



TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5398

Master Plan Implementation Committee
Meeting Room A
Richard D. Carney Municipal Building
March 21, 2018 – 6:00 PM

MINUTES

Present: James Brown; John Cygielnik; Konstantin Eliadi; Kathleen M. Keohane; Bryan Moss; Jesse Shaw; Dale W. Schaetzke; Maurice M. DePalo;

Absent: John Wensky, Jason Port, Joseph Thomas

Also Present: Mr. Bernard Cahill, Town Planner, Kevin Mizikar, Town Manager

New Business:

1. The meeting was called to order at 6:00 PM.

2. Minutes

On a motion by Mr. DePalo seconded by Mr. Eliadi, the committee voted unanimously to approve the September 18, 2017 meeting minutes.

3. MPIC Oversight Discussion

Mr. Mizikar said that he and Mr. Cahill have had discussions amongst themselves and Assistant Town Manager, Kristen Las, about the way forward for the Master Plan Implementation Committee (MPIC). Mr. Mizikar reiterated that they see the MPIC as conducting oversight of responsible parties for completing the goals of the Master Plan and as an advocacy group to advocate for the Master Plan. The ones responsible for doing the goals are the Town departments and 250 employees but that MPIC has oversight. Mr. Mizikar also explained that he is in the process with department heads to set priorities based on the Master Plan and that he would like to see those priorities aligned with department budgets by the next fiscal year. He also mentioned that last time Shrewsbury completed a master plan it did not have a planning department or planning staff.

Mr. Cygielnik noted that the creation of the Complete Streets Committee is one part of the Master Plan that has been fulfilled and that it is another independent committee dedicated to implementing the plan. There are grants available through Complete Streets for implementation.

Mr. DePalo mentioned that Complete Streets Committee has met twice and by November of this year should have some idea of what could be done and what issues are worthwhile for the town to pursue.

Mr. Cahill commented on the town having recently received a grant to conduct a parking management plan for the town center and that it is a good example of where the MPIC can conduct oversight for the project. Mr. Cahill suggested that the MPIC be put on hold while things get worked out at the Town Manager level with priorities and responsible party feedback. Planning Department will gather the information and then will discuss with Town Manager's Office the way forward for MPIC and how it can best be used. Envisions yearly reports to the Planning Board and Board of Selectmen. Members should look at Sturbridge as a good example of tracking.

Mr. Moss agreed with the idea of putting MPIC on hold temporarily.

Mr. Eliadi asked how the group will stay informed during their break, if they should use google drive and if the tracking spreadsheets will be kept up to date.

Mr. Schaetzke wondered what the time frame was for completing the spreadsheets.

Mr. Cahill said he hopes spreadsheets will be completed by end of May and that tracking is currently on-going.

Mr. Cygielnik said that while google drive is good for storing things in one place, he is concerned that it is not great for checking the status of updates or finding new information that has been added.

Mr. Cahill said he can send out emails and add dates and Mr. Shaw said that Google can be set up to send out updates automatically.

Mr. Moss said that while putting MPIC on hold is okay, it is still important to meet for updates. Would like to have MPIC consider adding a climate action report to the Master Plan.

Mr. Cahill replied that the town has received a Mass Vulnerability Program grant and that this might be able to address the same concerns as a climate action plan especially if combined with the Hazard Mitigation Plan. However, he believes a climate action plan could be endorsed by MPIC and brought to the Board of Selectmen.

Mr. DePalo asked how Master Plans get updated once they are approved by the Planning Board

Mr. Cahill said that he would look into the process for changes to an existing master plan.

Mr. Cygielnik asked if Mr. Moss could put together a one-page summary of what a climate action plan is and share it with MPIC members? Mr. Moss said he would provide a summary.

Mr. Cahill suggested that Mr. Moss should begin identifying responsible parties within town were a climate action plan to be adopted and sound out if they would be interested in doing something like this plan.

Mr. DePalo reminded the committee that it is okay to share information but not to discuss.

4. Grant and Staff Updates

Mr. Cahill informed that Board that the town had received a grant for a town center study for a parking management plan. He said that they are confident that they will receive additional funding to conduct master planning and envisioning for re-use of the Beal school area and might be able to incorporate the parking study. Mr. Cahill also mentioned that Shrewsbury had received a site readiness grant for Centech Park North to help with the build out of the site. Complete Streets is waiting for a reply from CMRPC for next steps and that Mass Vulnerability Program workshops will be held in the next couple of months.

On a motion by Mr. Eliadi seconded by Mr. DePalo, the Committee voted to adjourn the meeting at 7:05 p.m.

Respectfully Reviewed and Submitted by,

_____ dated 1/29/2018
Bernard Cahill, Town Planner

Approved by,

_____ dated 4/12/2022
Town of Shrewsbury Board of Selectmen