Tuesday, April 9, 2019
7:00 PM
Shattuck Street Town Offices
37 Shattuck Street, Room 103

Proposed Agenda
1. Updates about the Common and related items provided to Planning Board and Board of Selectmen (MZ)
2. Updates on liaison effort with the EDC - Lyle
3. Update on Affordable Housing Trust - Anna and Lyle
4. Making Progress with Master Plan Priority Items
   a. Communicating with the public (two way) on progress on implementation.
   b. Littleton Common: Road map- beyond zoning - Anna, Mike
   c. Littleton Station Area Study - Maren
5. Multigenerational/Senior Housing: Master Plan as source and context: aims
6. Land Use: Discussion of "diverse use of Land": developed and not developed land
7. MPIC liaison revisited
8. What is "progress": How to assess and/or measure it?
   Please bring notes and or suggestions based on your professional, business, academic, town/city government experiences that has some bearing on these questions. The aim is to have a MPIC set of guides that are useful for helping us and others in implementing the Master Plan.
   This is intended as first discussion.
9. FinCom and town Finance
10. Member Input
11. Public Input
12. Minutes
13. Next meeting
14. Adjourn

Adjourn

MToohill@littlettonma.org
978/540-2425
MASTER PLAN IMPLEMENTATION COMMITTEE MEETING
TUESDAY, April 9, 2019 AT 7:00 P.M.
Shattuck street Town Offices
37 Shattuck Street
Room 103

Minutes approved 6/18/19

Present: Chair Mike Zeldin and Members Mike Fontanella, Jonathan Liebowitz, Megan Ford, Lyle Webster.
Absent: Members Chase Gerbig, and Anna Hueston

The Pledge of Allegiance was recited and Chair Mike Zeldin welcomed all present.
The meeting was called to order at 7 p.m.

Items on the Town Warrant: MPIC members reviewed the pertinent warrant articles on the May 6, 2019 Town Meeting warrant.

Water Department (#17, Zoning Amendment Aquifer and Water Resource District): Due to an issue with water supply protection, Zeldin asked for a vote of approval to support the water department’s effort to put a restriction zoning onto a portion of the Common. Ford voiced her support. Fontanella made a motion that the MPIC support Article 17, Zoning Amendment Aquifer and Water Resource District. Ford seconded. All in favor, 4:0.

Sewering warrants: two items for discussion - one relates to design funds ($1.5M), and the other involves getting the state to provide a charter that enables a sewering district being formed and becoming eligible for sewer installment federal support (total cost 27 to 31M).

Lyle Webster arrived.

Fontanella made a motion that MPIC support article 21, to petition for special state legislation to authorize Littleton Common smart sewer. Webster seconded. All in favor, 5:0. Fontanella made a motion that MPIC support article 22 to Establish Littleton Common Smart Sewer Enterprise Fund. Liebowitz seconded. All in favor, 5:0.

Affordable Housing Trust: for the board’s information only, no vote required: Zeldin highlighted there is no diversified housing in Littleton. Housing is unaffordable for many, including some working in Littleton, as well as the elderly. The Affordable Housing Trust would address that issue. The mechanism chosen is to use CPA funds, to be administered by the Affordable Housing Trust to promote and establish diversified housing.

Senior Center: Zeldin indicated there is approximately $3M set aside for this matter a senior center. There is a very specific resident petition for purchasing a building on Great Road for that purpose. Town Council has not yet responded if we can be so specific about identifying and purchasing a piece property in the common. Zeldin offered the following as further information on the subject: 2 years ago, when the MPIC plan was developed, it referenced a Multigenerational Community Center. Being discussed here is a Senior Center. The Senior Center will be a public building, and as such, if public funds are used for to purchase it, will be available for public town use with priority given to the building’s designated...
function. Fontanella agreed that we cannot preclude a public building from being used for public needs, if authorized by the board of selectmen.

**Updates on liaison efforts with the EDC and the Affordable Housing Trust:** Webster indicated he and Hueston attended both meetings. The state of housing affordability in Littleton was discussed, and how the MPIC plans point to helping those more disadvantaged to be able to live in town. Very informative meetings.

**Work with the Economic Development Committee:** Webster attended the meeting. Indicated the crux of the meeting was that without a town sewer there is no master plan for revitalizing the Common area. That has to happen if we are going to move in that direction. Expressed concern that the water department has not been invited to attend any of the meetings to discuss the sewer. Zeldin indicated that indeed the water department is present at and participated in every meeting.

