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**MWRC Minutes**

Thursday, April 25, 2024  
8:00-9:30 am  
Via Zoom

**Attendees**

- Ashland: Yolanda Greaves, Alvaro Esparza
- Framingham: Rick McKenna
- Holliston: Tina Hein, Barbara Peatie
- Natick: Amanda Loomis, Morgan Griffiths
- Marlborough: Katie Robey
- Southborough: Sam Stivers, Meme Luttrell, Leah Emerson
- Sherborn: Marian Neutra, Robert Wolff
- Wayland: Mary Antes, Robert Hummel
- Wellesley: Eric Arbeene
- Weston: Imai Aiu, Laurie Bent
- Associate Members: Susan Nicholl, Office of Senator Spilka
- MAPC Coordinators: Camille Jonlin, Travis Pollack
- MAPC Additional Staff: None

**Welcome & Roll Call**

- Call to order at 8:05 with quorum reached.

**MWRC Bylaw Subcommittee Discussion and Vote on Changes**

- Yolanda noted the bylaws were originally written when MWRC had its own staff and was its own entity. In 2012-2013, Collaborative decided to merge with MAPC and by 2015 decided to be a “super subregion” within MAPC. These revisions will clarify bylaws to reflect how the Collaborative operates now.
- Article III Membership – revised to note Chair is the tie-breaker for votes. Question was raised that with quorum changes, situation could be where 30% or so of Collaborative could make decisions/votes without greater participation. Others noted this is a concern of any board, elected or appointed, when there is quorum that does not include all members.
- Article IV Officers – clarified to note when Vice Chair is vested with authority, and role of Clerk.
- Article V – Executive Board – revised to note up to two members at-large plus other clarifications on functions of the Board. Question raised whether to have two, or perhaps more at-large members for more representation. Yolanda responded it’s been difficult to find members to be part of Board, so these edits reflect reality of membership. Executive Board does not make many decisions, especially without the Collaborative as a whole.
- Article VI Elections – revised that elections are held annually, and any vacancies filled as soon as practicable. Request made for minor revision in Section 3, “offer” should read “officer”.

- 43 • Article VII Meetings – revised to clarify the number of meetings, annual election of officers and  
 44 adoption of Work Plan, and how meetings operate including following Massachusetts Open  
 45 Meeting Law. A discussion was had on whether to have simple majority of present and voting, or  
 46 voting of 50% of all members of Collaborative; as with Article II, decision was made to be  
 47 consistent on what constitutes quorum to ensure the Collaborative can function and have votes at  
 48 meetings. Minor revision requested for the Bylaws to read “then-current” edition of Roberts Rules  
 49 of Order in Section 6.
- 50 • Article VIII Finance – revised to reflect members pay a Special Assessment.
- 51 • Article IX Amendments – revised to state notices will follow Massachusetts Open Meetings Law  
 52 requirements. Question was raised if amendments to the Bylaws should be simple majority, or two-  
 53 thirds. By show of hands, Collaborative voted to keep the amendments requirement at two-thirds.
- 54 Laurie Bent left the meeting.
- 55 • Request was made to have line numbers in minutes and documents for ease of review and  
 56 revisions. MAPC staff will try to include line numbers in documents.
- 57 • Motion made to approve Bylaw revisions by Tina, seconded by Sam. Votes: Weston, Imai A. yes;  
 58 Wellesley, Eric A. yes; Wayland, Mary A. yes, Robert H. yes; Sherborn, Robert W. yes, Marin N.  
 59 yes; Southborough, Sam S. yes, Meme L. yes; Marlborough, Katie R. yes; Natick, Amanda L. yes,  
 60 Morgan G. yes; Holliston, Tina H. yes, Barbara P. yes; Framingham, Rick M. yes; Ashland, Yolanda  
 61 G. yes. Motion passed.

