

MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)

MEETING MINUTES

Thursday, January 30th 2025Zoom: <https://www.southboroughtown.com/674/Virtual-Meetings>**Members Present:** Debbie DeMuria, Sam Stivers, Will Warren, Judith Watson**CALL TO ORDER:**

Ms DeMuria called the Master Plan Implementation Committee (MPIC) meeting to order at 6:11 PM.

Roll Call: Not taken

1. Analysis of goals & recommendations, updates

- Mr. Stivers and Ms. Watson are looking to meet with the Superintendent of Schools in early February to discuss progress on goals/recommendations.
- Ms. DeMuria noted she had been adding updates from the Planning Board and other committees. Mr. Stivers and Ms. Watson are also continuing to review the minutes of the boards and commissions to find relevant updates.
- Mr. Stivers noted that over 50% of the recommendations have been worked on.

2. Meeting with Planning Board Chair

- Ms. DeMuria outlined the key points discussed in the meeting that she and Ms. Watson had with Ms. Luttrell, Chair of the Planning Board, notably:
 - Ms Luttrell will work closely with the Economic Development Committee on their goals/recommendations
 - The MPIC annual report will propose the transfer of responsibility for Sustainability recommendations from the Select Board to the Planning Board
 - The Planning Board will support the Circulation & Transportation recommendations once the Select Board defines a path forward
- The MPIC discussed the scope of its annual report to the Planning Board on February 10th, noting that the draft developed by Ms. DeMuria should be updated to include the category dashboard from the tracker and key "asks" from the Planning Board, notably whether the Planning Board has other priorities or topics that they would like MPIC to focus on.
- Ms. Watson also outlined a proposal for MPIC members to work with their boards and commissions between January and June 2025 to complete a "mid-term" review of the goals and recommendations assigned to them, evaluating progress, the need for course corrections and budget requirements.
- It was agreed that Ms. Watson would review how best to expand the MDP tracker to include 2025+ data and to reflect the outcome of the mid-term reviews.

3. Approve meeting minutes

- The draft minutes of the December 19th meeting were accepted.
- Mr. Stivers made a motion to approve the minutes. Mr. Warren seconded the motion. The motion passed 4-0. Ms. DeMuria-Yes, Mr. Stivers-Yes, Mr. Warren-Yes, Ms. Watson-Yes.

4. Any new or future business of the committee

- An agenda for MPIC to be able to attend the February 10th Planning Board meeting will be created. The next MPIC meeting will be on Thursday, February 27th 2025 at 5:30pm. The assumption is that hybrid meeting will continue during 2025.

50 **5. Public Comment**

51 • None

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54 **MOTION TO ADJOURN:**

55 Mr. Stivers made a motion to adjourn the meeting. Mr. Warren seconded the motion.

56 Motion passed 4-0. Ms. DeMuria-Yes, Mr. Stivers-Yes, Mr Warren-Yes, Ms. Watson-Yes.

57 The meeting was adjourned at 7.07pm

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59 **Documents Used:**

60 Notes from meeting with Chair, Planning Board (January 7th)

61 MPIC-Proposed Realignment of Responsibilities-2025

Notes from meeting with Meme Lutrell on January 7th, 2025

The purpose of the meeting was to discuss the current status of the MDP before the MPIC annual report is shared with the Planning Board. The key topics discussed and associated actions are:

- 1. The scope and timing of annual updates relating to the MDP goals/recommendations was discussed**
 - DD is working on the update for the Town's annual report; the main focus will be achievements and accomplishments
 - A separate annual report will be prepared for the Planning Board using the same achievements and accomplishments but including additional topics for discussion
 - The MPIC report to the Planning Board should be targeted for February 10th and should be circulated in advance
- 2. The MDP recommendation tracker was reviewed including the new dashboards shows a more quantitative summary of progress**
 - It was agreed that select dashboard should be include in the annual report to the Planning Board (DD)
- 3. It was noted that there are 3 key objectives where there has been more limited progress than in other areas**
 - *Economic Development* - reflection of the status of the EDC
 - *Natural Resources* - the status of the recommendations assigned to the OSPC cannot be determined because a number of 2024 meeting minutes have not yet been posted. Also there has been no progress on sustainability recommendations
 - *Circulation & Transportation* - progress is being made on sidewalks but not on the other two goals related to vehicular movement and access to transport services. 11 of the 12 recommendations re currently assigned to the Select Board
- 4. It was agreed that there was an opportunity for the Planning Board to help promote action on these topics:**
 - ML is already working with the EDC coordinator on certain projects, and she will get more involved with reviewing master plan goals/recommendations with her
 - DD is interested in leading efforts on sustainability and ML agreed that the MPIC report should include a proposal that a Sustainability sub-committee should be established under the Planning Board
 - JW agreed that she will continue to support the OSPC recommendations, working with Melissa Danza from ConCom, as appropriate
 - It was noted that the Planning Board would look to support transport related recommendations, as required, but that the Select Board should be the instigator of projects in this area
- 5. JW explained the key focus for the MPIC for Q1-Q2 2025**
 - Each committee member will reach out to their boards/commissions and work with them to review their goals/responsibilities, specifically looking at priorities, timelines and funding requirements
 - This will allow the MPIC to develop a portfolio of priorities and associated budget requirements

MASTER PLAN IMPLEMENTATION COMMITTEE

PROPOSED REALIGNMENT OF RESPONSIBILITES - 2025

February 10th 2025

SUSTAINABILITY

#	Recommendation	Current Responsibility	Proposed Responsibility	Comment/Status
LU-4.0	Establish strategies for energy conservation, carbon footprint reduction and climate change resiliency	Select Board	Planning Board	Reflects proposal to establish a Sustainability sub-committee under the Planning Board
NR-2.0	Enhance Southborough efforts in making sustainability a core aspect of Town and community activities	Select Board	Planning Board	Not started
NR-2.1	Establish a Sustainability Committee with responsibility for ensuring that sustainability issues and opportunities in Southborough are proactively managed, including applying for grant funding by collaborating with Town departments and committees	Select Board	Planning Board	Not started. Note the SB opted not to establish this committee
NR-2.2	Develop a 5-year Climate Action Plan for Southborough	Select Board	Planning Board	Not started
NR-2.3	Strengthen and expand partnerships within the Town and state to develop climate change solutions	Select Board	Planning Board	Not started
NR-2.4	Recommend, develop and monitor programs designed to enhance long-term sustainability and resilience in response to environmental, resource and energy challenges	Select Board	Planning Board	Not started
NR-3.0	Reduce the consumption of non-renewable natural resources by public and private users	Select Board	Planning Board	The 8 recommendations under this goal are assigned to the DPW and Facilities