



TOWN OF READING

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COMMUNITY DEVELOPMENT

February 28, 2006

TO: BOARD OF SELECTMEN (BOS)

RE: ASSIGNMENT OF MASTER PLAN ACTION STRATEGIES

The Master Plan Advisory Committee completed their work on the most recent version of the Master Plan (MP) in the Fall of 2005 and subsequently it was adopted by the Community Planning and Development Commission (CPDC) on February 25, 2006. This plan is available through the Town's Planning Webpage, and an electronic copy of this document is attached to this letter (see attached CD). This MP provides the strategic and tactical goals and objectives for the Town of Reading and more importantly captures in a Vision statement the core ideals by which each and every board, commission, staff, resident and elected official have agreed as the basis for the community. A list of the seven themes of the Vision statement is as follows:

- Sense of Community: neighborhoods, small town feel, scenic ways & volunteerism
- Retain and enhance natural resources and open space
- Provide housing for diversity – expand infrastructure to support housing
- Business friendly atmosphere and vibrant downtown
- Regional road network, transportation and road improvements and transportation alternatives
- Town-wide connections, safety and access
- Excellence of School system

Chapter 11, Implementation (attached), was developed to take those objectives considered a priority and define specific action strategies requiring execution, identifying a responsible party for each strategy, and proposing an initial timeframe for completion. The **BOS** has been assigned **14** action strategies. A complete list of the action strategies can be found in the attached spreadsheet. Those assigned to the **BOS** can be identified by looking for "**BOS**" in the "**Assignment – Primary**" column of the spreadsheet. The **BOS** may also be responsible as a secondary or "co-assignee." Please also review and coordinate with the primary owner on those actions for which you have been identified in the "**Assignment – Secondary (Co)**" column of the spreadsheet.

The CPDC is responsible for ensuring execution of this plan, and has made a commitment to the Board of Selectmen (BOS) and the community to keep them apprised of the status. To facilitate this process, we are asking that the **BOS** identify a single point of contact for each assigned action strategy. This will allow the CPDC to communicate directly with this individual to obtain status, address issues and concerns, answer questions and affect changes as needed. Please understand that while not all of the steps identified in the action strategy (in the implementation

chapter) may fall under the **BOS** purview, it is our expectation and your responsibility to ensure all activities are completed.

Please provide the name of the responsible individual for each of the identified action strategies and update this information into the attached spreadsheet (Name, Email & Phone) for contact purposes by March 31, 2006. This information can be sent to the Town Planner (Chris Reilly) in the Community Development office, or via email to creilly@ci.reading.ma.us. The CPDC looks forward to working with you and wants to ensure you are provided with the support you need to be successful and complete your assigned action strategy.

If you have any questions, the CPDC and the BOS welcome your feedback and encourage you to attend any of the upcoming joint CPDC/BOS status meetings. In the meantime, please feel free to contact the CPDC if you have any questions or comments.

Sincerely,

John Sasso, Chairperson
Richard Howard, Secretary
Jonathan Barnes
Susan DeMatteo
Neil Sullivan
Community Planning and Development Commission

Attachments:

- (1) Hard copy of Implementation Chapter
- (2) Electronic Copy of Master Plan (CD)
- (3) Action Strategy Spreadsheet