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## MetroWest Regional Collaborative (MWRC) Work Plan FY2025

Effective July 1, 2024 – June 30, 2025

Adopted by the Collaborative on May 23, 2024

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### 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 2025 and to provide a schedule of meeting topics and activities MWRC and MWRC’s Coordinators will undertake.

35 **MWRC Meetings**

36 During the FY2025 year, MWRC will hold two distinct meeting types: subregional meetings, and  
37 special events. MWRC subregional meetings will be held monthly with special events held  
38 intermittently. According to the MWRC bylaws, there shall be a minimum of six meetings of the full  
39 Collaborative each year.

- 40 • **Subregional Meetings:** Meetings will generally be held from 8:00 a.m. to 9:30 a.m. on  
41 the 4<sup>th</sup> Thursday of the month with presentations at the beginning followed by community  
42 exchange. Agendas and topics for exchange will be circulated in advance. No meetings  
43 will be held during the months of July, August and December. Meetings will be held via  
44 Zoom with occasional in-person meetings where appropriate.
- 45 • **Special Events:** MWRC may include workshops, forums, tours, trainings, or planner  
46 roundtables for municipal staff, in addition to annual events such as the MWRC Legislative  
47 Breakfast. These events can replace subregional meetings.

48  
49 **MWRC Subregional Meeting Standing Agenda Items**

50 Subregional meeting agendas will typically include time for:

- 51 • **Learning exchange.** Update on subregional or local projects that might be of interest and  
52 applicable to members.
- 53 • **Community exchange:** Opportunity for each member to share notable municipal  
54 achievements or updates.
- 55 • **Metropolitan Planning Organization (MPO) updates:** Review projects for the region and  
56 opportunities to engage with MPO staff regarding the Transportation Improvement Plan  
57 (TIP), Long-Range Transportation Plan (LRTP), and Unified Planning Work Program  
58 (UPWP).
- 59 • **Funding and technical assistance opportunities:** Update on programs, workshops,  
60 funding opportunities, initiatives, meetings, etc. sponsored by MAPC and others that  
61 MWRC members may be interested in attending.
- 62 • Additionally, MWRC will also receive periodic updates from CTPS (Boston MPO staff) on  
63 the status of relevant transportation planning efforts, as well as updates from MAPC on  
64 MetroCommon x 2050.
- 65 • All meetings will be held remotely via Zoom with occasional in-person meetings where  
66 appropriate. Updates to meeting dates, times, locations, will be posted on the [MAPC](#)  
67 [MetroWest Regional Collaborative webpage](#).

68  
69 **Proposed MWRC FY25 Meeting Dates\*\***

Date	Time	Potential Focus
July 2024	No Meeting	
August 2024	No Meeting	
September 2024	8:00 – 9:30am	Trails Summit (in-person)
October 24, 2024	8:00 – 9:30am	Transportation Priorities with the MPO

Date	Time	Potential Focus
November 21, 2024*	8:00 – 9:30am	MBTA Communities end-of-year recap
December 2024	No Meeting	
January 2025	8:00 – 9:30am	DEI Practices (in-person)
February 27, 2025	8:00 – 9:30am	(See Proposed Regional Projects & Topics)
March 2025	8:00 – 9:30am	Legislative Breakfast
April 24, 2025	8:00 – 9:30am	(See Proposed Regional Projects & Topics)
May 22, 2025	8:00 – 9:30am	(See Proposed Regional Projects & Topics)
June 26, 2025	8:00 – 9:30am	(See Proposed Regional Projects & Topics)

70 \* Date moved to accommodate holidays and school vacations.

71 \*\* Location: Meetings will be held on Zoom unless otherwise noted or posted in advance

72

73 Meeting dates, times, locations, and topics are subject to change. Please note that the MWRC

74 Legislative Breakfast is generally held on a Friday, usually in the Spring. Visit

75 <https://www.mapc.org/get-involved/subregions/mwrc/> for more information and updates.

## 76 Membership, Leadership and Staff

### 77 FY2024 MWRC representatives

78 According to the MWRC bylaws, each MWRC community may have two designees, one Select

79 Board member or an appointed designee, or one Mayor or their appointed designee; and one

80 member of their Planning Board or the Planning Board’s appointed designee. A majority of

81 appointed members shall constitute a quorum.

82 A list of MWRC members is included at the end of this document.

83 MWRC is fortunate to also include key partners in work across the region at meetings. In recent

84 years, meetings have regularly included:

- 85 • the 495/MetroWest Partnership
- 86 • Mass Audubon
- 87 • MetroWest Regional Transportation Authority
- 88 • Staff from Legislative Offices
- 89 • Municipal officials from neighboring municipalities.

