

**MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)  
MEETING MINUTES  
Wednesday, March 30, 2023, 6:30 PM  
McAuliffe Hearing Room-Southborough Town House  
17 Common Street-Southborough, Massachusetts**

Members present: Lisa Braccio, Judith Watson, Kathryn McKee, Debbie DeMuria and William Warren  
Visitors: Sam Stivers, Claire Reynolds

**1. CALL TO ORDER:**

Ms. Braccio called the Master Plan Implementation Committee (MPIC) meeting to order at 6:32 PM.

**2. Reorganization of the Committee**

Motion made by L.Braccio to nominate D.DeMuria as Committee chair. Seconded by K.McKee

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

Motion made by L.Braccio to nominate K.McKee as clerk. Seconded by W.Warren.

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

L.Braccio is stepping down as chair and Sam Stivers will join the MPIC as the Select Board representative.

**3. Approval of Minutes**

MOTION made by W.Warren. to approve the minutes of March 9, 2023. Seconded by J.Watson

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

**4. Updates from Liaisons**

General discussion:

Communicating with boards – either meet with committee or one-on-one with chair to get updates. Determine what works best for each board/committee.

Ms. Reynolds has some suggestions on what recommendations could be shifted to DPW that she would like to share during this meeting.

Another area to keep on the radar, the Pedestrian & Bicycle Committee which is not yet established. Some recommendations that fall under this committee may need to shift back to DPW. It will be up to that Committee to determine which recommendations need to remain with the Committee or be transferred to DPW. The formation of the Pedestrian & Bicycle Committee is on the Select Board's goals, to be confirmed when that will come around.

Debbie to schedule another meeting with MPIC to tee up transitional topics to help organize these. Hope to get this setup before the budget cycle or we'll have to wait two years into the plan before any progress is made.

51 The Sidewalk improvement plan is listed as EDC goal, discussed whether it should be. Is this in  
52 collaboration with DPW or does it shift to DPW.

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54 Gain approval from CSX to replace pipes on Main Street. Is this an EDC goal or a DPW goal? It's  
55 collaboration.

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57 Environment & Natural Resources updates from K.McKee:

- 58 • Have updates for Conservation, Open Space, and Golf Course. Need to update Golf Course  
59 progress report on google drive and transfer summaries into the summary document for all  
60 three groups.
- 61 • Will be sharing the master plan with DPW interim superintendent to let them know about  
62 the plan, and confirm their assigned recommendation: Native Tree Plantings

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64 Clair Reynolds, of Economic Development Committee

65 EDC, Claire Reynolds, interim coordinator for EDC (as of Feb 1, 2023). She acknowledged the  
66 tremendous amount of work that has gone into the Master plan. She is thrilled to see the  
67 implementation plan committee. D.DeMuria, as the EDC liaison, reached out to discuss progress.  
68 She reviewed the list of recommendations and wants to discuss comments around potentially  
69 transitioning some recommendations to other boards where a transition makes sense. She thinks  
70 the way we're going about it is the right way and then at some point in time, it would be a good  
71 idea to have everyone come together in a summit (for example) to share new updates and how  
72 things are reorganized.

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74 Clair took the recommendations assigned to EDC and created a document with questions and  
75 comments to get clarification. (see attached). *It appears the recommendations extracted into the*  
76 *document is not the correct list. MPIC to flag and work w/EDC to clarify which recommendations fall*  
77 *under EDC's responsibility.*

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79 At the last meeting, EDC discussed the master plan – their vote was that what EDC will be in  
80 compliance with master plan. They took all goals for EDC and listed questions they have by  
81 recommendation.

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83 A discussion took place to review some of EDC's questions related to the recommendations:

- 84 • Recommendation was made to have every assigned committee/board look at  
85 recommendations; many will confirm they have been working on the assigned  
86 recommendations.
- 87 • Identify existing plans/studies that can be referenced and leveraged (e.g. Housing  
88 production plan).
- 89 • MPIC confirmed that we don't get involved in details of the execution, but that we just  
90 report on the status of the recommendation for reporting purposes.
- 91 • Claire wants to ensure that all other committees are clear on what their responsibility is  
92 related to the recommendations.
- 93 • MPIC clarified that the liaison will meet with the committee or chair to review the progress  
94 report.
- 95 • The first step taken by the MPIC is to meet with each board/committee to confirm they are  
96 in agreement with recommendation assignments, answer questions, discuss reassignment  
97 as needed.
- 98 • MPIC confirmed that although the responsibility may lie with the committee, the  
99 committee does not have to do all the work. They may collaborate with others and others  
100 may execute. Depends on recommendation.

