

NP&EDC

PACKET

DECEMBER 5, 2019



MEETING POSTING

RECEIVED

2019 DEC 03 AM 10:15
NANTUCKET TOWN CLERK
Posting Number:T 1152

TOWN OF NANTUCKET

Pursuant to MGL Chapter 30A, § 18-25

All meeting **notices and agenda** must be filed and time stamped with the Town Clerk's Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays and Holidays)

Committee/Board/s	Nantucket Planning & Economic Development Commission
Day, Date, and Time	Thursday, December 5, 2019, at 11:30 am
Location / Address	2 Fairgrounds Road, Nantucket, MA □ Planning & Land Use Services Conference Room
Signature of Chair or Authorized Person	Mike Burns, Transportation Planner Eleanor Antonietti, Zoning Administrator

WARNING: IF THERE IS NO QUORUM OF MEMBERS PRESENT, OR IF MEETING POSTING IS NOT IN COMPLIANCE WITH THE OML STATUTE, NO MEETING MAY BE HELD!

NP&EDC

AGENDA

www.nantucket-ma.gov

PLEASE LIST BELOW THE TOPICS THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING.

- I. Call to Order:
- II. Establishment of Quorum:
- III. Approval of Agenda:
- IV. Approval of Minutes:
 - November 18, 2019
- V. Public Comments:
- VI. Action / Discussion Items:
 - A. Approval of Contract with Weston & Sampson to update the Open Space and Recreation Plan
- VII. Other Committee Reports

VIII. Other Business

IX. Adjournment

October 28, 2019

Andrew V. Vorce, AICP
Director
Nantucket Planning and Land Use Services
2 Fairgrounds Road
Nantucket, MA 02554

Re: Nantucket - Open Space + Recreation Plan Update

Dear Mr. Vorce:

Weston & Sampson is pleased to submit this proposal to assist Town of Nantucket representatives of the updating of the 2007 Open Space and Recreation Plan (OSRP). We look forward to working closely as data is gathered, park and open space properties (with both active and passive recreational amenities) are inventoried and a public information process unfolds.

It is important to note the following:

- The Town has forwarded to us a variety of documents that will aid in the updating in the 2007 Open Space Plan. The documents include parts of previous OSRP filings, other data, maps, plan report edits and so forth.
- The last recorded and approved OSRP is dated July 25, 2007, although it is noted to have been updated on October 6, 2008.
- A February 22, 2010 letter from Melissa Cryan, Grants Manager at the Executive Office of Energy and Environmental Affairs, issued approval of the Open Space and Recreation Plan and further noted that the plan would be in effect through October of 2012. In October 2012 the plan expired.
- A now disbanded planning firm completed some edits to the 2007 OSRP (and those edits dated 2013 and 2014) have also been turned over to us for use in updating the OSRP.
- Weston & Sampson is completing a Nantucket town-wide recreation facility study and information gleaned from this endeavor will be useful to the OSRP updating process.

Making use of the documents referenced above and other documents, our project approach and scope of work will include:

Project Approach and Scope of Work

To complete the open space and recreation planning effort, we have identified a project approach which includes a series of five specific tasks. At a project kick-off meeting with town staff, we propose that this approach be discussed, validated and refined in order to provide the most value to the Town of Nantucket. Of particular note, all work shall be performed in a manner that is consistent with the Commonwealth of Massachusetts, Executive Office of Environmental Affairs *“Open Space Planner’s Workbook”* with a stated outcome that yields the adoption of an official Open Space and Recreation Plan by the Town of Nantucket.

The five primary tasks associated with the updating of the 2007 Nantucket OSRP include the following:

Open Space Plan Update | Primary Tasks

1. Basic OSRP Plan (Report) information updates
2. Interaction with Town Departments, Boards/Commissions and basic public outreach
3. Needs Analysis
4. Formulation of Goals, Objectives and 7-Year Plan
5. Final Report (including all needed revisions)(with certain tasks delegated to town entities)

The five primary tasks are further described as follows:

Task 1 - Basic Information Updates

During this phase we will meet with town representatives to review and to confirm the delegation of work efforts, desired project schedule, and identify basic project goals, objectives, and methodology for completing the OSRP update. Basic information updates to the OSRP shall include:

- All pertinent demographic and economic data from the latest US Census and other sources
- Update to Nantucket's ADA accessibility survey as it pertains to open space and recreation facilities
- Walk-through surveys and inventories of pertinent lands of conservation and park and recreation use and interest to identify the existing conditions of facilities and features.

Weston & Sampson personnel will visit, record observations and update all inventories for town park and open space properties and compile information for other privately-owned properties as appropriate.

Our field reconnaissance will characterize existing conditions and physical features, both natural and manmade, vegetation, topography, drainage characteristics, wetlands, streams, buildings, roads, drives, walks, active and passive recreation facilities, and utilities. Our landscape architectural staff members will review the sites to determine both the opportunities and constraints of the land for supporting existing, refurbished, or new facilities and infrastructure. We will also compile information for other private, non-profit or state/federal park and open space assets located within town.