90

91 MWRC meetings and events are open to the public and, as such, additional members from

92 municipalities are encouraged to attend, particularly when the topic of discussion impacts their

93 work. Recommendations for additional attendees are always welcomed.

### 94 MWRC Executive Board

95 The MWRC Executive Board assists the Coordinators in the MWRC management and is authorized

96 to act in place of the Collaborative on any matters that arise between scheduled meetings.

97 Annual elections are typically scheduled for the same meeting as approval of the workplan.

### 98 [MWRC Staff \(Subregional Coordinators\)](#)

99 The Coordinator(s) works with the MWRC Executive Board to represent MetroWest’s interests at  
100 MAPC, communicate MAPC’s priorities in MetroWest, and draft the annual work program;  
101 schedule meetings and prepare agendas; organize forums and workshops, and provide technical  
102 assistance to participating municipalities when needed; implement MWRC projects, and provide  
103 regular correspondence regarding MAPC or MWRC projects, events, meetings, announcements, or  
104 funding opportunities. Camille Jonlin and Travis Pollack at MAPC have completed their first year  
105 as MWRC Co-Coordinators.

### 106 [MWRC Representation at MPO and MAPC Committees](#)

107 The City of Framingham represents MWRC at the Boston Region Metropolitan Planning  
108 Organization (MPO). The Boston Region MPO is composed of 22 voting members and 2 nonvoting  
109 members.

110 We are fortunate as a region to have MWRC members Colette Aufranc, Town of Wellesley,  
111 MAPC Executive Committee member, and Imaikalani Aiu, Town of Weston as MAPC Secretary  
112 and [MAPC Executive Committee](#) member. Imai is also a member of MAPC’s legislative committee  
113 in FY24; the legislative committee meets monthly to set the legislative policy agenda for the entire  
114 agency and is comprised of members from each subregion and coalition partners.

### 115 [Funding and Finances](#)

116 There are four main funding sources for MWRC’s project work and facilitation by MAPC.

- 117 • Federal transportation funds are allocated from the [Boston Metropolitan Planning](#)  
118 [Organization \(MPO\)](#) to facilitate public participation in the development of the MPO’s  
119 annual [Unified Planning Work Program \(UPWP\)](#), including the [Transportation Improvement](#)  
120 [Program \(TIP\)](#).
- 121 • MWRC Coordinator time is funded by MAPC’s annual assessment collected from its  
122 member municipalities via the community’s [Cherry Sheet](#).
- 123 • Funding for regional projects may also be sought from the [MAPC Technical Assistance](#)  
124 [Program](#) (DLTA and PMTA) and other state grant or technical assistance programs.
- 125 • MWRC’s member communities also support the MWRC Special Assessment Fund, which is  
126 typically used to support larger regional projects and forums. The assessment has been set  
127 as a base fee of \$1,500 plus ten cents (\$0.10) per capita. Decisions on how to use the  
128 MWRC Special Assessment Funds may be made at the annual meeting, generally held in  
129 June, and at other times during the year. When all member communities pay the fee, this  
130 comes out to just over \$38,000 for the Collaborative. Typically, a portion of these funds  
131 are reserved for special in-person events.

### 132 [Regional Projects](#)

133 Regional projects are longer-term initiatives that typically involve several or all MWRC  
134 communities, engage MAPC staff as facilitators and technical assistance providers, and address a  
135 scope of work and objectives over a defined period of time. After a lull during the COVID-19  
136 pandemic, the Collaborative began four new regional projects this year with one ongoing.  
137 Members may suggest a project idea at any meeting of the Collaborative.

138

139 Recently Completed and Current Regional Projects  
140

141 1. **LandLine/MW Trails and Greenways** (ongoing).  
142 MAPC has been working with Collaborative  
143 communities on advancing planning, design and  
144 construction of trails and greenways since 2021,  
145 with the purpose of filling in gaps in the regional  
146 [LandLine](#) network. Recent work has focused on  
147 closing at least one priority trail gap in each  
148 participating municipality with an opportunity for  
149 communities to choose a new focus if necessary.  
150 The 2023 year culminated in the trail summit in  
151 Framingham, where over 70 participants  
152 discussed how to prioritize trails for dense and/or  
153 environmental justice communities, with an  
154 emphasis on connecting the Bruce Freeman Trail  
155 and the Upper Charles Trail through underserved  
156 communities in and around downtown  
157 Framingham. The summit included various walks  
158 and tours, including a walk along potential trails  
159 routes around Farm Pond.



160 For 2024-2025, MAPC is focusing on holding sessions on scoping, planning, or  
161 implementation of priority projects, along with holding the annual MetroWest trail summit.  
162

163 2. **School Fleet Electrification** (FY2024-2025). This project is studying pathways to  
164 electrification of school transportation in each community with consideration of  
165 opportunities for funding and regional collaboration. The aim is a study that results in  
166 recommended strategies and considers financial, operational/logistical, political and  
167 equitable access implications. This report aims to position communities to be able to apply  
168 for anticipated state and federal funding.

