



TOWN OF NORTHBOROUGH Master Plan Steering Committee

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RECEIVED
By kwilber at 2:45 pm, Nov 20, 2019

Approved 11.13.19

Master Plan Steering Committee Meeting September 19, 2019

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

Others Present: Kathy Joubert, Town Planner; Geoffrey Morrison-Logan, VHB; Donny Goris-Kolb, VHB; 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 7:10 pm.

Review of Process to Date

Mr. Goris-Kolb explained Ms. Bakstran, Mr. Leif and Ms. Joubert reviewed Version 1; Staff reviewed Version 2, including the Police Chief, the Fire Chief, the Conservation Committee and the Conservation Agent, the Recreation Director, and the Senior Center Director; and Version 3 was reviewed by the Master Plan Steering Committee members.

Mr. Morrison-Logan and Mr. Goris-Kolb reviewed the process to date. Mr. Morrison-Logan noted they will be reviewing the Implementation Plan tonight. There have been several rounds of iterations, going into this whole chapter, that they will talk about tonight, as well. He noted they talked with stake holders; were present for 2018 and 2019 Applefest; talked about base-line conditions; voted on the Vision Statements and Goals; and held 3 public hearings.

Summary of Meetings

Ms. Bakstran stated they have had 16 meetings to date, over 18 months, starting in March of 2018. She thanked all the committee members and town staff for their hard work and dedication to the Master Plan project.

Mr. Leif stated he considers the Master Plan to be a roadmap to be presented to the Town at the conclusion of the process, for things that could happen in the future. He noted that the Committee has done a great job, but in the long run, nothing is going to be set in stone. Ms. Bakstran agreed, stating it is a guide on how they want the Town to grow and develop in the future; it's not the law. Mr. Leif noted he would like to see an Implementation Committee formed by the Board of Selectmen, and composed of members of various Town committees, that will be created to carry out the Master Plan as it makes sense to do.

Implementation of the Master Plan, Chapter 8, Time Frame and Priorities

Mr. Goris–Kolb read the Introduction of the Implementation Plan, as follows:

The implementation matrix below summarizes the specific recommendation developed in each of the Plan Elements. The timing for implementation of the recommendations are assigned for Short-Term (1-5 years), Mid-Term (6-10 years), and Long-Term (10-15 years) to assist in suggesting a timeframe for each recommendation to be considered, though some actions are on-going in nature, The timing of implementation should be considered flexible, as the community and its operating environment are subject to change. For example, if grant funding applicable to a recommendation identified for the mid-term were suddenly available, it could be feasible to advance the implementation of that recommendation to take advantage of the funding opportunity.

Also listed for each recommendation are the leading parties for implementation and supporting implementation partners. A rough order of magnitude (OOM) cost estimate for each recommendation is provided in the form of -, \$, \$\$, and \$\$\$, representing marginal cost, low cost, moderate cost and high cost. The marginal cost reflects staff or volunteer time only, while low, moderate and high costs are in the range of less than \$25k, \$25k-\$100k, and more than \$100k, respectively. Potential funding sources are listed where applicable and are not reflected in the cost estimate. Implementation actions that are of high or moderate priority, as identified in coordination with the Master Plan Steering Committee and through the public engagement process, are marked in the last column. (Mr. Leif noted a dollar signs represents out-of-pocket costs; and a dash represents staff time.)

It is the recommendation of the Northborough Master Planning Steering Committee that the Town, led by the Board of Selectmen, establish a Master Plan Implementation Committee. This committee would be responsible for assisting and holding accountable the various Town department and groups in achieving the Plan’s recommendations. They would also be responsible for tracking the Town’s implementation progress, as well as regularly reporting on such progress to the community.

Review of Version 4

Mr. Morrison-Logan and the members reviewed Version 4, regarding short-term, mid-term, and long-term implementation of the Master Plan. They went through the Implementation Matrix, reviewing: Recommendations and Short-term, Mid-Term, and Long-Term goals of Open Space and Recreation; Transportation; Land Use; Housing; Economic Development; Natural, Cultural and Historic Resources; and Public Facilities and Services.

A few changes were made to the final version of the Master Plan, as follows:

Open Space and Recreation

OSR1-1: changed to Mid-term

OSR1-3: changed to Ongoing

OSR2-3: changed to Ongoing

OSR4-1: changed to Ongoing

Land Use

LU1-5: changed to Ongoing

LU1-6: added LUI-7, monitor stormwater maintenance plans created for the operations and management phase of real estate development; added On-going and High Priority

LU1-7: original LU1-7 was removed

LU4-2: changed to High Priority

LU4-3: changed to On-going

Housing

H1-2: changed to Short-term and High Priority

H2-1: remove the sentence "Consider working collaboratively with developers to enable these housing types in target areas."

H2-4: changed to Moderate Priority

Economic Development

ED1-6: changed to Moderate Priority

ED2-5: changed to Short-term and High Priority

ED3-3: changed to High Priority

Public Facilities and Services

PFS1-6: changed to Ongoing

PFS3-1: changed to Ongoing

Mr. Pember motioned to agree with the revised version of Chapter 8 of the Northborough Master Plan; Mr. Perreault seconded the motion and the vote was unanimously in favor of the motion.

Ms. Poretsky said she believes things have changed in this version. Mr. Morrison-Logan noted that he, and Mr. Goris-Kolb, have added the changes as they went along tonight. Mr. Morrison-Logan and Mr. Goris-Kolb confirmed with Ms. Bakstran that all the Footnotes are in the document.

Mr. Perreault confirmed with Mr. Morrison-Logan and Mr. Goris-Kolb that the version of the Master Plan on the Master Plan website is the latest one; and Mr. Morrison-Logan confirmed it is the latest version. Mr. Morrison-Logan also noted the Executive Summary is the only thing left to finish.

Ms. Bakstran reminded Ms. Poretsky that, if she has changes that she feels are significant, the committee would have to have another public hearing. Ms. Joubert suggested VHB could provide tracked changes of Versions 1 and 2; and noted that anyone who has questions and/or changes can submit them to her by September 26th.

The Northborough Master Plan Implementation Plan document, dated 9.20.19; and the Northborough Master Plan Final Goals and Recommendations document, dated 9.20.19, are on the Master Plan website.

Executive Summary

Ms. Bakstran stated the Implementation Committee would be appointed by the Board of Selectmen; and financial boards, among others, should be represented. Ms. Joubert noted the Executive Summary will be written by VHB (Mr. Morrison-Logan and Mr. Goris-Kolb) and will be sent to the Master Plan Steering Committee.

Ms. Poretsky asked about the process of presenting the Master Plan. Ms. Bakstran stated it does not need to be approved or voted upon. Ms. Joubert stated the Master Plan Steering Committee and the Planning Board will present the Master Plan in a joint meeting.

Approval of Minutes

Ms. Gillespie motioned to approve the May 22, 2019, as amended; Mr. Perreault seconded the motion, and the vote was unanimously in favor of the motion.

Mr. Leif, and all those present, thanked Mr. Morrison-Logan and Mr. Goris-Kolb for their phenomenal job; and Mr. Morrison-Logan and Mr. Goris-Kolb thanked the committee members and staff for their hard work and dedication to the Master Plan project.

The meeting adjourned at 10 pm.

Respectfully Submitted by,

Debbie Grampietro
Planning Administrative Assistant