



TOWN OF NORTHBOROUGH

Master Plan Implementation Committee
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RECEIVED

By Karen Wilber at 7:40 am, Sep 16, 2022

Master Plan Implementation Committee Meeting

August 18, 2022

Zoom Meeting Minutes

Approved September 15, 2022

7:00pm—Chairman's Introduction to Remote Meeting

Mr. Leif, Chairman, opened the remote meeting. Mr. Leif stated that this Open Meeting of the Master Plan Implementation Committee was being conducted remotely consistent with Governor Baker's Executive Order of July 16, 2022, an Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and that all members of the Master Plan Implementation Committee are allowed and encouraged to participate remotely. Mr. Leif noted that the Order allows the MPIC to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. He added that ensuring public access does not ensure public participation unless such participation is required by law. Mr. Leif noted that this meeting will not allow for Public Comment. He indicated that the public may view the meeting via the link as listed on the posted agenda.

Members Present, remotely: Rick Leif, Chair; Ashley Davies, Vice-Chair; Amy Poretsky, Millie Milton, Fran Bakstran, Gene Kennedy, Jeanne Cahill, Dario DeMare, John Campbell

Others Present, remotely: Laurie Connors, Town Planner

The meeting opened at 7:00pm.

Update on RFP for Downtown Revitalization Strategy & Design Report

Mr. Leif said that an issue arose in the manner in which the Selection Subcommittee has conducted its meetings. The subcommittee conducted two meetings; the first to review the RFPs and select interview candidates, and the second to interview the candidates and make a recommendation for selection.

Mr. Leif stated that on July 21, the MPIC selected some of its members to review the proposals submitted for the Downtown Revitalization Strategy and Design Report and to conduct interviews of the firms recommended for an interview in order to assist the Committee in selecting a Downtown consultant. That group of members, together with some Town officials, met on July 27, 2022 and selected two firms for an interview. On August 8, 2022, they met to conduct interviews with Weston and Sampson and BSC Group. At that meeting, there was a consensus to recommend selection of Weston and Sampson as the Downtown consultant.

Mr. Leif said that unfortunately, and based on their misunderstanding, those two meetings were not posted under the Open Meeting Law, but they should have been because that group of Committee members would qualify as a subcommittee that is subject to the law. However, even if the meetings were posted, Mr. Leif said that he did not believe that any of the Committee members had any reason to believe that the discussions and interviews and the recommendation to the Committee would be any different.

Mr. Leif said he has discussed this situation with the Town Administrator, who consulted with Town Counsel. Mr. Leif said, based on review of the situation, that he did not recommend that the

Subcommittee repeat the review and selection process. However, in order to comply with the Open Meeting Law to the extent possible, Mr. Leif recommended that the Subcommittee hold another meeting, with posting as required under the Open Meeting Law, in order to review its actions and approve minutes of the meetings it held. At that meeting, the Subcommittee should also ratify and confirm its recommendation for the Downtown consultant. In the interest of transparency, the Attorney General's Office should be notified of the action being taken.

Mr. Leif said, for the purpose of this Committee accepting the recommendation of the Subcommittee and moving forward with the RFP process, that he will ask for a motion that the Master Plan Implementation Committee accept the recommendation of the Downtown Consultant Selection Subcommittee and direct that the Subcommittee post and hold a meeting to approve minutes of the meetings that it held as part of the consultant selection process.

Ms. Bakstran made that motion, which Ms. Milton seconded.

Discussion followed.

Mr. DiMare asked if the Subcommittee's meeting minutes would be available. Mr. Leif said those would first have to be reviewed and approved by the subcommittee. Ms. Connors asked subcommittee members to review and forward changes of those draft minutes to her office by noon on Monday; those minutes will be compiled and reviewed for the Subcommittee's next meeting.

