

NSTF

North Shore Task Force

North Shore Task Force (NSTF) Work Plan, FY 2025

Effective July 1, 2024 – June 30, 2025

Purpose

This Work Plan outlines the goals of the NSTF for Fiscal Year 2025 and describes a schedule of meeting topics and activities the Subregional Coordinator will undertake to meet the identified needs of NSTF member communities.

Background

The North Shore Task Force (NSTF) is composed of sixteen communities that have formed a voluntary association to facilitate cooperative regional planning. The goals of the NSTF are to:

- Facilitate communication between communities through the participation of Town staff, of local officials, and community stakeholders involved with planning issues, in concert with MAPC staff; and
- Assist participating communities in setting an agenda for action on planning topics including issues of housing 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.

The NSTF is composed of the following municipalities: Beverly, Danvers, Essex, Gloucester, Hamilton, Ipswich, Manchester, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, and Wenham. Member communities are encouraged to send a representative to each NSTF meeting and individual representatives are strongly encouraged to attend all meetings. If a decision at a meeting requires a vote, each community has one vote.

NSTF work is funded through two sources: funds from the Metropolitan Planning Organization to implement the annual Unified Planning Work Program and funds collected through MAPC's annual assessment.

FY 2025 Goals

1. Foster a broad coalition of diverse stakeholders.
2. Provide a forum for communication and knowledge sharing about municipal and planning best practices.
3. Support regional coordination on relevant policy and planning matters.
4. Advocate for regional priorities in MAPC's work and in the work of member communities.
5. Pursue a project of regional significance.

FY 2025 Program

Meetings

NSTF meetings will be held most months, at the discretion of the Subregional Coordinator. Meetings will typically be held the third Thursday of the month from 9:30-11 a.m. unless circumstances require a change in meeting date or time. Meetings will take place remotely via Zoom with occasional in-person meetings, when appropriate. All NSTF meetings are open to the public. Information about upcoming meetings will be posted to the [NSTF webpage](#) and an email will be sent to members of the NSTF mailing list.

Regular NSTF meetings will typically begin with a community exchange followed by one or more presentations on a topic of interest to the subregion. The community exchange is an opportunity for participants to share updates about ongoing efforts in their community along with any notable municipal achievements or particular challenges. MAPC staff and Central Transportation Planning Staff may also provide updates on relevant resources or opportunities.

Special Events

Special events will be held intermittently and may include workshops, forums, tours, trainings, or roundtable discussions. In addition, MAPC will hold an annual legislative breakfast in conjunction with the North Suburban Planning Council. Special events may replace regular subregional meetings for the month in which they are held.

Topics of Interest

NSTF members identified the following topics of interest for FY 2025:

- Site plan review best practices;
- Land use board and staff training;
- Long-term planning in low-capacity communities;
- Developing affordable housing;
- Historic preservation;
- Climate resilience and land use regulations;
- Short-term rentals; and
- Transportation.

The Subregional Coordinator will make every attempt to cover all the above-listed topic areas through the programming of regular meetings and special events in ways that meet the goals of the NSTF.

Subregional Coordinator Responsibilities

The main responsibility of the Subregional Coordinator is to implement the work plan. The Subregional Coordinator will assume 7.5 hours of the work week will be devoted to supporting the NSTF, though that amount may vary by week. Specifically, the Subregional Coordinator will do the following:

- Organize regular meetings and special events;
- Share timely information about relevant projects, events, meetings, announcements, and funding opportunities;
- Meet regularly with NSTF communities to understand opportunities and challenges;
- Meet regularly with MAPC staff working on projects or otherwise providing support to member communities to understand opportunities and challenges;
- Represent NSTF's interests through various MAPC channels and forums;
- Provide small-scale technical assistance to NSTF communities by request; and
- Draft the annual work program.