



TOWN OF BRIDGEWATER, MASSACHUSETTS
MASTER PLAN COMMITTEE
FINAL MINUTES: JAN. 11, 2018

Members Present ✓ **Tom Hall** ✓ **Carlton D. Hunt** **TBD**

Guests: Micheal Dutton, Town Manager;

The January 11, 2018 MPC meeting was called to order at 3:05 PM in Academy Building Rm 201B. The 12/14/2017 minutes were approved with no changes. Motion passed (2,0)

Public Comment

None

New Business

1) **Downtown Revitalization**

The draft workplan discussion centered on the formation of an ad hoc Downtown Revitalization Committee. Candidates identified by the Town Manager and MC Chair were briefly discussed. The Committee and Town Manager agreed to finalizing the committee formation by the end of February 2018. Town Manager will contact candidates to ascertain interest. The Town Manager and MPC Chair will work with the newly appointed planner to develop a clear organizational structure and benchmarks. Inclusion of DOT, Region 5 and OCPC as resources will be considered. The following were suggested for the committee charge and schedule.

Role: Ad hoc advisory to the Town Manager or designee

Duration and schedule: 2 to 3 years; 6-9 meetings per year and plus subcommittee work

Goal: Support decision-making on and implementation of the downtown revitalization concepts, especially traffic flow

Draft Charge:

1. Review downtown revitalization reports published since 2014
2. Appoint subcommittees (e.g., traffic flow, funding, infrastructure, etc.) as needed to facilitate implementation
3. Develop a scope of services for a downtown traffic change feasibility study and downtown revitalization consultant
4. Work with a consultant to develop a scope of services for a Town wide traffic/transportation study (include OCPC Regional Traffic Committee and DOT Region 5 in the scoping effort)
5. Work with a consultant develop a traffic pattern change and revitalization implementation plan.

The Town has not heard if the Complete Streets Downtown Street infrastructure upgrade grant will be awarded.

The Town Manager relayed that he is enlisting the help of the Town's State Representative to set up a meeting with Mass Works to discuss the status of the grant submitted to upgrade Elm Street. This upgrade is critical to attracting quality businesses to that area. The importance of having projects on the TIP list was noted as is participation the OCPC



TOWN OF BRIDGEWATER, MASSACHUSETTS MASTER PLAN COMMITTEE

DRAFT MINUTES: DEC. 14, 2017

Regional Transportation Committee. Town Manager will reach out to OCPC regarding potential regional traffic study to link with the downtown revitalization projects.

2) Zoning.

- i. The Town Manager indicated the newly appointed planner will be charged with finalizing the inclusive zoning ordinance. A discussion of this ordinance with the planner will be held during the next meeting.
- ii. The town Manager will check on the status of subdivision ordinance revision.
- iii. Housing Production Plan– The Town Council referred the HPP to the Planning Board and Community & Economic Development Committee on 12/5/17. The Planning Board voted to approve the Plan. Community & Economic Development has not met on that item. The Town Manager indicated he is preparing a letter with suggestions to relevant boards addressing 40B project conditions. He plans to meet with Mass Housing to discuss the status of the various 40B projects undergoing review by ZBA.

3) Ordinances

- i. The town has not heard from the State regarding the Technical Assistance grant application for Branding and Wayfinding. Town Manager Dutton suggested that the timing may be right to advance the sign ordinance revision.
- ii. Chair Hunt provided hard and electronic copies of the draft sign ordinances developed by the previous planners. The Town Manager conveyed that the new planner will be charged with updating this ordinance.

4) Dam Safety

- i. The Chair has not received any updates regarding the public briefing to convey the findings of the High Street Dam removal feasibility study. The Chair noted he has been following the project's progress as a private citizen. He conveyed to the Town Manager that he had notified the project team that he Chairs the MPC committee and that dam safety is a key task in the Town's 2014 Master Plan. The Chair also conveyed that he had let the dam removal project team that he has some legal concerns regarding the Town's responsibilities.
- ii. Carver's Pond: No update

5) Status of hiring a Planner – A new planner will join the Town on February 5, 2018

New Business

Town Manager conveyed that the CAC had recommended an individual for appointment to the MPC. The appointee will be put forward for Town Council ratification during the next Council meeting.

The Chair voiced concern about the precedence being set by the Town Council by entertaining input on development projects before the projects are processed by duly appointed boards and the Town Council's formation of an ad hoc committee to discuss possible solutions. The Chair noted the authority of this ad hoc committee appears to be strictly advisory without a clear charge and the recipient of the committee's advice was not clearly defined in the Town Council's motion.



TOWN OF BRIDGEWATER, MASSACHUSETTS MASTER PLAN COMMITTEE

DRAFT MINUTES: DEC. 14, 2017

The committee and Town Manager discussed the chair's concern about committee meeting times and trying to balance staff time and access by the public. We decided to continue with late afternoon meetings but maintaining a flexible position should public concerns be voiced.

No further discussion or actions were identified. The meeting adjourned at 3:50 PM.

The next meeting is scheduled for February 8, 2018 @ 3PM, Room 201B, Academy Building.

Signed electronically

Submitted by Carlton D. Hunt, Ph.D.

MPC Chair