

Medfield Townwide Master Planning Committee Charter

(Adopted January 8, 2019)

Committee Composition

Fifteen (15) members appointed by the Board of Selectmen. Seven (7) will be at-large members. Each of the following boards or committees will appoint one member of the committee:

Planning Board
School Committee
Parks & Recreation Commission
Warrant Committee
Conservation Commission
Water & Sewer Board
Permanent Planning & Building Committee
Board of Selectmen
Ex-officio: Town Planner, Town Administrator (or her designee)

Term: through the 2020 Annual Town Meeting

Meetings: the Committee will set its own meeting schedule but is expected to meet at least monthly. The Committee may also form one or more subcommittees to address specific aspects of the Master Plan.

Responsibilities

- A. Master Planning Consultant. The Committee is authorized to retain one or more consultants to support the committee, subject to managing the cost of these consultants to stay within the budget provided by the appropriation approved at the 2018 Annual Town Meeting. The Committee shall evaluate RFP responses, and submit recommended consultants to the Board of Selectmen for approval of planned contracts.
- B. Process Plan. As a first step after formation of the Committee, the Committee shall develop a detailed process plan, to include the identification of planned consultants whose assistance is desired, for the completion of the Townwide Master Plan.
- C. Compilation and Assessment. As part of the process, the Committee shall identify all current plans or planning efforts completed or underway in Medfield that may satisfy the requirements of a Townwide Master Plan under MGL Chapter 41 Section 81D. To the extent possible such existing plans or planning efforts should be incorporated into the Townwide Master Plan to avoid duplication of effort.

D. Financial Impact: The Committee, in the final draft Townwide Master Plan, should evaluate the financial effects to the Town and taxpayers of any proposed actions in the Master Plan, including particular components thereof. Any financial assumptions used shall be based on the best current projections concerning Massachusetts' population, overall number of schoolchildren, and trends in technology and housing preferences.

E. Specific Issues to Address.

1. Location of Parks & Recreation Building: As part of the master plan, the committee should analyze the appropriate location of a new Parks & Recreation building. This is a strategic issue for the town and the Master Plan should evaluate the best location (from a planning standpoint) of that building as part of the municipal facilities master plan.
2. Commercial development and zoning: an important town goal as identified by the Board of Selectmen is responsibly increasing our commercial development to relieve the tax burden borne now by residential taxpayers. As part of the Townwide Master Plan, the committee should look to enhance our ability to attract commercial development that is consistent with the town's character. The committee should review whether our current zoning plan fits with the current and projected demands of the marketplace and recommend any zoning changes that would make Medfield more attractive to commercial development, along with any improvements to current commercially zoned town-owned property that could increase the attractiveness of that property to developers.
3. Residential Development: In addition to developing plans to increase Commercial development, the Master Plan should also evaluate strategies to enhance tax-positive residential development. The committee should review whether our current zoning plan fits with the current and projected demands of the marketplace and recommend any zoning changes that would make Medfield more attractive to the types of residential development that would increase the tax base without a corresponding increase in the cost of town services to support the additional development.
4. Beyond evaluating opportunities for tax-positive residential development, the Master Plan should also address how the town can best accommodate demand for 40B housing, community housing, and non-subsidized senior friendly housing, both with respect to locations, and with respect to design guidelines.

5. Town Land. The Committee shall evaluate parcels of town-owned land and consider, as part of the Master Plan, any parcels of land that might be sold to further town goals such as increasing commercial development, affordable housing, or senior housing.

The Committee should also take a comprehensive look at open space in town and identify actions that town should take to ensure full, ongoing access to this land, to include the identification of maintenance activities required to maintain the land and ensure its accessibility by people who want to enjoy the open spaces.

6. Improved Options for Travel Within Town. The Committee shall examine ways to best make major centers of activity in town more accessible to both vehicular and non-vehicular travelers, to include bike access and pedestrian access. Specific points to consider should include, but not necessarily be limited to, plans for sidewalk construction, cross-walks, bike lanes, and pedestrian pathways.
7. Town Infrastructure. The Committee shall assess the compatibility/ consistency between the town's long-range plans for development and long-range plans for town infrastructure development to ensure that both sets of plans are effectively supportive of the overall direction being taken by the town.

To put this another way, the Committee is being asked to “put a stake in the ground” that describes an optimal path for the town to take, moving into the future. Key questions might include making recommendations on the degree to which Medfield should deliberately plan to become a larger town, as well as what the general mix between commercial and residential development should be to best support the financial needs of the town. This might be best accomplished by creating a “planning scenario” that looks 20 – 30 years into the future and answers questions like the following:

- How big will Medfield's population be?
- How will the demographics of the town's population change from an economic, social, and age standpoint?
- How will the configuration of the town's tax base change?

Deadlines and Deliverables

1. Completion of a Townwide Master Plan for submission to the Planning Board and to the 2020 Annual Town Meeting. In practice, this means the draft Townwide Master Plan should be substantially complete by the end of January 2020.

2. The Committee should prepare a draft RFP(s) to recommend to the Board of Selectmen the selection of a planning consultant or consultants early in the Committee's efforts.

3. If possible, the committee should follow the proposed schedule set forth in Attachment A. Board of Selectmen approval is not needed for changes in that schedule that will not alter the deliverable date for the Townwide Master Plan set forth herein. If the committee wishes to deliver the Townwide Master Plan at a later date, it should make a request to do so to the Board of Selectmen no later than October 1, 2019.

This charter may be amended by a vote of the Board of Selectmen.

ATTACHMENT A

Task		Target Date
1.	Appoint Steering Committee	January 15, 2018
	Meeting frequency - first meeting is expected to be held in February	February, 2019
2.	RFP Approved by BoS	Target Date - February, 2019
3.	Issue RFP	NLT March, 2019
4.	Recommendation to BoS	March, 2019
5.	Contract Review	March 31, 2019
6.	BoS Sign Contract	April 2, 2019
7.	Substantially Complete Master Plan	January 31, 2020
8.	Master Plan Approval by BoS & PB	March 31, 2020
9.	Master Plan Adoption at 2020 ATM	May 4, 2020