62 **Approve of February and March 2024 Meeting Minutes**

- 63 • February minutes – Request was made to correctly spell “Norumbega Park” in minutes. Imai made  
 64 motion to approve corrected minutes, seconded by Tina. Votes: Weston, Imai A. yes; Wellesley,  
 65 Eric A. yes; Wayland, Mary A. yes, Robert H. yes; Sherborn, Robert W. yes, Marin N. yes;  
 66 Southborough, Sam S. yes, Meme L. abstain; Marlborough, Katie R. yes; Natick, Amanda L. yes,  
 67 Morgan G. yes; Holliston, Tina H. yes, Barbara P. yes; Framingham, Rick M. yes; Ashland, Yolanda  
 68 G. yes. Motion passed.
- 69 • March minutes - Via email, Colette made slight corrections to the Wellesley summary under  
 70 Community Share. Imai made motion to approve corrected minutes, seconded by Tina. Votes:  
 71 Weston, Imai A. yes; Wellesley, Eric A. yes; Wayland, Mary A. yes, Robert H. abstain; Sherborn,  
 72 Robert W. yes, Marin N. yes; Southborough, Sam S. yes, Meme L. yes; Marlborough, Katie R. yes;  
 73 Natick, Amanda L. yes, Morgan G. yes; Holliston, Tina H. abstain, Barbara P. yes; Framingham,  
 74 Rick M. yes; Ashland, Yolanda G. yes. Motion passed.

75 **MWRC Workplan Discussion for May approval**

- 76 • The draft Workplan was distributed prior to the meeting and Travis went over the components of  
 77 the draft Workplan.
- 78 • Question was raised if virtual (Zoom) meetings would be allowed by law after March 2025.  
 79 Workplan states all meetings will be via Zoom unless otherwise noted. Susan stated that members  
 80 should continue to tell Legislators if they would like virtual meetings to continue beyond March  
 81 2025; it’s popular and equitable. Katie noted there is a current debate whether to mandate  
 82 hybrid with all public meetings.
- 83 • Suggestion was made to add tourism/marketing of MW region as a topic area. Susan stated  
 84 Governor Healey is a supporter of tourism marketing and that there are 15 visitor's bureaus  
 85 outside Boston in Massachusetts. There is opportunity to leverage the celebration of the 250th

86 anniversary of the founding of Massachusetts. There are grants for capital work for tourism. MA  
87 Office of Tourism joining forces with MA Cultural Council. (Side discussion on tolls/tolling on I-90  
88 Mass Pike.)

- 89 • Suggestion made to also add Economic Development with Tourism add to list, by working with  
90 495/MW Partnership. Maybe add Life Sciences with MW as a new hub for this. Question raised  
91 how many municipalities have full or part time Economic Development Planning staff?  
92 Marlborough, Ashland, Holliston, Framingham, Southborough, Natick.
- 93 • Yolanda asked for members to please look through the lists of projects and topic areas in the  
94 draft Workplan and note to her, Travis, and/or Camille prior to the May meeting any priorities,  
95 areas for more or less focus, or topics to remove.

