislative Committee;
- Work with the MAPC legislative team and the NSPC representative to the Legislative Committee to advance key legislative priorities

The NSPC Subregional Coordinator, in collaboration with the co-chairs and the membership, will engage in the following activities that are made possible by funding received from the Unified Planning Work Program (UPWP) and assessment funds.

### **Outreach**

NSPC strives to be a forum that is representative of and accountable to the municipalities we serve. While our core membership is municipal staff and volunteers serving on municipal boards and on the MAPC Council, the subregion is also committed to ensuring the participation of individuals who live and work in the subregion who are representative of the region's diversity in terms of ethnicity, age, gender, ability, professional background and other characteristics.

- 1.1 Expanding subregion designees.* The Coordinator and Council members will work to expand participation in subregional meetings and events by revisiting the list of appointed designees and extending formal invitations to newly appointed members of Planning Boards and Select Boards.
- 1.2 Outreach and engagement in the subregion.* The NSPC mailing list will continue to be broadened to include non-municipal representatives from non-profit, business, environmental, housing, education, and other community groups. To accomplish this, the Coordinator will work with MAPC Community Engagement staff to engage and maintain existing relationships as well as conduct targeted outreach to new contacts before each meeting, forum, or workshop to increase overall meeting attendance. The Coordinator will also draw on the resources of the Data Services department to better understand the demographics and other data points about the subregion. The subregional coordinator will also work with member municipalities this year to identify needs for specific planning assistance. Once these needs are identified, the coordinator will assist interested municipalities in applying for the District Local Technical Assistance Program (DLTA).
- 1.3 Digital communication.* The Coordinator will assist NSPC representatives in the production of a video that voices the importance of NSPC and promotes the regional planning efforts of the subregion. The video will be approximately 1:30 – 3 minutes long and directed towards new board members in NSPC communities, subregional partners, and the general public. The coordinator will post and feature the video on the NSPC webpage of the MAPC website and ask NSPC representatives to share the video on municipal social media accounts.

### **Meetings**

NSPC will aim to offer two meeting types in FY 2022.

*1.1 Virtual topic and community exchange meetings.* For health and safety reasons, NSPC will continue to hold regularly scheduled meetings virtually in FY 2022. These meetings will focus on topics and feature MAPC speakers and external speakers. Holding these meetings virtually is convenient and increases the likelihood of greater participation from a diverse range of external stakeholders and speakers.

*1.2 In-person site visits and outings.* Gathering in-person is also important for fostering social connections between NSPC representatives, topic experts, and community stakeholders, and for engaged learning. In FY

2022, NSPC will have two to three in-person meetings that will offer opportunities to learn about case studies, areas of professional development, and/or topical workshops. These meetings will be held outdoors unless public health conditions change during the fiscal year and larger indoor meetings can be held safely.

### **Technical Assistance**

**3.1 General technical assistance.** The Coordinator will offer small-scale technical assistance on an as-needed basis to member municipalities on topics related to MetroCommon 2050 goals and objectives. Support may include data collection and analysis, assistance with proposal writing, and collaborative project development. The Coordinator will also aim to connect member municipalities with funding and technical assistance programs administered by MAPC and work with communities to develop and/or undertake projects that may be funded through a combination of MAPC and municipal resources.

### **Meeting Structure**

All NSPC meeting are open to the general public. Official meeting notices are posted on the MAPC website. Meeting agendas are posted on the NSPC webpage of the MAPC website at [www.mapc.org/nspc](http://www.mapc.org/nspc). Meeting materials will be kept on file at MAPC and posted on the MAPC website.

### **NSPC Meeting Schedule and Topics**

Virtual meetings will be held from **9:00 AM to 10:30 AM** on the second Tuesday of the month unless circumstances require a change in meeting time, such as holidays or school vacations, or the group decides to change this meeting time. NSPC will hold a minimum of eight meetings during the FY 2022 year. No meetings will be held during the months of January, July, and August unless a time-sensitive matter arises that requires a meeting of the membership. In-person meetings that are scheduled outside of the normal meeting time are noted with an asterisk (\*).

*The below chart is a draft of ideas for FY2022 meetings. Locations marked with an asterisk are not confirmed. Note: Meeting dates, times, and topics are subject to change.*

<b>Date</b>	<b>Location</b>	<b>Meeting Topic</b>
September 14, 2021	Via Zoom	Co-chair elections MPO elections FY22 Workplan Review
November 11, 2021*	Via Zoom	Fall outing on the tri-community greenway and ARPA roundtable discussion
December 14, 2021	Via Zoom	Transportation planning with the Boston MPO
February 2, 2022	Via Zoom	Combined NSPC/NSTF MBTA Community Meeting with DHCD
March 8, 2022	Via Zoom	Clean Energy Toolkit About NSPC Video Brainstorm
April 12, 2022	Via Zoom	MetroCommon 2050 Presentation and Implementation Discussion
May 10, 2022	Via Zoom	Legislative Breakfast.
June 14, 2022	Via Zoom	About NSPC Video Screening

In addition to the topics outlined above, each meeting will strive to include the following content:

- **Community Exchange:** opportunity to share notable municipal achievements or updates. NSPC will have a group exchange as well as an informal presentation from each community regarding a specific topic of interest during the meetings identified in the chart above.

- Legislative update (quarterly): update on legal precedents pertaining to land use and updates on state legislation of note and information regarding advocacy for NSPC or MAPC legislative priorities
- Funding opportunities of interest

### **Project Objectives**

The NSPC Coordinator has identified the following Process Benchmarks and Policy Outcomes in order to track progress and outcomes.

#### Process Benchmarks

- 1) Engagement with a diversity of new contacts that reflect the economic, social and sectoral (e.g., public and private) characteristics of the NSPC subregion
- 2) At least 25 new contacts are added to the subregion mailing list
- 3) At least 15 individuals from the subregion attend each special workshop or forum

#### Policy Outcomes

- 1) Increased collaboration of municipal, non-municipal and regional partners in the North Suburban subregion for smart growth planning projects.
- 2) A coalition of representatives that support funding, activities, and legislative changes that advance implementation of MetroCommon 2050.
- 3) A consideration of the impacts the group's decisions have on the advancement of Regional Equity when decisions are made.