Open Space and Recreation Plan Committee

Notice of Public Meeting

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TOWN OF CHELMSFORD
PATRICIA E. DZURIS
TOWN CLERK

DATE: **Tuesday, August 20, 2024**
TIME: **7:00 PM**
PLACE: **50 Billerica Road, Room 205**

Topic: Open Space and Recreation Plan Committee

AGENDA

1. **Review and approve Meeting Minutes**
2. **Report on Task 1**
3. **Discuss Outreach**
   a. **Semi-Structured Interview**
   b. **Chelmsford Woods**
   c. **Ice Cream Planning Social**
4. **Assign Task 2**
5. **Public Comment**

PROPOSED PROJECT SCHEDULE (June 20, 2024)

PURPOSE	DATE	LOCATION	WHO	NOTES
Pre-Kickoff call	April 9, 12:00 – 1:00 pm	Teams	Karl Bischoff, Town, NMCOG	Discuss goals of the project and roles
Kickoff Meeting with OSRP Committee	April 16 6:30-7:30 pm	Chelmsford Town Hall	OSRP Committee, Town, NMCOG	
Monthly Committee Meeting: Discuss Community Engagement Strategy	May 21, 2024 7:00pm-8:00pm	Chelmsford Town Hall	OSRP Committee, Town, NMCOG	Discuss outreach strategy, review survey, define roles of committee and NMCOG
Launch survey	June 1	Online	NMCOG	Survey Monkey
Outreach: Farmers Market Tent	June 1: 9:30 am - 4:30 pm	Market in the Common	NMCOG, OSRP Committee	Pride week. Inform public about planning processes. Fun activities, ask people to take the survey, other events
Outreach: Farmers Market Tent	June 8: 9:30 am - 4:30 pm	Market in the Common	NMCOG, OSRP Committee	
Monthly Committee Meeting: Prep for Open House	June 18, 2024 7:00pm-8:00pm	Chelmsford Town Hall	OSRP Committee, Town, NMCOG	Finalize outreach event plan

Open House (Public Forum 1)	June 20: 5:00 pm-7:00pm	Senior Center	OSRP Committee, Town, NMCOG	Inform the public about the project, steps in the planning process, and how to provide feedback. Invite interested parties to have a table.
Focus Groups	June- Sept	In-person/Virtual	NMCOG	Environmental justice focus. Youth
Outreach: 4th of July Event	July 4		OSRP Committee	Talk to people about the plan, ask them to take the survey, and come to the event in Sept.
Monthly Committee Meeting	July 16, 2024 7:00pm-8:00pm		OSRP Committee, Town, NMCOG	
Monthly Committee Meeting	August 20, 2024 7:00pm-8:00pm		OSRP Committee, Town, NMCOG	
Public Forum 2 (Ice cream social?)	Sept	Warren Pohl Conservation Barn?	NMCOG, OSRP Committee	Joint event with Housing Production and Strategic Plan
Monthly Committee Meeting	Sept 17, 2024 7:00pm-8:00pm		OSRP Committee, Town, NMCOG	
Partial Draft	Early-October	Email	NMCOG	
Monthly Committee Meeting	October 17, 2024 7:00pm-8:00pm		OSRP Committee, Town, NMCOG	Prepare for Forum 3
Public Forum 3: Draft Review	Late-October	Library/ Senior Center	OSRP Committee, Town, NMCOG	Review draft plan with community
Send Full Draft	Early-December	Email	NMCOG	
Monthly Committee Meeting	November ?, 2024 7:00pm-8:00pm		OSRP Committee, Town, NMCOG	Review draft
Review Draft		Zoom	OSRP Committee, Town, NMCOG	
Deliver FINAL plan to DCS	December 31, 2024		Town	