

1 **Approved March 9, 2022**

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3 **Southborough Master Plan Committee**  
4 **MEETING MINUTES**  
5 **Wednesday, February 16, 2022 7:00 PM**  
6 **VIRTUAL MEETING/REMOTE PARTICIPATION**  
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8 Members present: Meme Luttrell, Judith Watson, Tom Marcoulier, William Sines, Sam Stivers, Lisa  
9 Braccio, Kathryn McKee, Joyce Macknauskas, Deborah DeMuria (Ex-Officio/non-voting,) and Kristen  
10 LaVault (Ex-Officio/non-voting.) Members absent: Gina Glazomitsky, Keturah Martin, Andrew Mills,  
11 Karen Cvitkovich, Julie Connelly, Will Warren (Ex-Officio/ non-voting) and Karina Quinn (Ex-Officio/non-  
12 voting). Also present: Sarah Hoecker, prior Business Administrator I to Planning. Also absent: Kathleen  
13 Battles, Recording Secretary. Ms. Hoecker managed virtual connection through ZOOM application.  
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15 **CALL TO ORDER:**

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17 The meeting was called to order at 7:00 PM.  
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19 Ms. Luttrell conducted a roll call to ensure a quorum was in attendance.  
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21 **Discuss Chapter Review Homework from Last Meeting:**

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- **Housing**

23 Mr. Marcoulier summarized the edits made to the chapter. He updated the charts and data sets. He also  
24 made significant edits to ensure the chapter was succinct. Ms. Luttrell felt it was a very readable  
25 document. Ms. Watson supported the inclusion of the “demographic” data sets as “diversity of housing”  
26 has been an important theme. Mr. Marcoulier requested feedback from the Master Plan Committee  
27 (MPC) regarding the inclusion of data regarding the number of people who work in town that also live in  
28 town. Ms. DeMuria stated the Economic Development Chapter also included this information with a  
29 more detailed discussion regarding people who work remotely from their homes as a result of the  
30 Covid-19 pandemic. The MPC agreed the information regarding town employees should be included.  
31 The “moderate affordable” goal was added which was discussed at the previous meeting of the MPC.  
32 Ms. Watson will review the Chapter a final time and provide any further feedback to Mr. Marcoulier.

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- **Public Service and Schools**

34 Mr. Stivers explained he is awaiting some updated data and recognized the need for edits to streamline  
35 the chapter. Ms. Luttrell and Ms. DeMuria found it be an “easy read.” Ms. Luttrell included some  
36 updated data. Mr. Stivers stated he was unable to locate the exact square footage of the Public Safety  
37 Building. Mr. Stivers requested Mr. Sines review the Southborough Public Accessibility Committee  
38 (SPAC) references for accuracy. Ms. Watson suggested the data regarding “heating” be removed from  
39 the chapter as a data set provided by John Parent, the Director of Facilities will be included in the  
40 Natural Resources section regarding Energy Use. He also asked if the National Register Historic District  
41 was included which Ms. Watson explained is in Chapter 7. Ms. Watson requested Kate Battles, member  
42 of the Southborough Historic Commission (SHC) and Recording Secretary remind Ms. Watson to include  
43 a reference to the Historic District. Ms. McKee requested Mr. Stivers review the chapter to ensure any  
44 details that could be a security risk are removed which he confirmed he would do. Ms. McKee asked if  
45 the Master Plan update would be called the 2022 Update, but Ms. Watson stated it would be called the  
46 “2021 Master Plan Update.” Ms. Watson asked for Mr. Sines’ approval to remove several of the  
47 “original” American with Disabilities Act (ADA) goals as they are covered by other goals to which he  
48 agreed. Mr. Sines expressed concern that the SPAC is planning to create a plan to address accessibility

issues throughout the town and indicated his concern was that it is not exclusively the responsibility of SPAC in particular regarding implementation. Mr. Stivers agreed SPAC held more of a leadership/management role with the Department of Public Works (DPW,) Facilities and others responsible for implementation. Mr. Sines indicated the Capital Planning Committee would also be important participants due to budgets and financial impacts. Mr. Sines requested the important groups be mentioned in the Implementation Chapter. Ms. Martin was unable to attend the meeting due to a commitment with the School Committee. Once the edits are approved by the MPC, Mr. Stivers will reach out to Ms. Martin as well as other stakeholders in the school system including Greg Martineau, the Superintendent of Schools and Roger Challen, a member of the School Committee. Ms. Watson indicated several data sets and charts needed to be updated. Due to the Facility Studies currently being conducted by the Capital Planning Committee, Mr. Stivers indicated updated data would be available imminently.

- **Resiliency**

Ms. Watson explained she used the “MVP Summary of Finding” and the “Hazard Mitigation Plan” to make appropriate edits to the chapter. Ms. Watson worked with Melissa Danza; the Conservation Agent who approved the updates Ms. Watson made. Mr. Stivers indicated the State emphasized the importance of a Stormwater Management Program.

