

Approved December 30, 2025

**MASTER PLAN IMPLEMENTATION COMMITTEE
MEETING MINUTES
Thursday October 23, 2025
Southborough, Massachusetts**

Members Present: Debbie DeMuria, Sam Stivers, Will Warren, Alan Belniak

CALL TO ORDER: The meeting was called to order by the Chair at approximately 5:30 PM.

Annual Reorganization of the Committee

Committee members discussed the position of Chair and Vice-Chair during the annual reorganization. A motion was made to appoint Debbie DeMuria as Chair and Alan Belniak as Vice Chair (Roll call vote: Stivers – Yes, Belniak – Yes, Warren – Yes, DeMuria – Yes).

MPIC Goal Tracking

The committee had continued discussions about making the Master Plan goal tracker publicly available. A brief update was given that a DropBox has been made available by IT for the transfer of the documents. IT is also working with the Planning Board on setting up One Drive; it is anticipated that the MPIC documents would be part of the Planning Board One Drive once complete. Ms. DeMuria stated that she is working on cleaning up the files before transfer and would notify the committee members when that activity is complete.

Approval of Meeting Minutes

A motion was made by Mr. Stivers to approve the minutes of minutes of September 18, 2025 and February 24, 2025 (Joint Meeting with the Planning Board), seconded by Mr. Warren (Roll call vote Stivers – Yes, DeMuria – Yes, Belniak – Yes, Warren – Yes).

Next Meeting

The next MPIC meeting will be on Thursday December 4, 2025 at 5:30pm.

MOTION TO ADJOURN: Ms. DeMuria made a motion to adjourn, seconded by Mr. Stivers. The meeting was adjourned at 5:50 pm.

Documents Used at The Meeting: None.

Respectfully submitted,
Debbie DeMuria, MPIC Chair