

1. Agenda

Documents:

[2023.03.30_MPIC_AGENDA_REVISED.PDF](#)

2. Meeting Materials

Documents:

[MPIC_EDC_GOALS_WORKING_DOC_FOR_MINUTES_03.30.23.PDF](#)
[2023.03.30_MPIC_AGENDA.PDF](#)

**Town of Southborough, MA
Meeting of the Master Plan Implementation Committee (MPIC)
March 30, 2023 6:30 PM
McAuliffe Hearing Room
Town House, 17 Common St., Southborough, MA
REVISED AGENDA**

- 1. Call meeting to order**
- 2. Reorganization of the Committee**
- 3. Approve meeting minutes 3/9/23**
- 4. Liaison updates**
- 5. Quarterly Report for Planning Board**
- 6. Other matters that may arise**
- 7. Adjournment**

Lisa M. Braccio, Chair

Responsibility

There are 14 recommendations for which the EDC has “Primary Responsibility”. (Highlighted in green in matrix below)

The Introduction to Chapter 9 of the Master Plan (Implementation Plan) explains the principle underlying this term:

“There can only be one group with primary responsibility for the delivery of each recommendation. Responsibility means ensuring the recommendation is acted upon, it does not necessarily mean doing the work or providing resources and/or budget monies. Other groups are expected to be involved in the research, planning and execution of the action plan for each recommendation”

Chapter 9 also includes the objectives, goals and recommendation listed by chapter – this can help with identifying the other boards & commission that have responsibility for activities relating to Economic Development in Southborough

Timeframes (from MASTER PLAN APPROVAL)

Estimated Timeframe

Completed in 1-2 years	Short Term
Completed in 2-5 years	Short Term*
Completed in 5-10 years	Medium Term
	Long Term

* ACTIVITIES AND FUNDING WILL BE ONGOING AFTER INITIAL PROJECT

Note: All EDC goals are short term unless marked otherwise

Funding sources (from MASTER PLAN APPROVAL)

Potential Funding Source

Capital investment or operating expenses approved through the Town’s annual budgeting process	Town
Funding through Southborough’s Community Preservation Act	CPA
Private or Not For Profit funding from outside the Town	External
Funding through Federal or State grants and programs e.g., ARPA	Government

Note: All goals are Town funded unless noted with another funding source

Completed tasks

ED-1.1-First element Define and document changes to the zoning and use regulations for the Downtown District

Note that there are two elements to recommendation ED1.1 – this can best be seen by looking at Chapter 9 of the Master Plan - the first element stated above was assigned to the EDC and is complete

ED-1.1-Second element “Update GIS and zoning maps” (to reflect the Downtown District) is assigned to the Planning Board and is not complete

ED-1.2 Seek consensus for the changes to zoning regulations across the appropriate Town boards/commissions and gain approval from Town Meeting

This recommendation is assigned to the Planning Board and is complete

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#	GOAL	Status/Remarks Additional funding
ED-1.0	Enhance the Downtown District to provide a vibrant hub that is attractive to both businesses and residents	<i>While this is listed as an ED goal, it must to be a collaborative effort with other boards (PB, Zoning, etc)</i> Agreed – refer to the definition of Primary Responsibility noted on Page 1.
ED-1.1 & 1.2	Complete	
ED-1.3 LU-2.5	Agree upon design guidelines to ensure the appropriate quality of materials, lighting, and other components that the Planning Board can use to ensure the agreed upon look and feel of the Downtown District is upheld	<i>Thought this was done – Design Guidelines approved June 2022</i> This recommendation is assigned to the Planning Board and is complete
ED-1.4	Develop a marketing and communication package to explain the changes to zoning regulations and the new design guidelines to residents and potential developers Section 4 - ED	
ED-1.5	Identify potential Downtown District redevelopment sites and take a leadership role in building relationships and working with current owners and potential developers on the purchase, leasing or conversion into approved mixed-use projects consistent with the Downtown District. This would include the National Grid parcel 54-40	<i>Development sites have been identified</i> <i>Clear support & direction is needed from PB</i> <i>Parcel 54-40 is responsibility of SB</i>
ED-1.6 LU-1.3	Evaluate the options and develop plans for creating a “community green space” within the Downtown District Section 4 – ED	<i>What location/property a site is identified – doesn’t the location have to be Town owned?)</i>
ED-1.7	Take the findings from the Wastewater Management Feasibility Study and find ways to solve for wastewater issues, including development of localized wastewater treatment plants, leveraging current technology where feasible. Monitor technological developments to enable more effective, large scale wastewater treatment in the future. Seek out grant funding opportunities to support wastewater management	<i>Is this referring to Downtown District or Rt9 ?</i> CPA, Government Page 49 of Chapter 4 details the background to this recommendation. The Select Board has primary responsibility for this recommendation
ED-1.8	Gain approval from CSX Transportation to allow the Town to replace the pipes under the tracks on Main Street in order to resolve the stormwater issues in the Downtown area Section 4 – ED	<i>This is not an EDC responsibility. DPW has been working on this - the status with CSX is unclear.</i> The Select Board has primary responsibility for this recommendation Government