## 96 **Community Share**

97 Due to limited time, Yolanda called on a few communities to share updates.

- 98 • Sherborn/Marian – Previously asked all to send public access rules. In Sherborn meetings need to  
99 be recorded and posted in any regulatory board meeting and select, planning, conservation  
100 commission, zoning, board of health. Robert Wolff: Working with others on trails connections for  
101 Upper Charles, Brue Freeman, Mass Central and Future Chris Walsh trails in several communities,  
102 and restore Bay Circuit Trail in open space. Working with MassDOT; can't get CSX to abandon  
103 rail but looking at alternatives.
- 104 • Weston/Imai – Looking at Rt 30 alternatives, will have Town vote soon for more funding to look at  
105 alternatives. Natick wrote letter of support and would appreciate if others could as well. (Note:  
106 subsequent to this meeting Rt. 30 trail planning passed Town vote.)
- 107 • Southborough/Sam – MBTA Communities consultant made error on calculations on capacity; still  
108 working through this. Working towards Fall Town meeting vote. Also looking at sites for new  
109 school.
- 110 • Holliston/Tina – Housing Production Plan (HPP) underway with 3A component. Have been using  
111 MAPC tool which has worked out well. Also had DEI workshop recently, was well attended.  
112 Realizing becoming fluent in DEI requires more than one workshop so Town will do additional  
113 workshops.
- 114 • Wellesley/Robert – HPP will start. Town meeting passed approach to MBTA Communities, but  
115 there are technical complications with 4OR so not quite compliant and will need to do technical  
116 amendment. 4OR has height restrictions; so need to revise slightly with EOHC. 3A doesn't require  
117 affordability but Wellesley included affordability in 3A plan. Wayland/Robert – Was told Town  
118 could not add 4OB in MBTA communities area, others present noted they combined 4OB and MBTA  
119 Communities zoning.
- 120 • Ashland/Yolanda -- Town election in May; Yolanda running unopposed.

## 121 **Other Business Not Known at Time of Posting**

- 122 • Camille – Board currently has 3 members, and we don't have Clerk and at-large. You can  
123 nominate yourself or others for election at May meeting.

124

125 **Motion to Adjourn** was made by Sam and seconded by Tina, by show of hands meeting was adjourned  
126 at 9:29.

127

128 Attachments: Revised Bylaws

129 *Minutes compiled by Travis Pollack, MAPC*

1 **BYLAWS**

2 **METROWEST REGIONAL COLLABORATIVE**

3  
4 **ARTICLE I NAME**

5 The organization shall be known as the MetroWest Regional Collaborative (Collaborative).  
6

7 **ARTICLE II PURPOSE**

8 The MetroWest Regional Collaborative assists and advises local leaders in meeting  
9 growth management challenges by facilitating inter-local collaborative planning and problem  
10 solving to enhance the quality of life and economic competitiveness of the MetroWest region.  
11 The Collaborative serves as an advocate for locally initiated regional solutions to the policy and  
12 planning challenges shared by MetroWest communities.  
13

14 **ARTICLE III MEMBERSHIP**

15 Eligible members shall be communities in the geographic area known as MetroWest and the  
16 regional planning agency known as the Metropolitan Area Planning Council (MAPC).

17 Section 1. Core members shall be the communities of Ashland, Framingham, Holliston,  
18 Marlborough, Natick, Sherborn, Southborough, Wellesley, Wayland, and Weston.

19 Section 2. Communities adjacent to the core member communities listed in Section 1. above may  
20 become core members upon vote of the Collaborative.

21 Section 3. Membership shall be conditional on the payment of an annual-assessment for each  
22 member community.

23 Section 4. Member communities shall have voting privileges represented by their two designees,  
24 one Select Board member or an appointed designee, or one Mayor or their appointed designee;  
25 and one member of their planning board or the board's appointed designee.

26 In the event of a tied vote by the Collaborative, the vote of the Chair of the Collaborative carries  
27 the vote; the Chair votes last to ensure it is the tie-breaking vote.

28

## 29 **ARTICLE IV OFFICERS**

30 Section 1. Officers of the Collaborative shall be Chair, Vice Chair, and Clerk. The term of office  
31 shall be one year.

32 Section 2. The Chair shall call and preside at meetings, set the agenda, make appointments and  
33 manage the business of the Collaborative in consultation with the MAPC Coordinator (s),  
34 including presentation of the budget, and perform such other duties as prescribed by the  
35 parliamentary authority adopted by the Collaborative in Section 6 of the bylaws. The Chair may  
36 serve as an ex-officio member of appointed committees.

37 Section 3. In the absence of the Chair, the Vice Chair shall be vested with the authority of the  
38 Chair.

39 Section 4. The Clerk shall be signatory for the Collaborative when appropriate.

40

## 41 **ARTICLE V EXECUTIVE BOARD**

42 Section 1. The Executive Board shall consist of the Chair, Vice Chair, Clerk, one member of the  
43 immediate past Executive Board (if available), and up to two members-at-large.

