FIVE-YEAR ACTION PLAN WORKSHEET

Year 1 - 2009	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Launch Master Plan visioning process	O Completed	Town Planner Planning Consultant		
Visioning process	O Not Completed			
	O In Process			
	O No Longer Applicable			
Prepare status report of 1998 Master Plan	O Completed	Town Planner		
Implementation Plan	O Not Completed			
	O In Process			
	O No Longer Applicable			
Raise or appropriate funds to prepare update of 1998	O Completed	Town Planner Planning Board		
Master Plan	O Not Completed	Training Board		
	O In Process			
	O No Longer Applicable			
Select consultant to coordinate Master Plan	O Completed	Planning Board		
Update	O Not Completed			
	O In Process			
	O No Longer Applicable			

Year 1 - 2009	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Define process for working with Ch. 61 landowners when town has right of first refusal	O Completed O Not Completed O In Process O No Longer Applicable	Open Space Committee		
Work with state to preserve historic artifacts within Deering Wildlife Management Area Research options for acquiring, maintaining and improving recreation areas	O Completed O Not Completed O In Process O No Longer Applicable O O Completed O Not Completed	Parks Commission Board of Selectmen		
Encourage State to clean up and make safe remnants of buildings at	O In Process O No Longer Applicable O Completed O Not Completed	Board of Selectmen		
Deering Wildlife Management Area	O In Process O No Longer Applicable			

Year 1 - 2009	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Develop guidebook, map of open spaces	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Parks Commission Open Space Committee Conservation Commission		
Approach National Grid about possibility of creating pathways along transmission lines	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner		
Distribute information to educate homeowners about preventing /remedying pollution that results from activity on their properties	O Completed O Not Completed O In Process O No Longer Applicable	Conservation Comm. Board of Health Aquarian Water Co. Ponds & Lakes Comm.		
Perform water quality testing of Dorothy Pond & Little Dorothy Pond & implement measures to improve water quality	O Completed O Not Completed O In Process O No Longer Applicable	Board of Selectmen Dept. of Public Works Dorothy Pond Assoc. Ponds & Lakes Comm.		

Year 1 - 2009	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Perform water quality testing of Brierly Pond; determine ownership and condition of dam	O Completed O Not Completed O In Process O No Longer Applicable	Board of Selectmen Dept. of Public Works Ponds & Lakes Comm.		
Ensure all applicable parties receive copy of Plan and understand responsibilities	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Open Space Committee		
Work with news media to publicize Open Space Plan update and conservation and recreation matters	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Open Space Committee		
Research fundraising options to acquire, maintain, improve conservation and recreation areas	O Completed O Not Completed O In Process O No Longer Applicable	Open Space Committee		

Year 1 - 2009	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Consider designating funds from sale of tax title land to acquire & maintain conservation and recreation areas	O Completed O Not Completed O In Process O No Longer Applicable	Board of Selectmen Open Space Committee		
Elicit in-kind services from local businesses to engender buy-in for Master Plan	O Completed O Not Completed O In Process O No Longer Applicable	Millbury Improvement Initiative		
Work with State to preserve historic artifacts at Deering Wildlife Management Area	O Completed O Not Completed O In Process O No Longer Applicable	Historic Society		

Year 2 - 2010	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Create methodology for rating existing or potential conservation land	O Completed O Not Completed O In Process O No Longer Applicable	Open Space Committee		
Establish self-learning nature trail through Davidson Sanctuary	O Completed O Not Completed O In Process O No Longer Applicable	Conservation Comm.		
Identify location and construct skateboard park	O Completed O Not Completed O In Process O No Longer Applicable	Parks Commission Dept. of Public Works		
Develop maintenance/ improvement plans for recreation facilities	O Completed O Not Completed O In Process O No Longer Applicable	Parks Commission Conservation Comm.		

Year 2 - 2010	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Update EOEA buildout analysis	O Completed	Town Planner Planning Consultant		
, , , , ,	O Not Completed			
	O In Process			
	O No Longer Applicable			
Develop trail on	O Completed	Town Planner		
abandoned railroad ROW	O Not Completed	Open Space Committee		
	O In Process			
	O No Longer Applicable			
Consider establishing local	O Completed	Interested residents		
conservation land trust	O Not Completed			
	O In Process			
	O No Longer Applicable			
Seek assistance from state and federal agencies to	O Completed	Parks Commission Conservation Comm.		
prepare management	O Not Completed	Open Space Committee		
plans for municipal lands	O In Process	Town Planner		
	O No Longer Applicable			