- **Implementation**

Ms. Watson shared her progress with the Implementation Chapter. The Recommendations will be listed by chapter/topic and include which Board is responsible for each. Ms. Watson stated each Board should participate in prioritizing the Recommendations under their purview as well as indicate financial need in to accomplish each. Ms. McKee requested the Boroughs Loop Trail and the Aqueduct Trail be included in the goal for the Trails Committee. Ms. Watson will provide a draft of the Implementation Chapter for the MPC to review imminently. Ms. LaVault expressed concern about a potential conflict regarding the goals of the Recreation Commission. She pointed to the goal of a Community Center. She stated that the Recreation Commission was requested by the Capital Planning Committee to take a position regarding the proposed conversion of Woodward School to include Town office space as well as Recreation space. Some members of the Recreation Commission would like more dedicated space for Recreation than Woodward has to offer however they did not take a formal position as of yet. Ms. LaVault requested feedback from the MPC to ensure that it was not a conflict to include a “Community Center goal” in the Master Plan Update. Ms. LaVault explained the Recreation Commission requested further information ahead of taking a formal position. Mr. Stivers suggested a broader goal of a Community Center and “community gathering spaces” be included. Ms. Braccio stated as it is a 2021 Master Plan Update, it was appropriate to include the goal as the re-use of Woodward was not formally discussed until 2022. Ms. Luttrell supported making the goal more general regarding a Community Center. Ms. Macknauskas expressed the need for Senior Center space to be improved within the next few years. Mr. Stivers stated the Capital Planning Committee has discussed accelerating the Senior Center renovation and it may be feasible to use ARPA funds for the renovation. Ms. Watson requested clarification on a Recreation focused “Community Center” and a “community gathering space.” Ms. LaVault opined the Community Center would include Recreation as well as space for meetings, Scout Troops, and theater opportunities. Mr. Stivers felt that the intent was to also create various outdoor gathering spaces for the community to use in addition to a Community Center facility. It was determined that the Community Center would be “one of many possible gathering spaces.”

Ms. Luttrell asked if an Implementation Committee should be discussed. Ms. Luttrell indicated the Planning Board had ultimate responsibility for the Master Plan Update. Ms. Watson clarified there would be only one Board responsible for implementing each recommendation. She also noted that the Select Board was regularly meeting with Boards to discuss their goals and accomplishments resulting in a smoother execution of the Master Plan Update. Ms. Watson suggested a smaller Master Plan

Committee be created to meet quarterly to ensure the goals were moving forward which would function as a “compliance activity.” Ms. Watson expressed interest in being involved in such a committee. Discussion ensued regarding the formation of such a Board. Ms. Luttrell spoke with the Chair of the Planning Board who agreed a small Implementation Committee was a good idea. The Planning Board would appoint the Committee. Mr. Sines asked what the responsibility of an Implementation Committee would be. Mr. Marcoulier stated it would be a “reporting” committee that would follow up with various boards regarding their goals. The Implementation Committee would then report that information back to the Planning Board including requesting feedback from Planning if a Board was struggling to accomplish a particular goal. Ms. Luttrell felt it was an important way to keep the update on the radar. Discussion ensued regarding the potential need for ongoing updates. Ms. Luttrell stated the Master Plan, and the Updates are approved through the Planning Board. Ms. Hoecker stated some towns operate as if the Master Plan is a “living document” and make updates more frequently which is included in the Implementation Chapter. Ms. McKee suggested each Board complete an Annual Report to include in the Master Plan. The MPC was in agreement that an Implementation Committee should be created.

#### **Additional Review of Economic Development Chapter:**

- **Economic Development**

Ms. Watson indicated the Chapter with the most comments to resolve is the chapter on Economic Development. Ms. Connelly was not in attendance, but Ms. Watson reviewed the outstanding comments. Ms. Watson clarified the difference between the Downtown District (DD) and the overall, broader, Downtown area. Ms. Watson discussed the edits made to the Recommendations specific to Route 9. She explained she included a more general “exploration of mixed-use” goal for that area. Ms. DeMuria’s comments suggested further detail be added regarding the obstacles to Route 9 development. Mr. Marcoulier suggested references to “surveys” be removed as they are a “snapshot”, and the Master Plan should be more holistic. Ms. Watson agreed the survey reference should be briefly discussed in the Vision Statement to understand the process and a hyperlink should also be included. Ms. McKee emphasized the importance of including “how we gathered the data” so as to highlight the public input that was sought via the multiple Public Forums and surveys. Ms. Watson suggested Ms. Connelly, Ms. Luttrell, and Ms. DeMuria review the outstanding comments to make the remaining changes.

#### **Pulling Master Plan Together:**

Ms. Watson discussed editing the Master Plan Update to ensure consistency and so as to define the standards. Ms. DeMuria volunteered to work with Ms. Watson. Ms. Watson will work with a consultant friend and Ms. Danza to review the formatting. Ms. Luttrell asked if the Master Plan Update would be available to share at the Annual Town Meeting (ATM) on May 4, 2022. Ms. Luttrell suggested the Master Plan could then meet with the Planning Board and the Select Board after the ATM. Ms. McKee suggested the MPC request photos from Town residents to be included in the Master Plan Update.

#### **Homework for Next Meeting:**

The final edits and review of the Economic Development and Land Use and Zoning Chapters.

#### **Public Comment:**

None provided at this time.

**Other Business Properly Before the Board:**

The next meeting is scheduled for March 9, 2022 at 7:00 PM.

**APPROVAL OF MINUTES: MOTION** