

**Master Plan Review/Update Committee**  
**Regular Meeting**  
**AGENDA**  
**Wednesday, July 14, 2021**  
**Virtual Meeting**

**THIS MEETING WILL BE BY REMOTE PARTICIPATION ONLY**

Interested parties are welcome to participate:

Join Google Meet: <https://meet.google.com/kfr-epcj-jri>

Call-in Number: [1 470-328-5891](tel:14703285891) PIN: [688 378 896#](tel:688378896)

**Chair's Announcement** – Under MGL Chapter 30A, section 20(f) – The meeting is being recorded. Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020, and June 16, 2021 Orders imposing strict limitations on the number of people that may gather in one place, this meeting of the Master Plan Review/Update Committee is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to listen to or view this meeting while in progress may do so by following the remote links above. A video recording of this meeting is posted on the town's website. ([www.westport-ma.com](http://www.westport-ma.com))

**MASTER PLAN REVIEW/UPDATE COMMITTEE MINUTES**

Co-Chairman Mark L. Schmid called the meeting to order at 4:01 p.m. with members, Co-Chair David Cole, Robert Daylor, Henry Lanier, Manuel Soares, Ann Boxler, and Town Planner Jim Hartnett were in attendance. Jim Whitin joined the meeting at 4:27 p.m.

Schmid read the virtual meeting notice into the record. This is the eighth meeting of the Master Plan Review/Update committee.

**Call to order 4:00 p.m.**

**1. Minutes**

June 14, 2021

**Motion**

Daylor moved to approve the minutes of June 14, 2021. Seconded by Cole. Upon a roll call vote being taken, members Cole, Daylor, Lanier, Schmid, and Soares voted aye and the motion carried 5-0. Ms. Boxler abstained.

**2. Chapter Reviews**

**a. Traffic**

Daylor discussed if the goals are still relevant, what progress has been accomplished, and what goals should be set for the future.

Cole and Whitin recommended establishing a public works department to oversee a possible new water and sewer facilities.

Cole inquired whether the Town Planner could solicit feedback from Town Council on how to amend the charter for water and sewer.

### **Motion**

Cole motioned to submit a request to the town attorney through the Board of Selectmen on the proper procedures to implement a Public Works Department and how to institute water and sewer districts. Seconded by Daylor.

Cole rephrased his motion to formulate wording of a request for exploring what's needed to establish a Department of Public Works and other related services going forward in the town.

Cole withdrew his motion.

Ms. Boxler proposed summarizing the Master Plan Committee's goals and presenting them to the Selectmen.

Daylor noted some changes made to Chapter 10, Town Meeting authorized \$250,000 for sewer design along the Route 6 corridor.

### **3. Discussions**

#### **a. Master Plan Update: An outline**

Members volunteered to write a few paragraphs on the accomplishments and challenges for the 14 topics.

1.	Implement the priority projects recommended in the Water Plan	Cole & Daylor
2.	Establish a suitable administrative structure for managing new more complex public works activities	Cole, Schmid
3.	Address the Town's fiscal structural deficit	Cole, Possibly Finance committee & BOS
4.	Support implementation of the strategic plan for the school system	Cole
5	Prepare, adopt and implement a plan for the disposition of the old High School	Hartnett
6	Adapt zoning regulations to guide Route 6 corridor and similar development areas	Daylor & Whitin
7	Address the various housing needs as recommended in the Housing Plan	Lanier
8	Decide how best to develop high-speed internet service throughout the Town building on the base being established with the new fiber-optic system.	Cole
9	Achieve full use of the new athletic fields and other facilities at Town Hall Annex	No volunteers
10	Develop zoning regulations for limiting forest removal to accommodate new large-scale solar installations.	Bullard, Daylor, Whitin
11	Develop a comprehensive multi-year capital plan including upgrading facilities for the Highway Department, Senior Center, and Town Offices.	Hartnett, Schmid
12	Undertake a study of Town departments in terms of allocated resources, personnel, and manpower to prepare recommendations for an updated administrative	Cole, Schmid

	structure to manage the increasingly complex needs of a growing town,	
13	Complete Veterans memorial and install columbarium at Beech Grove Cemetery	Cole has someone in mind.
14	Appoint independent Cemetery Commission to replace Select Board and be responsible for the management of cemeteries.	To be combined with #13.

b. Comparative fiscal analysis

Cole to set up a meeting with the Finance Committee and possibly the Board of Selectmen.

#### **4. Other Business**

##### **Next Meeting**

August 11, 2021 @ 4:00 p.m.

##### **Adjournment**

Daylor motioned to adjourn the meeting, seconded by Cole. Upon a roll call vote being taken, members Bullard, Daylor, Schmid, Soares, and Whitin voted aye and the motion carried 5-0.

Respectfully submitted,

James Hartnett, Town Planner

Nadine Castro, Assistant Town Planner II