Year 3 - 2011	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Assess municipal properties for ecological, scenic or cultural significance	O Completed O Not Completed O In Process O No Longer Applicable	Open Space Committee		
Hold annual environmental festival or biodiversity day(s)	O Completed O Not Completed O In Process O No Longer Applicable	Open Space Committee Millbury Improvement Initiative Environmental Club at MHS		
Incorporate outdoor classroom concept into school curriculum	O Completed O Not Completed O In Process O No Longer Applicable	Millbury Superintendent's Office		
Construct local beach and parking area on town-owned property	O Completed O Not Completed O In Process O No Longer Applicable	Parks Commission Ponds & Lakes Comm. Open Space Committee		

Year 3 - 2011	Milestone	Responsible Parties	Evaluation Date	Comments/Additional
				Comments
Prepare watershed management plan	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Conservation Comm. Ponds & Lakes Comm. Dept. of Public Works		

Year 4 - 2012	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Amend zoning bylaws and adopt regulations that comply with Master Plan	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Designated Dept., Board, Commission or Committee		
Implement non-regulatory Master Plan recommendations	O Completed O Not Completed O In Process O No Longer Applicable	Designated Dept. , Board, Commission or Committee		
Consider adopting bylaw that protects historic stone walls	O Completed O Not Completed O In Process O No Longer Applicable	Historic Commission		
Apply conservation easements to municipal properties deemed to have ecological, scenic or cultural significance	O Completed O Not Completed O In Process O No Longer Applicable	Board of Selectmen		

Year 4 - 2012	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Consider adopting Wetlands Protection Bylaw	O Completed O Not Completed O In Process O No Longer Applicable	Conservation Comm. Town Planner		
Protect aquifers and recharge areas; develop regulations to protect Dorothy Pond & Blackstone River aquifers	O Completed O Not Completed O In Process O No Longer Applicable	Aquarian Water Co. Planning Board Town Planner		
Consider adopting Community Preservation Act	O Completed O Not Completed O In Process O No Longer Applicable	Open Space Committee		

Year 5 - 2013	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Begin planning process to update Open Space Plan	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Open Space Committee		

Ongoing	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Promote creation of Open Space Communities	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Planning Board		
Encourage use of low impact development measures	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Planning Board		
Promote redevelopment of brownfield properties	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Planning Board		
Prioritize preservation of 180+/- acre area including Mt. Ararat, abandoned Old Common Rd., and unprotected parcels in E. Millbury that link existing open space resources	O Completed O Not Completed O In Process O No Longer Applicable	Town of Millbury Local Land Trust		

Ongoing	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Encourage continued enrollment in APR program	O Completed O Not Completed O In Process O No Longer Applicable	Open Space Committee Local Land Trust		
Encourage continued participation and enrollment in farmland and forestry tax reduction programs	O Completed O Not Completed O In Process O No Longer Applicable	Assessor's Office Open Space Committee Local Land Trust		
Enforce Scenic Road Bylaw	O Completed O Not Completed O In Process O No Longer Applicable	Planning Board		
Designate additional scenic roads	O Completed O Not Completed O In Process O No Longer Applicable	Planning Board Town Planner Historic Commission Conservation Commission		

Ongoing	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Ensure preservation of and access to canal remnants	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Planning Board		
Apply for state and federal grants to maintain historic buildings	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Historic Commission		
Nominate properties for National Register of Historic Places and inform property owners of tax credit availability	O Completed O Not Completed O In Process O No Longer Applicable	Historic Commission		
Consider designating historic areas as Local Historic Districts	O Completed O Not Completed O In Process O No Longer Applicable	Historic Commission Town Planner		

Ongoing	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Ensure that ecologically important municipal properties are managed appropriately	O Completed O Not Completed O In Process O No Longer Applicable	Conservation Commission Open Space Committee		
Work with state/federal and conservation agencies to coordinate resources to protect significant private properties	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Open Space Committee Local Land Trust		
Encourage recreation- based businesses to located in Millbury	O CompletedO Not CompletedO In ProcessO No Longer Applicable	Town Planner		
Fundraise, solicit money and in-kind services for Windle Field improvements	O Completed O Not Completed O In Process O No Longer Applicable	Millbury School Committee Windle Field Committee Millbury Improvement Initiative		

Ongoing	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Install picnic tables in appropriate locations	O Completed O Not Completed O In Process O No Longer Applicable	Parks Commission Conservation Comm.		
Expand recreational programming by providing year round activities	O Completed O Not Completed O In Process O No Longer Applicable	Parks Commission Millbury Improvement Initiative		
Continue existing recreation programs	O Completed O Not Completed O In Process O No Longer Applicable	Millbury Improvement Initiative Millbury Senior Center Lions Club		
Make neighborhoods more pedestrian friendly through construction of sidewalks	O Completed O Not Completed O In Process O No Longer Applicable	Dept. of Public Works Planning Board		

