



# TOWN OF NORTHBOROUGH Master Plan Steering Committee

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Approved 2.3.2020

## **Master Plan Steering Committee Meeting November 13, 2019**

**Members Present:** Fran Bakstran, Chairman; Rick Leif, Vice Chairman; Jason Perreault, Michelle Gillespie, Amy Poretsky, George Pember, Norm Corbin, Jonathan Cogswell

**Others Present:** Kathy Joubert, Town Planner; Mark Bashour, Northborough Historical Society; Henry Squillante, 72 Crestwood Circle; Gib Chase, 6 Kimball Lane; Kerri Martinek, Anthony Ziton

Chairman Bakstran opened the meeting at 7:00 pm.

Ms. Poretsky distributed a set of 3 documents to all present.

Ms. Joubert asked if the front cover of the Master Plan should be changed from the year 2019 to the year 2020. All agreed with using the date 2020 on the cover.

Ms. Bakstran stated they are here for a cursory review of the final version of the Master Plan, and to see what it will look like going forward to December 10<sup>th</sup>. She noted that they have been a committee of 15 people working on this collaboration, and not everyone agrees with every part of the document. But in the end, people will understand compromises and consensus were reached. She stated the committee has been working on the Master Plan for many months of many meetings, and it will never be perfect, but it's time in the process to accept the Plan and begin the implementation of the recommendations.

Regarding the Executive Summary, Mr. Corbin noted that, as written, it is not an Executive Summary. It needs only one page that highlights what needs to be addressed by the town, such as the downtown and vacant town-owned buildings.

Mr. Leif stated that, for the Executive Summary, there will be a chance that each member thinks the highlights are different from other members. He questioned if, after the Master Plan has been adopted, they will decide on two or three highlights.

Ms. Gillespie stated she would like to see the Executive Summary address key points, such as the downtown. She noted the Executive Summary should add a reference to Northborough being part of the 495 MetroWest Corridor. It should also refer to "the town" and "who is the town?".

It was suggested to add language regarding the Planning Board to adopt the Master Plan and the Board of Selectmen to create an Implementational Committee.

Mr. Cogswell noted the Executive Summary should highlight priorities and general feedback from the survey results.

Mr. Perreault agreed the Executive Summary as presented is not an executive summary; and should be called the Introduction. An Executive Summary includes themes that emerged throughout the process, such as downtown, affordable housing.

Mr. Leif noted the Executive Summary should be short, with key highlights.

The members agreed to change “Executive Summary” to “Introduction”.

The members also questioned if the “Executive Summary” is needed. A vote of the members was taken, with 1 member in favor and 8 members opposed to keeping the “Executive Summary”.

The members suggested to reorganize the location of the Introduction and the Vision Statement.

Ms. Joubert noted the process going forward will be as follows:

1. *Changes will be sent to VHB tomorrow (11/14/19).*
2. *Revisions to the Master Plan will be sent to the members, via email, with a summary page of changes. Ms. Joubert will confirm with VHB as to when they will get back to her regarding the summary of the changes. This should be no later than November 19th.*
3. *The document will be emailed to the Planning Board and the Board of Selectmen by November 20th.*
4. *Ms. Bakstran, Mr. Leif and Ms. Joubert will have a conference call on November 14th at 5:00pm to recap edits from the November 13th meeting.*
5. *The Master Plan will be presented to the Planning Board and the Board of Selectmen on November 25<sup>th</sup>.*
6. *The Master Plan will be presented to the public on December 10<sup>th</sup>. Invitations will be sent to all of the boards and committees; and will be posted on the Town’s website, the news blast, and the Recreation’s email blast.*

Ms. Poretsky discussed sections of the the Master Plan that she has questions about:

Land Use

Page 2-2, Key Findings  
Page 2-3, Baseline Conditions Analysis  
Page 2-6, Historic Land Use  
Page 2-9, Land Table

Natural, Cultural, and Historic Resources

Page 3-11, Preservation Restriction

Ms. Joubert stated she will send Ms. Poretsky's edits, comments, and questions to VHB.

Mr. Pember motioned to accept the Master Plan document as amended. Eight members were in favor and one member abstained.

**Approval of Minutes**

Mr. Leif motioned to approve the minutes of June 4, 2019; Mr. Perreault seconded the motion and the vote was unanimously in favor of the motion.

Mr. Leif motioned to approve the minutes September 19, 2019; Mr. Perreault seconded the motion and the vote was unanimously in favor of the motion.

The meeting adjourned at 10 pm.

Respectfully Submitted by,

Debbie Grampietro  
Planning Administrative Assistant