Zeldin asked if Webster had heard anything at the meeting about what the EDC can do to contribute to the revitalizing of the common, from an economic point of view, such as reaching out to enterprises and businesses, to let people know what is going on. Webster responded that he mentioned Enterprise Bank is ready to engage, and we need to have Form Base Coding ready before they do.

Also discussed at the meeting: the train station, and the talk about its multiuse being part of the revitalization. Zeldin informed the board that Northern Bank has taken the next step in their conceptualization of their plan for the extensive property they own in the common. Although the plan is preliminary, it reflects the MPIC roadmap.

**Form Based Code:** Zeldin stated the Planning Board is taking over the project for implementing Form Based Code. Hueston, who is helping push that along, is holding a teach-in, and has asked the board to help publicize. It is important that people who own property on the common are made aware of the teach-in. One of the concerns the property owners will ask about is whether the sewer proposal will pass. Need to have the information and be ready to answer those concerns. Must inform them about zoning changes that are part of the land use changes.

**Road Map:** Zeldin indicated he made a presentation to the planning board and the board of selectmen about the road map. Explained it and feels confident that there is better understanding of it now.

**Land Use:** Zeldin requested $12,000 from the town in behalf of the MPIC, to carry out an effort to address the issue of developed versus undeveloped land in town. Currently there is no systematic way of addressing either of those, and the use of space is based on a conversation. Littleton can’t afford to keep doing that since we don’t have that much space. Although 68% of space is open space, not all of it is buildable, not all of it is accessible and much of it is private. We can’t always control what an owner wants to do with their land. We do not have a method of looking at the open spaces. There have been various studies sponsored by the state in conjunction with the town, but none that combine open space and land development, and where they cross. The planning board is going to direct someone to do this. Andrew Sammarco’s open space and recreation committee will start to work on it over the coming year.

**MPIC Liaison:** Zeldin indicated the MPIC role is changing. There are various projects ongoing, and he asked for the board’s opinion on what the board should do while the projects are moving forward. Opened for discussion. Fontanella expressed his opinion that this may not be a good time to start something new. Acknowledged that there is inherent tension between the master plan and the implementation committee, and that if the board decides to “take a break”, it must make sure to revisit
and assess progress. Must develop a process to keep track of project status, date last discussed and what was decided at the time of discussion. That will ensure nothing gets forgotten.

Zeldin presented the following for discussion:

"What is Progress": How to assess and/or measure it?

Zeldin suggested that the board do the following:

1. Assess how much progress is being made on “the big seven” items.
2. Identify the definition of progress for each of those items. Measurable progress.
3. Follow up with the resources working on them.
4. Provide project implementation updates to the community, including progress made.

Fontanella suggested that a strong master plan needs to be implemented, so that it can be continued by future board members.

Town Finance: Zeldin expressed concern about the importance of the town making a greater effort to increase the revenue flow in town. The Point can’t be the only Point. How to bring new business into town? Although not for discussion tonight, he asked the board for direction on what path to follow, if any, to bring it to the attention not only of the EDC, but of all other committees as well. Asked if there is interest in pursuing this “non-master plan” item.

Ford responded yes, eventually. Focusing on the 7 items, and developing a tracking process should be the first goal before the board takes on something new. Webster expressed the opinion that that issue should be addressed by the EDC and the Board of Selectmen. If they don’t have the necessary resources than it will need to be delegated. Agrees that a proactive path is more likely to produce results, sooner rather than later. Zeldin asked the board if they agree with the decision to go to the EDC and Board of selectmen. He offered to then go to the town administrator and present the idea, if the committee feels it’s the right thing to do. After further discussion, the board agreed that is the correct path of action.

Member Input: Ford – expressed she is pleased to see momentum, and to be part of a committee that is laying out the town for future generations.

Webster – encouraged to hear that Andrew Sammarco is willing to look at previously gathered information on developed/undeveloped town land. Regarding town sewer: is looking forward to the town meeting to see if it is going to pass.

Liebowitz – mentioned the annual Patriot’s Day celebration at Liberty Square, to be held on April 19th. Invited others to attend. On another subject not covered tonight, attended a session on the station area and commented on people contributing their ideas, good discussions on what could be done to improve the area, transportation, roads, etc. … certainly fits in with implementing the master plan. Is hopeful it will continue.

Minutes: No updates on minutes.

Next meeting: Zeldin will provide information on the next meeting schedule, approximately a month from now, after town meeting.

Adjourn: Fontanella motioned to adjourn, Webster seconded. All in favor.

DOCUMENTS
Agenda
May 6, 2019 Town Meeting Warrant (Town Clerk’s Office)