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**MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)  
MEETING MINUTES  
Wednesday, January 11, 2023 6:30 PM  
Public Safety Building  
32 Cordaville Road, Southborough, MA**

Members present: Lisa Braccio, Judith Watson, Kathryn McKee, Debbie DeMuria and William Warren

**CALL TO ORDER:**

Ms. Braccio called the Master Plan Implementation Committee (MPIC) meeting to order at 6:30 PM.

**Approval of Minutes**

**MOTION** made by K. McKee to approve the minutes of December 7, 2022. **Seconded** by W. Warren

**ROLL CALL: Braccio-Yes, Watson-Yes, McKee-Yes, Warren-Yes, DeMuria-Yes VOTE to Approve: Yes-5 No-0.**

**Discussion: Planning Board Quarterly Updates**

Ms. Watson stated she confirmed with the Planning Board Chair that the first Master Plan quarterly update meeting with Planning Board will be held April 3rd.

The MPIC liaisons reviewed a MPIC Progress Report template created by Kat McKee. The template will be used by liaison members to record the results of the meetings with each sponsoring group. The members discussed a way to extract the status information from the templates to put into an Excel file as a deliverable for the Planning Board reports. This will be worked out in more detail in a future meeting.

The MPIC will plan to meet in advance of each Planning Board quarterly update on an ongoing basis.

**ADJOURN:** **MOTION** by Ms. McKee to adjourn at 7:01 PM. **Seconded** by Ms. Watson

**ROLL CALL: Braccio-Yes, Watson-Yes, DeMuria-Yes, McKee-Yes, Warren-Yes. VOTE to Approve: Yes-5, No-0.**

Respectfully Submitted,  
Debbie DeMuria, Clerk, Master Plan Implementation Committee