169 The project addresses several community needs: reducing greenhouse gas emissions and  
170 improving air quality, reducing noise pollution in the community, diminishing racial and  
171 social disparities by providing equal access to clean and safe transportation for all  
172 students. All MWRC communities are participating along with other communities that are  
173 part of school districts in greater MetroWest.  
174

175 3. **Climate Readiness for Environmental Justice Populations** (FY2024-2025). A  
176 recommendation from the [MetroWest Climate Equity Project](#) from 2021-2022, this project  
177 offers technical assistance to create and disseminate climate readiness materials for  
178 MetroWest Environmental Justice (EJ) neighborhoods. Through the project, MAPC has  
179 facilitated workshops with the municipalities and community climate liaisons to develop  
180 communication materials and a dissemination plan. Materials are translated in Portuguese  
181 and Spanish to meet the local language needs and include items such as postcards,  
182 magnets, website pages and information about topics such as cooling/heating centers and

183 emergency alerts. The project is being co-led by residents living in EJ communities.



This magnet was sent to residents living in Environmental Justice neighborhoods in Framingham. It includes emergency contact numbers in English, Spanish, Portuguese, and Haitian Creole.

184  
185 Participating municipalities are Ashland, Framingham, and Natick. Staff from each of the  
186 communities have a demonstrated commitment to carrying the work forward through this  
187 project.

188

189 **4. Regional Trails Creative**  
190 **Placemaking (FY2024).** In  
191 October and November MAPC  
192 staff hosted two Regional  
193 Trails Creative Placemaking  
194 Workshops as part of the  
195 [Regional Trails Creative](#)  
196 [Placemaking Strategy](#) project.  
197 The workshops included  
198 interactive mapping activities,  
199 breakout group discussions,  
200 and “WalkShop” discussions on  
201 using arts and culture, including  
202 inclusive signage and  
203 wayfinding, to connect trails  
204 with commercial areas and  
205 make them inclusive for all  
206 users.



207 The events were held in Acton and Holliston and sponsored by the Minuteman Advisory  
208 Group on Interlocal Coordination (MAGIC) and MWRC.

209 The project deliverables include data and spatial analysis; technical assistance and  
210 funding to develop a Call for Temporary Public Art; a Demonstration and Celebration of

211 the selected Temporary Public Art; and a Regional Trails Creative Placemaking Strategy  
212 Report.

213

214 5. **Housing Data Analysis** (FY2024). Data Services staff at MAPC assembled municipal and  
215 subregion-level housing data to illustrate characteristics of people living in communities in  
216 the MAPC region and the housing market generally. MAPC staff compiled information  
217 about the types of home buyers and sellers, how they are paying for properties, and how  
218 home prices and rents are affected by investor purchases in the region.

219 The data collection and analysis provide staff with an image of the people living in their  
220 municipalities and their housing status and needs. Municipal housing staff and elected  
221 officials can make more informed decisions about policy, zoning, and development. The  
222 deliverable will be a pamphlet of the data and analysis for each attendee at the  
223 legislative breakfast, and can be digitized for subregion members.

224

225 In addition to the above regional projects, the Collaborative undertook an effort to “restart” after  
226 the COVID-19 pandemic with two new co-coordinators. Work included filling in vacant  
227 appointments, meeting with communities individually, creating a workplan (last workplan adopted  
228 2021), adopting revised Bylaws (last revised in 2010), updating the MWRC webpage, and  
229 planning for the annual MWRC Legislative Breakfast, which was moved from April to June to  
230 better align with area legislators’ availability. Topics will include municipal modernization bill and  
231 housing.

232

### 233 [Proposed Regional Projects and Topics](#)

234 The following are proposed regional projects and topics for FY2025. Some will be projects,  
235 studies, or events funded through MWRC Special Assessment funds, and others will be discussion  
236 topics for monthly Collaborative meetings.

237 • **Housing/MBTA Communities.** Complying with the MBTA Communities Act (“3A”) has  
238 been a regular topic during community sharing at Collaborative meetings in 2023-2024,  
239 and most communities are required to comply by the end of 2024. The Collaborative  
240 could hold a forum for municipal staff and/or elected officials to share strategies for  
241 implementing housing priorities, such as how they are working with developers, once the  
242 new zoning is adopted.

243 • **Wastewater and Stormwater.** Water and sewer capacity have emerged as priority  
244 topics as MWRC communities are rezoning for MBTA Communities and multi-family  
245 housing. Stormwater challenges are more acute with climate change and severe weather.  
246 The Collaborative could partially fund a study on potential water/wastewater and/or  
247 stormwater expansion or management.

