



TOWN OF BRIDGEWATER, MASSACHUSETTS
MASTER PLAN COMMITTEE
DRAFT MINUTES: MARCH 8, 2018

Members Present: ✓ Matt Geritsen ✓ Tom Hall ✓ Carlton Hunt

Guests: Jennifer Burke, Town Economic and Community Development Director

The March 8, 2018 MPC meeting was called to order at 4:00 PM in Academy Building Rm 201B.

Mr. Geritsen was welcomed to the committee and provided a summary of his background and interest in joining the committee.

The 02/08/2018 minutes were approved with no changes. Motion passed (2, 1 abstention)

Public Comment

None

Old Business

The Town Manager provided written summary of the status of key agenda items.

1. Downtown Revitalization

1. Town Manager is working on the mission and work plan for the ad hoc Downtown revitalization committee; he expects MPC to provide input and rollout by May 1, 2018.
2. Town Manager is entered discussion with the State regarding a TIF in the downtown area.
2. The MASSWORKS grant for upgrading Elm Street was denied; further discussions with the State are anticipated
3. The town has not heard from the State regarding the Technical Assistance grant application for Branding and Wayfinding; MPC Chair is to send the final grant applications to Ms. Burke and the MPC.
4. Town applied for and received a Technical Assistance grant from OPCP to update the Transportation section of the 2014 Master Plan
5. Ms. Burke conveyed that the Complete Streets Grant has been denied; she will be looking at other recommends options in the Complete Streets study report for possible projects to resubmit to the State

2) Zoning.

1. Inclusionary zoning will be addressed by Ms. Burke under her developing goals and priorities list.
2. Sign Ordinance: on hold pending finalization of Ms. Burke's goals.
3. Comprehensive rezoning: Mr. Dutton conveyed that the Town Council has approved funding for the project; Town Manager is drafting an RFP or hire an attorney to support the process.; the RFP release is anticipated in early summer 2018.

3) Ordinances

1. Housing Production Plan: was approved by the Town Council in February.



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2. Air rights:

1. Mr. Dutton indicated the ordinance will be one of Ms. Burke's responsibility.
2. Mr. Gerritsen indicated he had begun to research air rights issues.
3. He agreed to provide an issues summary to the MPC at the March meeting.

4) Dam Safety

i. Jenkins Pond Dam at High Street.

1. The Chair conveyed that he received a copy of the dam removed study and has provided input to the State.
2. The report examines two scenarios: 1) dam removal and 2) dam restoration with fish ladder replacement.
3. The report indicates a significant concern and cost element if the dam is removed; specifically, the need to replace the High Street Bridge to ensure flood waters can pass the location.
4. Dam and fish ladder restoration is less costly but still expensive.
5. Mr. Dutton reported he has joined as consortium of State agencies seeking funding to develop a plan to address the dam issue, either dam removal and replacement of the bridge or dam and fish ladder restoration.

ii. Carver's Pond:

1. Reports are being submitted to the Office of Dam Safety per state requirements. A repair plan has been sent to the State for review and approval. State funding to repair the dam will be sought once the repair plan is approved.

New Business

- 1) Broad Street Development ad hoc committee: No discussion
- 2) Economic and Community Development Director priorities

The MPC requested the Director provide her thoughts on priorities and directions gained during her first month of employment. Several discussions stemmed from her thoughts. Her current priorities on order follow:

- i. The most important priority conveyed was the pressing need to complete in FY19 a total update of the Town's Master Plan.
 - a. Ms. Burke specifically noted that most MP sections are nearly two decades old. She expressed the opinion that the Master Plan should be updated before the zoning ordinances are updated as the Master Plan would set a 10- to 20-year vision and direction for the Town. Zoning changes would then fit that direction and goals and require coordination with the zoning effort.



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- b. She further noted from her recent experience with a Master Plan process many of the activities required to rewrite the MP could be supported by the Town, specifically the MPC and her office, thereby reduction the cost of the revisions.
 - c. Ms. Burke expressed the opinion that the rewrite could be completed for ~\$100K especially if the update is coordinated with the OPCP Transporters update note above.
 - d. After discussion the MPC vote motioned and voted unanimously (3/3) to develop a letter to the Town recommending \$100K be included in the FY19 budget for a Master Plan update.
 - e. The MPC Chair will draft a letter for review and approval at the next MPC meeting.
- ii. Drafting an Inclusionary zoning ordinance
 - iii. Working with the Planning Board to develop town wide design review criteria and process. She considers this important to unify the direction the Town wants to take with respect to development and creating efficiencies in the Planning Board review process.
 - iv. Develop a scenic road ordinance. This is important for protecting trees and historic roadways in the Town.
 - v. Remove use variances from the zoning ordinances. Use variances essentially create spot zoning and have become a “thing of the past”. The process would be relatively straight forward but requires public education and input regarding such as change.
 - vi. Develop criteria for Planning Board site review and special permits considerations. These would provide clear rules and processes and ease the Planning Board effort.

Ms. Burke also recommended the MPC not conduct a line-by-line review of the action plans in the 2014 Master Plan. She emphasized that the Master Plan is a Planning Board document, hence puts the Planning Board in the position of monitoring progress. She suggested that the Planning Board set aside on meeting each quarter to review progress with the implementing department and organizations. The MPC noted this is a major change in operations and requires department/organization education and clear policy directives.

The Committee indicated strong support for this advice and concept.

No further discussion or actions were identified. The meeting was adjourned at 5:15 PM.

The next meeting is scheduled for April 12, 2018 @ 3PM, Room 201B, Academy Building.

Signed electronically

Submitted by Carlton D. Hunt, Ph.D.

MPC Chair



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Master Plan Committee
March 8, 2018
Input from Town Manager

My apologies for being unable to attend. Below is an update on

Downtown Revitalization

1. Finalizing mission and work plan for the broad committee.
2. Discussion with state regarding the possibility of implementing a TIF in the downtown area.
3. Need Master Plan Committee to provide additional recommendations once my mission and work plan draft is ready for review.
4. Shooting for May 1 rollout.

Grant Status:

1. After initial positive discussions, did not secure funding for FY2018. Arranging Boston meeting to understand why. Only official response was that the state did not have the funding.
2. No update on branding and wayfinding.
3. OCPC will be approving the technical assistance grant for an update to the Master Plan for Transportation.

Zoning

1. Inclusionary Zoning: No update. New C&ED Director will take up the process when she is up to speed.
2. Air Rights: Same as above.
3. Comprehensive Re-zoning: The Council approved the funding, and the Town Manager needs to complete the drafting of an RFP or hire an attorney to walk us through the process. Early summer timeline.

Dam Safety

1. Carver's Dam: Engineer continues to submit reports to Office of Dam Safety to satisfy the state's requirements. He has also submitted the repair plan to the Office for their input and approval. Once approved we can seek state funding for repair.
2. High Street: I have agreed to join a consortium of agencies looking for additional funding to develop a plan to address the dam, including possible removal and bridge replacement.