44 Section 2. The Executive Board is authorized to act in place of the Collaborative on any matters  
45 that arise between scheduled meetings and require immediate attention, except for those  
46 requiring a vote by the Collaborative. Any actions taken by the Executive Board shall be  
47 reported to the full Collaborative and read into the minutes of the next meeting.

48 Section 3. Executive Board vacancies occurring during the year shall be filled by the Chair in  
49 consultation with the Executive Board. In the event of the Chair being vacated, the Vice Chair  
50 shall move to that position and a special election shall be held as soon as practicable to fill the  
51 Vice Chair position.

52 Section 4. MAPC, in its capacity as providing administrative functions to the Collaborative and  
53 with the Executive Board's approval, shall contract with individuals, groups, or other business or  
54 corporate entities on behalf of the Collaborative to provide professional staff and services to the  
55 Collaborative so as to further the objectives and goals of the Collaborative.

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## 57 **ARTICLE VI ELECTIONS**

58 Section 1. At the May meeting, the Chair shall solicit interest from members of the Collaborative  
59 to serve as an officer. Nominations from the floor with the assent of the nominee will be  
60 accepted.

61 Section 2. Regular elections shall be held annually, and new officers shall assume their positions  
62 upon election. Vacancies shall be filled by election as soon as practicable.

63 Section 3. Any officer may be re-elected each year.

64

## 65 **ARTICLE VII MEETINGS**

66 Section 1. It is the goal of the Collaborative to hold a minimum of six meetings of the full  
67 Collaborative each year at a date and time determined by the Collaborative. Meetings may be  
68 held virtually, hybrid, or in person. Each member shall be provided notice of the meeting with  
69 the agenda in accordance with Open Meeting Law requirements.

70 Section 2. An organizational meeting shall be held annually, prior to the end of the fiscal year.  
71 The agenda shall include the election of officers, discussion of the Collaborative's Annual Work  
72 Program, adoption of the budget, and other business as determined by the Chair. The  
73 Collaborative's Annual Work Program shall be adopted annually.

74 Section 3. A majority of appointed members shall constitute a quorum.

75 Section 4. A simple majority of those present and voting shall be necessary for the adoption of  
76 motions.

77 Section 5. All meetings of the Collaborative shall be open to the public. All meetings of the  
78 Collaborative shall be conducted in accordance with the Massachusetts Open Meeting Law.

79 Section 6. The conduct of all meetings shall be governed by the then-current edition of Roberts  
80 Rules of Order. Parliamentary discretion shall be vested in the Chair. The Chair shall recognize  
81 all attendees wishing to be heard and shall grant the floor except in the discussion of a motion.

82 Section 7. Once a motion has been made, discussion by non-voting members is not allowed.

83

#### 84 **ARTICLE VIII FINANCE**

85 Section 1. Each member community will be assessed a special assessment fee to support the  
86 work of the Collaborative. The amount of the fee shall be determined each year by the full  
87 Collaborative.

88 Section 2. The fiscal year shall be from July 1 through June 30 unless otherwise determined by  
89 the Collaborative.

90 Section 3: Participation in a special assessment funded project is conditional upon payment of  
91 annual special assessment by a member community.

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#### 93 **ARTICLE IX AMENDMENTS**

94 These bylaws may be amended at any regular meeting of the Collaborative, providing notice has  
95 been served to each member in accordance with Open Meeting Law requirements. Approval  
96 shall require the vote of two-thirds of the members of the Collaborative present and voting, but  
97 in no event less than one-third of the members of the Collaborative.

98

99 Date of Origin: October 1985

100 Previous Revisions: September 21, 2005; September 11, 2008; December 15, 2010; November  
101 30, 2023

102 Latest revision: April 25, 2024