

**Master Plan Implementation Committee
Tuesday, September 11, 2012 at 6:30p.m
Room 116, Walpole Town Hall**

Minutes

Attending Members: Ed Forsberg (Chairman), Mike Amaral, Al Goetz, Mary Kent, Roger Turner, Dick Nottebart, and Bruce Norwell. Staff Present: Maura Therrien and Stephanie Mercandetti. Guests: Denise Maleiko and Sue Ferioli.

1. The meeting was called to order at 6:45pm by Mr. Forsberg.
2. Approval of Minutes:

A motion was made by Mr. Forsberg and seconded by Mr. Nottebart to accept the minutes of the June 12, 2012 as written and July 24, 2012 as amended. VOTED UNANIMOUSLY Six (6) In Favor – Mr. Forsberg, Mr. Amaral, Ms. Kent, Mr. Nottebart, Mr. Turner and Mr. Goetz (Mr. Norwell arrived after this vote was taken)

3. Ongoing Business:
 - a. Economic development activities (Ms. Mercandetti)

The Coffee Perch opened. It is owned by the owners of The Raven's Nest. Conrad's opened and has been quite busy. Ms. Mercandetti is applying for a small technical assistance grant for \$10,000 and is due by the end of the month. The purpose is to offer a Best Retail Practices Program using the services of Christine Moynihan from Retail Visioning. The program consists of one workshop and one-on-one consultations for up to eight businesses. Topics of interest include improving marketing, communication, inside and outside store appearance and a final report. The Chamber of Commerce will be working with Ms. Mercandetti on this program. A request has been submitted to the Capital Budget Committee, on behalf of the Board of Selectmen, for \$600,000 to fund the design for downtown streetscape improvements. It will be a public process that would include input from the Board of Selectmen, boards and committees, businesses and residents. The result will be more businesses, restaurants, and improved appearance of the downtown area.

- b. Housing Partnership Update (Mr. Norwell/Ms. Mercandetti)

Mr. Norwell and Ms. Mercandetti have requested funding this fall to update the Town's Housing Production Plan. The Plan is a five-year plan set to expire January 6, 2013. Funding (\$15,000) is needed for consultant services primarily to do the housing needs analysis and mapping, which is the bulk of the plan. There is a grant program through the MA Department of Housing & Community Development that has reopened due to some recaptured funds. Updating the Plan is an eligible activity. Ms. Mercandetti has been in contact with the state as the Town would need the go-ahead before applying. Town funds

are needed should we not be successful in our bid for grant funding. Mr. Forsberg spoke about conversion of market units which could qualify some existing units to be added to the Town's subsidized housing stock. Mr. Norwell mentioned that more steps needed to be taken first before that could happen. In addition, Mr. Forsberg also mentioned inclusionary zoning as a tool. Ms. Mercandetti suggested that the Planning Board and Housing Partnership should work together in drafting a bylaw to be proposed for a future Town Meeting.

c. Review of Open Space and Recreation Issues (Mr. Goetz/Ms. Mercandetti)

The draft Open Space and Recreation Plan is still at the state awaiting approval. Ms. Mercandetti mentioned Article 14, which calls for funding improvements to Memorial Park. These improvements include repaving the parking lot and the addition of bleachers, a shade structure and basketball court to the Park. The article is necessary as the Town applied for a state grant of which the Town would be reimbursed for 58% of the cost of the improvements. More recently, it was brought to light that the wading pool has plumbing issues. It is being looked into if there is any way to amend the grant proposal.

d. Municipal Facilities RFP Committee Update (Mr. Power)

Ms. Mercandetti read an email from Mr. Power, who was unable to be present this evening but wanted to provide an update on the study. The Maguire Group has visited all facilities and met with all departments. Only discussion left is with town forest folks. They've created conceptual drawings for major needs and are looking at footprints and circulation, traffic flow and parking on major spots of land. They've looked at boundaries, restrictions, etc. on those sites. Sites include DPW, downtown campus, South St. and a couple of others. They have not looked at the Robbins Road parcel but do like the VFW space. The Maguire Group is on schedule for the initial report in mid-Oct. The Committee is expected to meet in the next couple of weeks. The Maguire Group may not come up with anything very new, but more detail, some discoveries of need about schools, etc. and better detail.

e. Spring Brook Trail/Park Project (Mr. Nottebart)

Mr. Nottebart reported that the specifications were developed over the summer and advertised in late August. Responses are due back on Wednesday, September 19th at 11:00am when the bid opening will occur. Greg Sands, Paul Yingling and Professor Dulaski met with Mr. Nottebart, Mr. Goetz, Ms. Hershey and Ms. Mercandetti in August to iron out some details. They were able to recruit the services of a firm that will do the drawings and installation of the footings at no cost. It would be ideal if the footings could be done in October. The professor stated that he could get the necessary maps. Planned the topography, the paths, and the signage. The signs will give credit to NUASCE, and the town. The contract will have to be awarded by the Board of Selectmen before anything else can happen. A subcommittee was formed to review the bids. Included in that group will be Mr. Goetz, Mr. Turner, Mr. Nottebart, and Ms. Kent who will work with Mr. Jim Johnson, and Ms. Walker.

4. Correspondence: None.
5. Any Other Business: Mr. Patrick Shield has been appointed by the School Committee as their representative. The appointment is expected to be ratified by the Board of Selectmen on September 18th.
6. The next meeting is scheduled for October 9, 2012.
7. Adjournment is moved by Ms. Kent and seconded by Mr. Amaral. The meeting was adjourned at 7:45pm.