



TOWN OF TEWKSBURY
TOWN CENTER MASTER PLAN COMMITTEE
1009 Main Street
Tewksbury, MA 01876

Meeting Minutes
June 16, 2015

The meeting was called to order at 7:30 p.m. at the Pike House. Present were Steve Johnson, Rob Bodoni, Brian Charron, Scott Wilson, Jackie Stone, Bruce Panilaitis, and Jonathan Ciampa. In addition, representatives of Cecil Group were present as well: Ken Buckland, Christie Apicella, and Alison LeFlore.

Mr. Panilaitis opened the meeting with a summary of the administrative meeting held on May 18th with Cecil, Town Manager Richard Montuori, Community Development Director Steve Sadwick, TCMPC Chair Bruce Panilaitis, and TCMPC Vice Chair Jonathan Ciampa. The administrative meeting focused on the timeline and milestones for the project as proposed in Cecil's response to the RFP.

Review of Timeline & Milestones

Mr. Buckland guided the committee through the proposed timeline (attached).

An initial public visioning meeting will be held on September 15, 2015 to obtain direct public input into the vision for the center. A second public meeting would be held in October or November where a draft plan, based on the public and committee inputs would be presented. There was an extended discussion with regards to the role of the committee during the visioning process. The consensus was that the committee members would limit their personal inputs at the various public sessions.

Timeline Specifics

The committee voted to set the first Public Visioning Session for 7:30 pm on September 15, 2015. The location would be determined by the Chair and Vice Chair in consultation with Town staff, but the Senior Center or High School were discussed as options.

MOTION: Mr. Ciampa made the motion; seconded by Mr. Wilson and the motion carried 7-0.

The committee voted to tentatively set the second Public Session for 7:30 pm on November 12, 2015. The location would again be determined by the Chair and Vice Chair in consultation with Town staff, but the Senior Center or High School were discussed as options.

MOTION: Mr. Ciampa made the motion; seconded by Mr. Wilson and the motion carried 7-0.

Ms. Apicella, the traffic consultant with Cecil requested documentation regarding current and proposed plans for construction in and around the Center. Mr. Panilaitis indicated he would ask Steve Sadwick to forward those to her.

Mr. Buckland suggested that one of the first steps for their work would be a site walk through the Center. Committee members would be invited to join them once it was scheduled.

Additional meetings with Cecil and the Committee were tentatively scheduled for October 22nd, with a second meeting to be scheduled after the second public session.

Next Steps

There was a short discussion regarding how to best handle information gathered through interviews with stakeholders in the center. Mr. Buckland suggested collating all of the info into a series of anonymous comments in order to promote an open and honest dialogue with the residents and the committee agreed.

Mr. Panilaitis suggested that in order to simplify the communication between the Committee and the Cecil Group that all contact would be made through the Chair and Vice Chair and then disseminated to the rest of the members.

Mr. Panilaitis raised the question of publicity for the efforts of this process. Social media was discussed and it was decided that a Facebook page would be generated specific to the project but no other accounts (Twitter, etc.) would be made. It was decided that Mr. Panilaitis and Ms. LeFlore would serve as administrators on the Town Center Facebook Page. It was noted that the existing Town accounts could also be used to announce public sessions and other meetings.

Study Area

In order to ensure that the Committee and Cecil Group were on the same page with regards to the scope of the project, the study area and priorities of the committee were discussed. The study area was described as the region of the Center roughly defined by the Police Station, Center School, Library, and Senior Center. The Rails Trails project was discussed as an opportunity to integrate with that project and to increase the amount of non-automobile traffic in the Center.

Ms. Apicella discussed the traffic challenges related to East Street and the extension that crosses in front of the Congregational Church, and what the potential was for closing that extension and rerouting it to the main intersection. The committee members expressed for the notion but would review it in the eventual plan.

Adjournment

MOTION: Mr. Johnson made the motion to adjourn; seconded by Mr. Wilson and the motion carried 7-0.

Approved: 1/19/16 by committee vote

