



Master Plan Committee

SUBCOMMITTEE/TASK FORCE WORKSHEET

ECONOMIC DEVELOPMENT

HOUSING

OPEN SPACE & RECREATION

NATURAL & CULTURAL RESOURCES

SERVICES & FACILITIES

CIRCULATION & TRANSPORTATION

IMPLEMENTATION

Begin your task force work by reviewing the 2001 Master Plan for information pertinent to your focus area. Ask yourselves the following questions, and provide a bullet-point list of answers for each: *

- What issues were addressed?
- What were the recommendations?
- To your knowledge, were these recommendations implemented?
- If not, why?

*Please compile all information in word format.

Your task force will help focus thoughts and gather much-needed information to be presented to the community (at community forums, in workshops, and in the plan itself). In most cases you should be able to find most of the information you need in the resources I provided as well as utilizing some of the input from the surveys but please don't hesitate to contact me if you need anything else. In addition, some terms and ideas can be searched on the internet or by utilizing other community's efforts.

While your group is compiling information, please start a "NEED IMAGE/PHOTO OF" list of places/things of significance. This list will be used to garner help from student photographers in obtaining up to date photos and images for both public forums and in the final Master Plan.

MRPC - Regional Information - <http://www.mrpc.org/>

Circulation/Traffic	
Public transportation	<p>Please review route maps and improvement plans on the MRPC website. http://www.mrpc.org/transportation/pages/regional-transportation-plan What public transportation options exist in our town? In our region?</p> <ol style="list-style-type: none"> How long does it take to ride the bus from Winchendon to Gardner? How much does the trip cost? How frequent is the service? Explain briefly the tentative plans for passenger rail service. What other transit (not necessarily public) options serve our town? How might someone without a car go from their home in Winchendon to classes at the Mount or Fitchburg State?
Roads and Vehicular traffic	<p>Please review Traffic Count data at MRPC http://www.mrpc.org/search/apachesolr_search/traffic%20count And consult with DPW regarding future projects.</p> <ol style="list-style-type: none"> Where in town is traffic volume the highest? Does it peak at particular times or seasons? Where are there dangerous intersections? Do you know what makes them dangerous? Are there any plans to improve them? Which roads are maintained by the State and which by the Town? How should our process and the resulting Master Plan incorporate, or respond to planned reconstruction projects?
Parking	<ol style="list-style-type: none"> Where are parking requirements set forth? How are these decided? How much parking is required for the following typical uses: (1) single family home, (2) 2,000 square foot restaurant, (3) 1,000 square foot retail store, (4) a 20,000 square foot retail store, (5) a mixed use building?
Bicycling	<p>Please review trail map at MRPC http://www.mrpc.org/home/pages/community-trail-maps and information on costs available at Dept. of Planning & Development</p> <ol style="list-style-type: none"> What are the plans for a county-wide bike path? Where are the possible routes through our town? How much does it cost to construct a typical mile of off-road bike path? Where are the problem intersections for bicyclists?