ED-1.9 LU-1.1	Study and improve connectivity and access to downtown for pedestrians (sidewalks and trails) and cyclists, working with the Southborough Trails Committee as appropriate. Seek funding opportunities for bike racks, outdoor seating and parking areas	<i>These plans are already created as part of the initial Main St reconstruction project.</i> <i>Need to check the DPW Complete Streets project (VHB drawings?)</i> This recommendation is assigned to the Pedestrian & Bicycling Committee (PBC). The Select Board is assigned responsibility for establishing this committee – refer to recommendation CT-3.1 in Chapter 6 Circulation & Transportation
ED-1.10	Encourage preservation and, where appropriate, re-purposing of historical buildings and ensure that the Department of Public Works (DPW) plans for the Downtown align with beautification and historic priorities	<i>Needs clarification</i> Short Term* This recommendation is assigned to the Historical Commission
ED-1.11	Work with Southborough Housing Opportunity Partnership Committee (SHOPC) to determine whether mixed-use development within the Downtown District can support affordable housing needs and goals	<i>Review SHOPC's HPP, then meet to ensure understanding and collaboration</i> Short Term*

ED-2.0	Encourage the sense of community within Southborough's Villages by supporting the expansion of local businesses through better infrastructure and access	Responsibility - Economic Development Committee
ED-2.1	Develop a comprehensive listing of Town owned, already developed, properties and evaluate/prioritize their use/potential based on agreed criteria Section 4 - ED	<i>Has criteria been established? If so, where?</i> <i>If not, what parties take part in establishing a criteria.</i> Lisa Braccio has completed the listing – will send to Debbie DeMuria
ED-2.2	Define, plan and implement improvements to the sidewalk network for the Fayville, Cordaville and Southville Village Districts	<i>This is initially a DPW responsibility – will check if this is in the Complete Streets plan</i> This recommendation is assigned to the Planning Board Government
ED-2.5	Develop approach/plan to enhance retail convenience around the commuter rail station in accordance with expected "MBTA Communities Housing Choice" development Section 4 – ED	Government

ED-3.0	Develop an economically strong, diverse, and self-sustaining business community i.e., an economic engine along the Route 9 corridor	Responsibility - Economic Development Committee <i>This needs to be redefined – Lead the collaborative planning to develop.....</i> The amendment of wording should be discussed and voted on by the EDC and then shared with the MPIC who will take the proposal to the planning Board for final approval
ED-3.2	Increase commercial tax revenue by reducing office space vacancies and encouraging development on targeted, high-potential sites (such Dell Technologies) Section 4 – ED	<i>Office space vacancies will only be reduced by attracting BIG business. This requires amenities, etc.</i>
ED-3.3	Improve the Town’s commercial marketing position by better distinguishing Southborough from surrounding towns (Westborough, Framingham, Northborough, Marlborough, Ashland, Hopkinton) Section 4 – ED	<i>Partial work in progress but REQUIRES zoning changes</i> Government
ED-3.4	Stay connected and actively participate in the Route 9, I90, I495 state highway projects 4-Economic Development	Short Term* This recommendation is assigned to the Select Board
ED-3.5 LU-3.1	Continue to look for ways to leverage the Route 9 corridor for increased Capital Improvements Program (CIP) tax revenue e.g., changing zoning to allow taller buildings or creating a District Improvement Financing (DIF) district Section 4 - ED	ZONING Government
ED-3.7 LU-2.6	Explore the opportunity, in collaboration with the Planning Board (PB), to revise zoning regulations for Route 9, to allow for mixed-use development and taller buildings with the aim of reducing vacancy rate and providing expanded amenities to offices and residents Section 4 – ED	<i>Redundant</i> This topic was debated on several occasions at the MPC with differing opinions/positions from the Planning Board and EDC representatives. The compromise reached is reflected in the wording and assigned responsibility. The EDC has primary responsibility for progressing this topic “in collaboration” with the Planning Board.
ED-3.8	Establish a quarterly meeting or “roundtable” forum between local/regional business leaders, the Economic Development Committee (EDC) and the Planning Board (PB) to discuss infrastructure and business issues, including last-mile transportation to encourage the use of public transit and reduce congestion and environmental impacts Section 4 - ED	Government
ED-3.9	Evaluate options for resourcing the grant research and application process particularly for large scale projects which would be difficult or expensive for the Town to support on its own, including wastewater, connectivity, and targeted development through DIF and other programs Section 4 – ED	Government

Note the EDC also has primary responsibility for the following recommendation in Chapter 8 of the Master Plan – Public Services, Resiliency & Schools

PS-3.6	Evaluate options for more intensive commercial development along Route 9, including such activities as selective re-zoning, building wastewater treatment capacity etc.	
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