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- Discussion about the roundtable (business leaders, planning board, etc.) recommendation, assigned to EDC, was clarified. EDC made the recommendation during Master Plan development. That's the reason EDC was assigned responsibility - to make sure this takes place as they recommended.
  - Next step, J.Watson to review EDC goals and update the list to ensure only EDC goals are included on their list. Then, ask EDC to review and take a vote to show that they are in agreement with their recommendations.

109 Local Government, Strategy & Planning: L. Braccio update

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- Community Center working group met twice. Still in preliminary phases. The Chair, Mr. Malinoswki, has implementation list. Started, already has it -looking forward to moving ahead.
  - Pedestrian and Bike Committee not yet formed. It's on a list to be discussed by Select Board in Q2 (after town meeting)

116 Facilities, Sustainability & Resiliency: L. Braccio update

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- Planning to meet with police/fire; coordinate with S.Stivers for Q2
  - Facilities: Mr. Parent is working on 3.7, 3.8, 1.7 recommendations. Will share notes with S.Stivers.
  - Sustainability Committee not yet created
  - Will follow up on Emergency Planning with S.Stivers

123 Finance & Technology: W.Warren update

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- Includes Capital Planning, Public Works Planning Board, and Technology Department
  - Public Works Planning Board:
    - Reach out to chair, Mr. Boland, and share Master Plan and make them aware of their eight (8) recommendations. Ask them to meet to discuss recommendations.
    - Will to send a request for a meeting
  - Technology Department
    - They are already discussing their recommendation responsibilities.
    - Waiting to meet with technology department to discuss progress.
  - Capital Planning Committee
    - When created Master Plan, there was no capital planning rep on the MP Committee. However, the recommendations were sent to Capital to confirm they agreed with the responsibilities.
    - Working with Southborough Public Access Committee (SPAC) to ensure items identified in the accessibility assessment are included in future budgets
    - Future meeting to take place with Mr. Malinowski do discuss additional details

140 Commercial & Residential Development: D.DeMuria update

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- Southborough Housing Opportunity Partnership Committee (SHOPC)
    - Discussed updates with chair. D.Jasinski. They are well on their way because the Master Plan (MP) aligns with Housing production plan and their 5-year implementation plan. They have 10 recommendations in the MP.
    - No specific updates for this report.
    - They are aware of the goals & recommendations.
    - MBTA related – well on their way
    - Next step, D.DeMuria to reach out to Jesse Stein to get additional update and will attempt to get on SPOPC's next agenda
  - EDC discussion took place earlier in meeting. Notes above

- 151                   • Planning Board has been tied up with tree bylaw and town meeting prep. Will circle back to  
152 discuss goals & recommendations.  
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155                   Education & Recreation: J. Watson update

- 156                   • School Committee – update pushed to Q2 2023  
157                   • Recreation & Historical – updates discussed in previous meetings. Notes updated on  
158 tracker.  
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161 5. Quarterly Report for Planning Board  
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163 Update about tracking worksheet: Summary document was designed in a way to provide updates  
164 to the Planning Board. The MPIC chair will provide the updates to the Board. The other MPIC  
165 members do not have to attend.  
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167 By the end of the year, we probably need a more formal report. J.Watson to help craft the report  
168 and template. It will be data centric and include a list of recommendations that have been  
169 completed, etc.  
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171 MPIC needs to submit report to Planning Board before their next meeting (4/24/23). MPIC to meet  
172 4/13/23 to wrap up progress report. The MPIC chair to submit the report to the Planning Board by  
173 Wednesday, 4/19/23, so they have enough time to review the report before 4/24 meeting.  
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175 6. Other Matters before the Committee  
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177 Discussed the process of reassigning a goal/recommendation from one board to another. MPIC  
178 expects a board to appear before us to explain their request to transition a goal/recommendation  
179 to a different board. We will discuss, make a recommendation, and escalate it to the Planning  
180 Board for final determination.  
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182 The next meeting is scheduled on Thursday, April 13, 2023  
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- 184 7. **ADJOURN:** MOTION by K.McKee to adjourn at 7:55 PM. Seconded by J.Watson  
185 ROLL CALL: Braccio-Yes, Watson-Yes, DeMuria-Yes, McKee-Yes, Warren-Yes. VOTE to Approve: Yes-5,  
186 No-0.