Mr. Kennedy asked if the Subcommittee could speak to the thought process in selecting Weston and Sampson, or is that in the minutes? Mr. Leif said the questions and comments that led them to this decision will be in the minutes; until the Subcommittee has conducted its meeting, nothing more can be discussed on the topic.

Discussion followed regarding the scheduling of the next meeting of the Subcommittee, which was scheduled for the following Tuesday, August 23, 2022 at 8:30am, for the purpose of approving the two sets of draft minutes.

Mr. Leif noted that a motion had been made and seconded and took a roll call vote, which was as follows:

Ms. Poretsky: "aye"
 Ms. Milton: "aye"
 Ms. Davies: "aye"
 Ms. Bakstran: "aye"
 Mr. Kennedy: "aye"
 Ms. Cahill: "aye"
 Mr. Leif: "aye"
 Mr. Campbell: "aye"
 Mr. DiMare: "aye"

Update of Complete Streets

Ms. Connors provided an update. A flyer with a QR code/link to the Complete Streets survey had been posted on several pages on the Town's website. This is the first step in the public engagement process. There will be a public meeting which is tentatively scheduled for October. Ms. Connors asked members

to forward that flyer to residents and share on social media so as to get as much feedback as possible. She added that paper copies are available at the Town Hall, Library and Senior Center.

Mr. Leif proposed an agenda item for MPIC's September meeting- that they brainstorm what the MPIC would like to promote at the future Complete Streets public outreach session; he thought it was important for the MPIC to give some input as to what they feel needs to be prioritized relating to streets, sidewalks and bikeability. Additionally, Mr. Leif offered to make a short presentation on behalf of the MPIC. Ms. Davies agreed and suggested that the MPIC come up with some bullets at the next MPIC meeting for that purpose, she thought it came down to aligning Complete Streets with the goals of the Master Plan. Mr. Leif encouraged members to also speak individually about whatever they think is important.

Consideration of June 9 Minutes

Ms. Poretsky made a motion to accept the minutes from the June 9 meeting. Ms. Bakstran seconded the motion. Roll call vote was as follows:

Ms. Poretsky: "aye"
 Ms. Milton: "aye"
 Mr. Kennedy: "aye"
 Ms. Cahill: "aye"
 Mr. Leif: "aye"
 Mr. Campbell: "aye"
 Mr. DiMare: "aye"

Consideration of July 21 Minutes

Ms. Poretsky made a motion to accept the minutes from the July 21 meeting. Mr. Campbell seconded the motion. Roll call vote was as follows:

Ms. Poretsky: "aye"
 Ms. Milton: "aye"
 Ms. Bakstran: "aye"
 Mr. Kennedy: "aye"
 Ms. Cahill: "aye"
 Mr. Leif: "aye"
 Mr. Campbell: "aye"
 Mr. DiMare: "aye"
 Ms. Davies: "aye"

Other Business

Next meeting: September 15 is the next MPIC meeting.

Applefest: Ms. Cahill asked if there will be presence by the consultants at Applefest for the public engagement piece and if so, should space be reserved for them. Mr. Leif said that was something they'd indicated that they would do but that the key will be to make as much progress with them in the short term as possible to get the contract signed. Ms. Connors said once this issue is resolved next week, she will have a conversation with them about Applefest attendance, the goal is to have them there. She asked to leave a spot open for them. Ms. Poretsky suggested that they could save a table for them at the Farmers Market on Saturday, September 17th.

Ms. Bakstran made a motion to adjourn. Mr. DiMare seconded. Roll call vote was as follows:

Ms. Poretsky: "aye"
Ms. Milton: "aye"
Ms. Bakstran: "aye"
Mr. Kennedy: "aye"
Ms. Cahill: "aye"
Mr. Leif: "aye"
Mr. Campbell: "aye"
Mr. DiMare: "aye"
Ms. Davies: "aye"

The meeting was adjourned at 7:37pm.

Respectfully Submitted By
Michelle Cilley, Board Secretary