

**Town of Webster
Master Plan Implementation Committee
Minutes of the Meeting
July 20, 2015, 6:00 p.m.**

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TOWN CLERK'S OFFICE

Attending: Committee Members:

Leslie Baker
Jean Travis
Richard Franas
Tom Klebart

Town:

Carol Cyr, Community Development Director
Bob Craver, Town Clerk
Marc Becker, Town Assessor
Meagen P. Donoghue, Planner/Clerk

Resident:

Earl Gabor

Meeting called to order: 6:00 p.m.

Police Station's Community Room

Ms. Cyr opened the meeting at 6:00 p.m., and explained a brief history of how the Master Plan came to be and presented the Implementation Schedule as a road map to accomplishing the important work of the document.

Ms. Cyr asked the Committee to go section by section to note accomplishments/completed projects and priorities on the Implementation Schedule. Please see the attached schedule for changes.

Significant changes to the Implementation Schedule include:

Land Use:

- Mr. Craver suggested trying to make all zoning changes at once. As a result, a Zoning Bylaw subcommittee will be formed among the members of the Master Plan Implementation Committee (MPIC). The Bylaw Committee will meet separately and report back to the MPIC.
- Reorganize and combine all zoning related categories throughout the document (LU-1-3, H-1, ED-1, T-4) within the Implementation Schedule.

Housing:

- There is a Housing Task Force which should address H-1-3 & H-5.
- H-4 is a separate issue—possibly under the Planner.

Economic Development:

- Remove Town Administrator from "Responsible Party" for each strategy.
- Ms. Baker noted in reference to category ED-6, the Recreation Committee is a struggling board and is in need of volunteers.
- ED-7 to be part of a greater wayfinding program.

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- ED-8 has come a long way, but Mr. Craver indicated that the Town has a long way to go. He stated there should be a weekly meeting with members Zoning Board of Appeals, the Planning Board, Town Engineer, Planner, Building Inspector, etc. to provide permitting and business development updates throughout the Town. Mr. Craver also indicated that a pamphlet should be created and distributed in all Town offices to promote and explain the permitting process as a one-stop shopping resource. Mr. Franis suggested that the pamphlet illustrate past accomplishments because "success breeds success." Ms. Baker also wants a graphic to show what is/not funded by tax dollars.
- Move HR-5 to Economic Development section.

Transportation:

- Ms. Cyr suggested that Scott Charpentier and Kenny Pizzetti redo/consolidate the Transportation section to no more than three (3) implementation strategies.

Open Space and Recreation:

- To eliminate all sections within this section. However, OS-10 should be referred to the Open Space Committee.
- Need to market Webster's open spaces and recreation sites better (i.e.: bike trail).
- Ms. Baker stated that the Recreation Committee as indicated in the "Responsible Party" column is unable to do any decision making for this section.
- Mr. Craver suggested that the position of Recreation Director be reinstated to manage all parks throughout the Town.

Natural Resources:

- Eliminate NR-2 as the Town has already adopted the Wetland Protection Bylaw.
- Eliminate NR-9.
- Ms. Cyr indicated the Town should consider setting aside funding to keep up her Community Development projects after her grants run out.

Cultural and Historic Resources:

- The Committee agreed to have Ms. Donoghue continue her work of resurrecting the Historical Commission (HR-1) and all other matters of cultural and historic preservation planning (HR-2-4, HR-8).
- HR-6 is of the utmost importance.
- Eliminate HR-7.
- HR-9 should be part of a greater wayfinding initiative.

Public Facilities and Services

- No significant changes to the Implementation Schedule

Accomplishments and completed projects include:

- Segments of the French River walkway have been completed per LU-4 and ED-5.
- Per OS-1, an Open Space Committee has been formed
- NR-2 a State Wetland Protection Bylaw has been implemented

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Ms. Cyr asked the Committee to determine top Master Plan priorities to focus on moving forward. These included:

- Zoning
 - Bylaw review
- Beach
 - Cost analysis of running the beach
 - Self-supporting opportunities including boat, kayak and canoe rentals; mini-golf, half shell for conferences
 - Hiring a Recreation Director
- Parking
 - Downtown
- Planning
 - Marketing
 - Grants

Ms. Cyr stated that an update should go in front of the Board of Selectmen indicating priorities and accomplishments.

Other Business

Ms. Cyr made a motion to have Ms. Donoghue chair the Master Plan Implementation Committee because of her background and having a Master's Degree in Regional Planning.

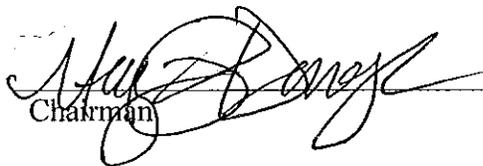
Next Meeting Dates – TBA

Meeting Adjourned 8:05 p.m.

Respectfully Submitted,
Meagen P. Donoghue, MRP – Planner/Clerk

All correspondence, reports, plans and applications can be viewed at the Town of Webster Engineering Office, 350 Main St., Webster MA

Minutes Approved:


Chairman

Date: 11/2/2015