

TOWN OF CONCORD
Junction Village Open Space Task Force
Committee Charge

A. Purpose

The Concord Housing Development Corporation (CHDC) owns a 12.8 acre site known as the Junction Village property located at the end of Winthrop Street in West Concord. The site, formerly owned by the State, is designated to be used exclusively for affordable housing and open space purposes. A Comprehensive Permit has been approved for the development of an affordable assisted living facility on approximately half of the site in 2017. The CHDC is interested in having assistance from Concord residents and a public process for the planning and design of the remaining half of the site as public open space, and has asked the Town to appoint a Junction Village Open Space Task Force to assist in the planning and design of the open space.

The Select Board establishes the Junction Village Open Space Task Force with the following duties and responsibilities and membership.

B. Duties and Responsibilities

The Junction Village Open Space Task Force shall work with the CHDC and with Town staff in the Department of Planning and Land Management and the Regional Housing Services Office to prepare an Open Space Master Plan. After reviewing relevant plans and reports, the Task Force will engage in a public planning process for the 6.68 acres of resource area identified in the comprehensive permit for conservation restriction as well as the 1.43 acres of open space identified as the 'triangle' or meadow area. The Plan shall consider the proposed location of a pedestrian sidewalk and path along the driveway to the facility and connection to the Bruce Freeman Rail Trail across a meadow area. The Plan shall incorporate accessible and assessed trails for public use as well as defining areas for habitat protection and advancement.

The Open Space Master Plan shall include:

- A description of the conservation values of the proposed resource area
- A tree inventory of trees 12-inches and greater diameter at breast height (DBH)
- Invasive species identification and remediation plan
- Location and design of trails, meadow areas, habitat
- Site furnishings (such as benches, bike racks and informational signs)
- Consideration of areas suitable for public artwork
- Inclusion of areas for contemplation and/or gathering of small groups
- Consideration of non-motorized boat/kayak/canoe access to the Assabet River

The Open Space Master Plan is expected to provide sufficient information to secure funding for design and construction, and for preparation of a Conservation Restriction. The Plan shall satisfy the Site Planting Plan requirement in the 2017 Comprehensive Permit and include preparation of a Baseline Documentation Report of the restricted land that shall be conducted in accordance with Mass Audubon's Massachusetts Conservation Restriction Stewardship Manual (March 2006), or as approved by the Division of Natural Resources. The Plan should include basic design specifications, preliminary or estimated costs, phasing recommendations (as appropriate) and a long-term maintenance plan with associated costs.

In order to provide the Task Force with basic information needed to begin the planning process, the CHDC will provide funding for a qualified consultant to collect additional information about the site that shall be incorporated into the existing Survey plan as follows:

- Delineation of the existing 200-foot Riverfront Area;
- Location and identification of significant trees (12-inch DBH or greater);
- Location and identification of large patches of invasive plant species;
- Location of meadow areas and site features (such as the existing two stands of sumac);
- The location of the existing/proposed emergency access easement over the Massachusetts Department of Corrections property;
- The location of the proposed drainage easement area as shown on the approved 2017 Comprehensive Permit plan.

The CHDC will also engage the services of a Landscape Architect with specialties in designing in ecologically sensitive areas, as well as trails, meadows, and recreational facilities to assist the Task Force with preparing the Junction Village Open Space Master Plan and facilitating a public outreach process. The Landscape Architect must be familiar with Open Space planning from a municipal perspective, sustainable design and practices/methods to ensure long-term community goals and be willing to work closely with the project stakeholders for development of the plan.

Milestones of the Junction Village Open Space Master Plan process:

- Working with staff from the Department of Planning & Land Management and the Regional Housing Services Office, review and analyze the 2016 Junction Village Open Space Planning Study and the approved 2017 Comprehensive Permit along with other relevant plans
- Plan and conduct a public process to receive public input
- Using input from the public process and from CHDC, refine and develop preliminary plans for the Junction Village Open Space and present an interim report to the CHDC and Select Board
- Present findings and initial recommendations in a public forum to receive feedback from Town citizens on the proposed Plan and incorporate additions and revisions as needed.
- At the conclusion of its work, the task force shall submit a final Junction Village Open Space Master Plan to the CHDC and the Select Board by September 2019.

The Town Manager is responsible for assigning appropriate staff to assist the Task Force in this work. The CHDC is responsible for overseeing the funding and contracting associated with development of the Open Space Master Plan.

C. Membership

The Junction Village Open Space Task Force shall be appointed and charged by the Select Board. Members will be appointed for a one year term (to be extended for an additional six months if needed). The Task Force shall consist of five voting members, as follows:

- One member from the West Concord Advisory Committee (recent or current);
- One member from the Natural Resources Commission (recent or current);
- One member from the Historical Commission (recent or current);
- One member from the Commission on Disability or Council on Aging (recent or current);
- One member at large.

In making appointments to the Task Force, the Select Board shall endeavor to find qualified candidates who represent a variety of backgrounds and interests. The goal is to have a Task Force which has a mix of gender, age and geographic distribution from the community.

D. Other Considerations

The Task Force shall appoint a Chair and Vice Chair to guide its efforts and a Clerk to maintain the record of the Task Force. The Task Force shall establish regular meetings and shall abide by the Massachusetts Open Meetings Law and Town General Bylaws.

The Junction Village Open Space Task Force is responsible for conducting its activities in a manner which is in compliance with all relevant State and local laws and regulations, including but not limited to, the Open Meeting Law, Public Records Law and Conflict of Interest Law. The Committee shall consult with the Town Manager concerning the allocation of town staff or financial resources toward this effort.