**TOWN OF LEVERETT**

**PROPOSED OPEN SPACE AND RECREATION PLAN UPDATE PROCESS**

**1) Authorize board/committee to oversee Open Space and Recreation Plan (OSRP) update process—**Most communities establish a separate OSRP Update Committee, appointed by the Select Board. In others, the Town’s Planning Board or Conservation Commission serves as the update committee. If Leverett established a separate OSRP Update Committee, it could consist of representatives of the following boards and committees as well as interested individuals from the community:

* Planning Board
* Conservation Commission
* Zoning Board of Appeals
* Select Board/Town Administrator
* Historical Commission (town) and/or Society (private)
* Recreation Commission
* Community Preservation Committee
* Agricultural Commission
* Board of Health
* Board of Assessors
* Council on Aging
* Community residents at large
* Community business owners (esp. of recreation-based businesses)

The mission or charge of the OSRP Update Committee would be to oversee and actively contribute to the update of the 2010 Town of Leverett Open Space and Recreation Plan (with the assistance of outside consultants, as appropriate) in order to establish the Town’s eligibility for state grants through the MA Division of Conservation Services and other potential grant sources. The new Plan, including a 7-Year Action Plan, shall be developed in accordance with the requirements of Commonwealth of Massachusetts Open Space and Recreation Plan Requirements (<http://www.mass.gov/eea/docs/eea/dcs/osplanreq08.pdf>) and the Open Space and Recreation Planner’s Workbook (<http://www.mass.gov/eea/docs/eea/dcs/osrp-workbook08.pdf)>.

**2) Determine funding source(s) for OSRP update process—**Limited funding is available for calendar year 2017 through FRCOG’s District Local Technical Assistance (DLTA) program funding from the MA Department of Housing and Community Development (DHCD) to begin the update process for the Town of Leverett. The update process typically takes 1-2 years to complete (depends on how often the Committee is able to meet and funding available) and costs a total of between $15,000 to $20,000, depending on the complexity of the required updates. In past years, Towns have been able to receive DLTA funds for 2 consecutive calendar years to complete the update process, but there is no guarantee that those funds will be available from year to year. Leverett is eligible to apply on a rolling basis for up to $8,000 from the MA Division of Conservation Services’ Conservation Assistance for Small Communities grant program (with some additional requirements). Some towns commit Community Preservation Act funds (where available) or appropriate revenues from the general fund for this purpose.

**3) Identify priorities for 7-Year Open Space and Recreation Action Plan—**Identify key priorities for open space preservation and/or development of recreational opportunities that would require DCS grant funding to help determine the timeline for the update process. If key projects are already in the planning process, that would argue for a more concentrated update effort.

**4) Establish the timeline for OSRP update and determine priorities for the assistance from FRCOG under the CY2017 DLTA program—**Map out a multi-year timeline for the OSRP update process, focusing initially on establishing specific priorities for the technical assistance to be provided by the FRCOG under its DLTA program that utilize key capabilities of FRCOG that the Town lacks. Due to the limited time and budget available for the project through the end of 2017, determine which of the following priorities the Town of Leverett would like to begin work on in the next several months:

* Develop required base maps for the updated plan using GIS technology (see list of required and optional maps)
* Develop a revised draft of *Section 3: Community Setting* including updated demographics from the U.S. Bureau of the Census, the MA Department of Workforce Development, 2005 Land Use data from MassGIS, and other key data sources.
* Conduct an initial Open Space Public Forum to review developments since the 2004 OSRP Plan was completed and get public input on the priorities for the updated plan.