Pedestrians	<p>Please consult with DPW as needed.</p> <ol style="list-style-type: none"> How wide is a typical sidewalk? Who maintains sidewalks in winter? How much does it cost to build a typical 500-foot length of sidewalk? How do different widths, materials, or design choices affect the price? What are the problem intersections for pedestrians?
Bridges	<p>Please review MassDOT site at http://www.massdot.state.ma.us/highway/Main.aspx and consult with DPW as needed.</p> <ol style="list-style-type: none"> How many vehicle bridges are there in our town? How many are maintained by the Town vs. the State? Which ones? Are any bridges in need of repair or replacement within 5 years? Which ones? 10 years? Which ones? What might costs to the Town be?
Economic Development: SOME COMPLETED BY MRPC – review draft	
Summary	<p>Review the Montachusett Regional Strategic Framework Plan at: http://www.mrpc.org/economic-development-district-medd</p> <ol style="list-style-type: none"> What does “economic development” mean to you? With that in mind, what do you think are five economic development strengths or opportunities of the region? Of our town? Similarly, what are five weaknesses of the region? Of our town?
Employment	<p>Review the draft Economic Development supplied by MRPC as well as the most recent Town reports (if needed)</p> <ol style="list-style-type: none"> In which sectors are most people in the region employed? What are the top 10 employers in the region? What are the top 10 employers in our town?
Infrastructure	<ol style="list-style-type: none"> What key infrastructure are the top employers looking for? (e.g. highway, rail, electricity, internet, parking, other services, etc.) What about the infrastructure needs of small businesses? How are their needs similar or different than the top employers? Are there other local or regional infrastructure projects that could stimulate economic development?
Commercial Real Estate	<ol style="list-style-type: none"> What is the typical rent per square foot for retail space in Winchendon? How do these rates compare to other towns in the region? Same questions for office space. What factors increase or decrease the price of commercial real estate?
Tax and Fiscal Issues	<p>Please consult with the Assessors, other town websites, and the website of the state’s Executive Office of Housing and Economic Development (EOHED)</p> <ol style="list-style-type: none"> What is the property tax rate for commercial real estate in our town? What is it in Gardner? In Fitchburg? In Athol? (Relevant New Hampshire locations?) How much does commercial and industrial real estate contribute to our town’s tax revenue? What types of tax incentives or other programs are available at the Town or State level? Are these generally effective in attracting or retaining businesses?
Housing: MOST TO BE COMPLETED BY MRPC – draft to come	
Summary	<p>Review future presentations/drafts from MRPC to the MPC.</p> <ol style="list-style-type: none"> How many housing units are estimated to be in our town? What percentage is occupied?

	<ul style="list-style-type: none"> b. How many of these units are rental units? What percent of those are occupied? c. What is the median sales price of single family home in our town? Assuming a 20% down payment, 30 year mortgage, and 6% interest rate, what would the monthly payment be for that home? d. What is the median monthly rent for an apartment?
Affordability	<ul style="list-style-type: none"> a. Generally, what does the term “affordable” mean? b. What is the median household income in our town? For that median household, what would be an affordable monthly housing cost? c. Compare the results of items c. and d., in the first section, and b., above. What conclusions can you make? d. Now compare the average earnings of a worker in the following categories with the costs of housing. What conclusions can you make? (1) Retail trade, (2) Professional and technical services, (3) Educational services, (4) Health care and social assistance, (5) Public administration
Housing Needs	<ul style="list-style-type: none"> a. Compare the population and housing data you have seen to date. How do you think the types of housing in our town relate to changes in the overall demographic, age, and employment character of our town?
Natural & Cultural Resources:	
	Review the 2001 Master Plan as well as Town regulations regarding Open Space, Wetlands, and Historic Districts.
Natural resources	<ul style="list-style-type: none"> a. Name at least five scenic areas in our town. b. Are these scenic areas protected? If so, how? c. What is the zoning for these areas? What is the ownership? d. Are these or other scenic areas threatened in some way?
Cultural resource	<ul style="list-style-type: none"> a. Name three existing cultural resources found along (1) Central Street, (2) in Waterville and in (3) Winchendon Springs. b. How are these cultural resources utilized, promoted or publicized? c. What benefits do they provide our town? d. What other substantial Cultural Resources exist in Winchendon?
Historic resources	<ul style="list-style-type: none"> a. Name three historic resources in each of the following areas: (1) Central Street, (2) Waterville, (3) Winchendon Springs, (4) or other areas of our town. b. Are these historic resources officially designated in some way? c. How are these resources utilized, promoted or publicized? d. What benefits do they provide our town? e. What protections do the designations “local historic district” and “national historic register” offer? How do the designations differ? f. Are there any historic resources currently not designated that could benefit from a designation of some type?
Open Space & Recreation:	
General	<p>Review the existing Open Space and Recreation Plan and the Trails and Greenways map on the MRPC website.</p> <ul style="list-style-type: none"> a. How many playgrounds are in our town? Where are they? Who maintains them? b. Same questions for parks. c. What other recreation and open space resources does our town offer? (think of both public and private resources)
Needs	<ul style="list-style-type: none"> a. Review the Needs Analysis section of the OSRP. Is the analysis still relevant? Which needs have been met and which have not?