248 • **MW Trails and Greenways.** Continued trail and greenway planning described above,  
249 including the annual MetroWest Trails Summit to be held in late Summer or early Fall  
250 2024.

251 • **Transit.** Discussion on public transportation and micro-transit opportunities, potentially with  
252 the MWRTA. Wellesley could share on their recent micro-transit pilot, and Acton (MAGIC

253 subregion) could share on their efforts to reimagine their current fixed-route and on-  
254 demand transit with changing travel needs and patterns post-COVID. The MPO may share  
255 updates on the SS4A (Safe Streets and Roads for All) grant.

256 • **Tourism and Business Attraction/Retention.** This could include a presentation and  
257 collaboration with others on how to market the MW region for tourism and business  
258 (including Life Science), and discussion on future use of office parks and buildings with a  
259 changing work environment post-COVID.

260 • **Transportation Safety.** The Collaborative could partially fund roadway safety  
261 demonstration projects and pilots that aim to reduce speeds and crashes at high-impact  
262 areas, through temporary changes such as paint, flex posts, and signage, with data  
263 collection to determine effectiveness and possible permanent changes. If possible, the  
264 projects could be used to better connect regional trails and focus on safety needs in EJ  
265 neighborhoods, and/or include art and creative placemaking, such as art-based safer  
266 pedestrian crossings on trails.

267 • **Solar and EV Charging.** This may include a presentation from staff on successes and  
268 challenges of adding solar to municipal buildings or residential solar programs, and  
269 discussion on how to increase solar energy output without clear cutting. It might also include  
270 a presentation on how some places are using solar to power electric vehicle charging, and  
271 benefits and drawbacks. It may include discussion with plugIN MetroWest. MAPC included  
272 Framingham in an unsuccessful federal grant application with nine other municipalities  
273 aimed at increasing public EV charging in multifamily communities, and may include  
274 Framingham and/or other MWRC communities in future EV efforts. This could take shape  
275 as a MetroWest Clean Energy forum to discuss these topics.

276 • **Diversity, Equity and Inclusion.** This could include a community share on DEI strategies  
277 each community is employing and/or a training session outside of regional MWRC  
278 meetings, and could be done in collaboration with another subregion to share funding and  
279 increase learning opportunities from other communities.

## 280 MWRC Bylaws

281 The MWRC Bylaws, adopted October 1985 and last revised November 2023 include additional  
282 details regarding the purpose of the committee, membership, officers, elections, fees, and  
283 meetings. MWRC Bylaws are available on the MWRC website and upon request.  
284

## 285 Communications

286 **Meeting Notice:** Official MWRC meeting notices are posted on the MWRC website of the MAPC  
287 website at <https://www.mapc.org/get-involved/subregions/mwrc/> at least 48 hours in advance  
288 of each meeting.  
289

290 Meeting agendas and materials will be kept on file at MAPC and made available upon request.  
291 The subregion communicates about its activities through two main avenues:

292 • **Emails.** MWRC Coordinators send out periodic emails on upcoming meeting dates and  
293 agendas and provides notice about funding and technical assistance opportunities, as well  
294 as events of interest.



- 295 ● **Website.** The MWRC website, <https://www.mapc.org/get-involved/subregions/mwrc/>, is

296 a resource for anyone interested in learning more about the MWRC. The MWRC

297 Coordinators, Camille Jonlin and Travis Pollack, are the main points of contact for all

298 matters related to the Collaborative. They may be reached at [cjonlin@mapc.org](mailto:cjonlin@mapc.org) and

299 [tpollack@mapc.org](mailto:tpollack@mapc.org).

## 300 Collaborative Voting Members

301

MWRC Community	MWRC Seat	Name of Designee in FY2024
Ashland	Select Board	Yolanda Greaves
	Planning Board	Amanda Hayes
Framingham	Mayor Designee	Rick McKenna
	Planning Board	<i>Vacant</i>
Holliston	Select Board	Tina Hein
	Planning Board	Barbara Peatie
Marlborough	Mayor Designee	Katie Robey
	Planning Board	<i>Vacant</i>
Natick	Select Board Designee	Morgan Griffiths (Kathryn Coughlin former)
	Planning Board Designee	Amanda Loomis
Sherborn	Select Board	Marian Neutra
	Planning Board	Robert Wolff
Southborough	Select Board	Sam Stivers
	Planning Board	Meme Luttrell
Wayland	Select Board	Mary Antes
	Planning Board Designee	Robert Hummel
Wellesley	Select Board	Colette Aufranc
	Planning Board Designee	Eric Arbeene
Weston	Select Board	Laurie Bent
	Planning Board Designee	Imaikalani Aiu

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