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By Karen Wilber, Town Clerk's Office at 2:42 pm, Oct 26, 2021

# TOWN OF NORTHBOROUGH Master Plan Implementation Committee

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## Master Plan Implementation Committee Meeting

September 30, 2021

Zoom Meeting Minutes

Approved October 21, 2021

**Members Present, Remotely:** Ashley Davies, Chair; Rick Leif, Co-Chair; Julianne Hirsh, Amy Poretsky, Fran Bakstran, Millie Milton, Eugene Kennedy, Jeanne Cahill, John Campbell, Dario DiMare, Tracey Cammarano.

Meeting opened at 7:02pm.

### Discussion of September 8, 2021 Minutes.

Chair Davies asked for a motion to approve the minutes. Mr. Leif noted that Ms. Bakstran was incorrectly listed as Chair. Ms. Poretsky suggested a change on page 4 to include 'meetings' so as to read: 'Mr. Peterson said the action list has approximately 155 items, but if they only have VHB for five of those *meetings*, he wants to make sure that a framework is developed to reuse with modifications'. Chair Davies said the VHB contract said they would help with five *action* items. Mr. Campbell was also confused by the remainder of Mr. Peterson's statement: 'he wants to make sure that a framework is developed to reuse with modifications'; Mr. Leif believed he was referring to whatever tools are left by VHB for the committee to manage this, with 'modifications' referring to changing things up as they go down the road, doing things differently perhaps than how they were done in the beginning. Chair Davies agreed and said that Mr. Goris-Kolb had made similar comments, but she will check with Mr. Peterson regarding his intent.

Mr. Leif made a motion to approve the minutes as amended. Ms. Hirsch seconded. All in favor, none opposed.

### Brief Review of Master Plan.

Chair Davies asked if anyone had questions about the Master Plan before deciding on the top action items.

Mr. Kennedy asked if one of the members who had served on the Steering Committee could give a brief summary of the public participation process for the Master Plan.

Mr. Leif said there were eighteen Steering Committee meetings, three public forums and a public hearing with the Planning Board. In addition, three surveys were distributed to residents, and there was another info-gathering opportunity at Applefest.

Mr. Campbell asked if this committee was envisioned to be open-ended or is it intended to expire where committees and initiatives take over? Chair Davies believed that it is open-ended. Mr. Leif said that members have terms which expire, giving others in the community a chance to participate.

Ms. Hirsch asked if a representative from a school board could be present at one of the upcoming MPIC meetings. Mr. Leif said the school administrators are responsible for long-term planning, they should not be including school committee members and adding a whole subsection on school master planning.

**Overview of Recommendations, Priority Rankings, Short-Term Rankings.**

After the last meeting, Ms. Joubert had emailed committee members asking them to reply with their top three overall recommendations and top three short-term recommendations. Staff compiled the information into a word document which Ms. Joubert forwarded to the committee. Several members indicated that their items did not make it on the list. Chair Davies wasn't sure how to proceed without having an accurate list of recommendations. Mr. Campbell suggested starting with the items that had at least 3 votes. Mr. Leif said they should request a new report and see what has the most mentions. He also remembered hearing the suggestion that they pick something they could have a short-term win on. Ms. Poretsky suggested that if Downtown was the main theme, perhaps they could at least start applying for grants.

General consensus was the list should be revised and presented as a spreadsheet. The committee will then have sense of what they want to move forward on. Until then, discussions regarding priorities should be tabled.

Mr. Campbell said some items on the list may already be involved in another path. He suggested identifying those that don't need their input and perhaps they could monitor their status instead of creating subcommittees.

Chair Davies suggested that, for the next meeting, committee liaisons could bring their lists of items in the Master Plan that are completed or already being worked on.

Mr. Kennedy said since they just meet once monthly for 2 hours, they should really get a sense of what that following month's agenda will look like. He suggested that each member come up with a mission statement and send that to Ms. Joubert for a synopsis to be created. That, along with a new report and input from the various liaisons will allow the committee to come up with a ranked set of recommendations from which to proceed. Mr. Leif hoped the new report or list would be sent to them at least a few days or a week before the next meeting. Ms. Bakstran said that the Chair and Co-Chair should be pushing the members to respond, it shouldn't have to come from staff.

**New Business.**

The next meeting is scheduled for October 21, 2021.

Mr. Leif made a motion to adjourn, Ms. Cahill seconded, all in favor, meeting adjourned at 8:35pm.

Respectfully Submitted By  
Michelle Cilley, Board Secretary