After the field reconnaissance, inventories and existing conditions assessments will be completed and all findings will be reviewed with town representatives and then refined with any additional insights or information that may be provided to us. The work completed during this phase will yield narratives, and photographs identifying and summarizing all findings for incorporation into the final OSRP report.

To the extent possible, we will make use of other available documents that might provide relevant information including various prior iterations of the OSRP and ongoing work by Weston & Sampson on multiple park and open space project initiatives.

We have established a methodology for performing thorough and consistent park inventories. This will aid in our analysis of the town's most urgent needs and develop an order of priority for improvement and renovation and include capital/operational funding requirements and phasing considerations. A standard inventory format will be used to report on conditions at all park and open space properties. The information will be compiled and contained within the Appendix of the final OSRP.

Task 2 - Interaction with Town Departments, Boards/Commissions and Public Engagement Process

In conjunction with the update of the OSRP, and beyond regular interaction with the Planning Department, we anticipate meeting with and coordinating with the Conservation Commission and other designated Departments/Commissions as they are also likely to have a stake in the updating of the OSRP.

We will also assist the town with a basic public outreach process in order to obtain input and support. We anticipate holding one or two public meetings in this regard. The first meeting will identify the purpose of the OSRP update process. The second meeting will identify findings introduce the DRAFT OSRP Action Plan, perhaps the most critical component of the plan.

We will also reach out to private land stewards that may have jurisdiction over certain publicly accessible open space assets in Nantucket. At Weston & Sampson, we pride ourselves on our collective ability to undertake meaningful public outreach that helps to build benefactors and an advocacy network that will help secure funding for future improvements, expansions, and maintenance within Nantucket's open space system. We will also make use of the recent web-based Open Space and Recreation Survey, particularly related to identifying public preferences and needs.

Task 3 - Needs Analysis

To facilitate the needs assessment work, Weston & Sampson personnel will meet with departments, committees and other designated stakeholder organizations that are presently providing active and passive recreation related services to the community. The outgrowth of the work of this phase will be a summary of community needs and preferences related to the management, maintenance, and improvement of existing parks, recreation, and open space assets.

The needs assessment efforts will recognize:

- Conditions of existing assets
- Use levels and usage patterns within the park and open space system
- Community preferences
- Current programs and participation rates within the public open space and recreation system
- The need to provide appropriate access to disadvantaged residents
- The need to provide for a fully integrated and connected open space system overall
- The need to provide open space investments that are in concert with SCORP and NRPA standards

Need priorities will be established as an outgrowth of all inventory and analysis work and with the input received from town representatives and the larger open space community through the outreach process. The prioritization of needs is important to establish the most critical community needs during the early stages of plan implementation.

When considering needs, it is important to also chronicle recent progress. To this end, we will update listings of recently completed or presently planned public park, recreation and open space expenditures and acquisitions within Nantucket.

Task 4 - Formulation of Goals, Objectives, and the 5-Year Action Plan

Having conducted Tasks 1, 2, and 3 as described previously, Weston & Sampson will work with town representatives to establish a list of goals and objectives and to establish the seven-year action plan for improvements. Products shall include:

- Development strategies for various park, playground, and open space properties
- Development strategies for new types of recreational facilities including additional fields, courts, playgrounds, skate parks, splash pads, walking trails, dog parks
- Strategies for integrating public access to waterfront resources and town-wide or regional pathway and trail systems
- Budget estimates for action items and funding strategies for action items
- Prioritization of all actions and corresponding timelines for implementation

Task 5 - Final Report

Under this phase, Weston & Sampson will complete a DRAFT and FINAL Open Space Plan report for review and consideration by town representatives. Distribution will include the Conservation Commission and other designated entities. The Plan will be prepared in accordance with State recommendations and include:

- Plan Summary
- Introduction
- Community Setting
- Environmental Inventory and Analysis
- Inventory of Lands of Conservation and Recreation Interest
- Community Vision
- Analysis of Needs
- Goals and Objectives
- Seven Year Action Plan
- Public Comments
- Plan References
- Appendices (Including ADA checklists, inventory forms, public meeting outcomes)

We will make an initial submittal of the DRAFT OSRP to the town for review and consideration. Upon the receipt of town comments, we will then prepare the FINAL DRAFT OSRP for submission to DCS and other designated entities. After their reviews, we will make all suggested changes and refinements to the document for issuance of the final plan. When complete, we will furnish the document to the town in an electronic format.

Project Timeline

We have established a timeline of approximately 120 days to complete the DRAFT OSP with an additional 30-45 days to receive input from the state and finalize the report. We are available to expedite this if desired by the town. Basic milestones, to be reviewed and revised as desired at the outset of the project, include the following:

Task or Milestone	Date
Project Kick-off Meeting	January