Ongoing	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Develop mini parks	O Completed O Not Completed O In Process O No Longer Applicable	Parks Commission		
Upgrade recreation facilities	O Completed O Not Completed O In Process O No Longer Applicable	Parks Commission Dept. of Public Works		
Meet ADA requirements for recreational and athletic facilities	O Completed O Not Completed O In Process O No Longer Applicable	Parks Commission Conservation Comm. Disabilities Commission Butler Farm Committee		
Improve access to and awareness of open spaces by providing parking, signs, trails	O Completed O Not Completed O In Process O No Longer Applicable	Parks Commission Conservation Comm. Open Space Committee		

Ongoing	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Improve hiking, biking, cross country skiing and work on trail connections	O Completed O Not Completed O In Process O No Longer Applicable	Open Space Committee		
Work with communities and regional entities to establish regional trail network	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Conservation Comm. Open Space Committee		
Implement efforts to advance Blackstone River Bikeway	O Completed O Not Completed O In Process O No Longer Applicable	Board of Selectmen Town Planner		
Work with transmission line owners to provide public access to pathways	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Open Space Committee		

Ongoing	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Enforce MA Rivers Protection Act and stormwater regulations	O Completed O Not Completed O In Process O No Longer Applicable	Conservation Comm. Planning Board Ponds & Lakes Comm.		
Minimize sedimentation and contamination of ponds and streams resulting from municipal activities	O Completed O Not Completed O In Process O No Longer Applicable	Dept. of Public Works Ponds & Lakes Comm.		
Encourage appropriate development and recreational uses along Blackstone River and tributary streams	O Completed O Not Completed O In Process O No Longer Applicable	Conservation Comm. Planning Board Town Planner		
Maintain/plant woody vegetation around ponds and along rivers	O Completed O Not Completed O In Process O No Longer Applicable	Conservation Comm. Ponds & Lakes Comm.		

Ongoing	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Maintain dams and correct deficiencies noted in 2005 inspection reports	O Completed O Not Completed O In Process O No Longer Applicable	Dept. of Public Works Pond Associations		
Enforce Wetlands Protection Act and floodplain regulations	O Completed O Not Completed O In Process O No Longer Applicable	Conservation Comm. Board of Appeals		
Encourage wetland owners to protect habitats through land donations or conservation restrictions	O Completed O Not Completed O In Process O No Longer Applicable	Local Land Trust Conservation Comm. Planning Board Town Planner		
Work to ensure development proposals will not endanger health of wetlands	O Completed O Not Completed O In Process O No Longer Applicable	Conservation Comm.		

Ongoing	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Encourage Millbury Improvement Initiative to raise money to finance open space, recreation and community improvement projects	O Completed O Not Completed O In Process O No Longer Applicable	Open Space Committee		
Pursue grants to accomplish conservation and recreation goals.	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Millbury Improvement Initiative Local Land Trust		
Solicit for donations of land, money, services	O Completed O Not Completed O In Process O No Longer Applicable	Millbury Improvement Initiative Local Land Trust		
Use attractive land markers and signage to recognize donations of land and finance recreation improvements	O Completed O Not Completed O In Process O No Longer Applicable	Parks Commission Conservation Comm.		

Ongoing	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Involve volunteers to identify, map and certify vernal pools	O Completed O Not Completed O In Process O No Longer Applicable	Conservation Comm. Millbury Superintendent's Office		
Distribute packet of "Best Management Practices" to property owners and businesses within Zone II areas	O Completed O Not Completed O In Process O No Longer Applicable	Aquarian Water Co.		
Create display at Municipal Office Building and Library about caring for private wells, septic systems and underground storage tanks	O Completed O Not Completed O In Process O No Longer Applicable	Board of Health		
Hold annual collection day for household hazardous materials	O Completed O Not Completed O In Process O No Longer Applicable	Dept. of Public Works		

Ongoing	Milestone	Responsible Parties	Evaluation Date	Comments/Additional Comments
Provide conservation and recreation information at Library and Municipal Office Building	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Parks Commission Conservation Comm. Open Space Committee		
Carry out proposed actions, schedule meeting with Action Strategy parties to gage progress	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Open Space Committee		
Encourage community groups to help maintain town recreation & conservation areas	O Completed O Not Completed O In Process O No Longer Applicable	Parks Commission Conservation Comm.		
Help local pond associations obtain assistance from state Lakes and Ponds Program	O Completed O Not Completed O In Process O No Longer Applicable	Town Planner Ponds & Lakes Comm. Open Space Committee		

Ongoing	Milestone	Responsible Parties	Evaluation Date	Comments/Additional
				Comments
Revise and update Action Strategy annually	O Completed	Town Planner		
	Completed	Open Space Committee		
	O Not Completed			
	O In Process			
	O No Longer			
	Applicable			