	<ul style="list-style-type: none"> b. Based on what you have learned so far, do you think our town has enough recreational and open space resources?
	<ul style="list-style-type: none"> a. Which open space or recreation resources need more attention? Are there any resources that are no longer needed? b. Based on what you have learned so far, are there open space or recreation opportunities our town can take advantage of? Who owns, maintains, or controls that resource at present?
Services & Facilities:	
General	Review the 2001 Master Plan and recent Town Reports.
Sewer and Water	<p>Consult with the DPW and/or Fire Department as necessary.</p> <ul style="list-style-type: none"> a. How large is our sewer system? What is the maximum capacity of the plant? Does it require upgrades? Are there plans for expansion? b. How large is the Fire District water system? How many homes and businesses are served? What is the capacity of the system? Does it require upgrades?
Schools	<ul style="list-style-type: none"> a. What is the current enrollment in the District? b. How many students are from Winchendon? How has this number changed in recent years and why? (School choice, etc.) c. What is the projected enrollment over the next several years? d. What facility upgrades, if any, are being considered? e. What after school or alternative programs are available and is there a cost to participants? f. What is the enrollment/participation rate in these programs?
Seniors	<ul style="list-style-type: none"> a. What are the key senior services providers in our town? b. Name at least five key categories of services provided by the Winchendon Senior Center. c. How has usage/enrollment in activities changed over time? For example, how many meals does the Senior Center provide annually? How has this number changed over time?
Libraries	<ul style="list-style-type: none"> a. What is the annual circulation from the Beal Memorial Library? How has this changed over time? b. Name five activities/resources/events provided by the Beal Library, other than general library/lending services.
Fire	<ul style="list-style-type: none"> a. How many paid staff and volunteers are there in the Fire Department? b. How many fire calls does the department respond to per year? c. Aside from firefighting, what are the other responsibilities of the Fire Department? d. What improvements is the department making to its operations?
Police	<ul style="list-style-type: none"> a. How many officers are on the Police force? b. How many calls for service do the Police receive each year? c. What improvements is the department making to its operations?
Health care	<ul style="list-style-type: none"> a. List the health care facilities in Winchendon. b. If you can, please list any key / critical services that they cannot provide. If any, where must people go for these services? Remember to consider all types of patients – Seniors, veterans, children, the very poor, those with private insurance, Medicare/Medicaid, etc.
Town and public property	<ul style="list-style-type: none"> a. Name five Town-owned properties other than Town Hall. How do these properties serve our community?

	<ul style="list-style-type: none"> b. Are there Town-owned or publicly-owned buildings, sites, or lands that could be utilized to serve community needs? If so which ones, and what needs might they serve?
Implementation:	
Master Plan	<ul style="list-style-type: none"> a. Name three broad purposes of a Master Plan. b. How is the Master Plan developed and approved? c. List three or four general ways the goals of a Master Plan might be implemented. Remember, it's not just zoning.
Budgeting	<ul style="list-style-type: none"> a. What is the Town's projected operating budget for Fiscal Year 2015? b. What percentage of the tax levy funds the Town budget and what percentage funds the school budget? c. How much funding is dedicated to the following operations or activities in FY 2015? (1) Parks and recreation, (2) Libraries, (3) Circulation (sidewalks) d. Choose four other functions of our town government that you think are important to implementing a Master Plan. What is there funding? Can you measure whether or not this is adequate?
Communication	<ul style="list-style-type: none"> a. In what ways does the Town government communicate to residents? b. Are some methods more effective than others? Why?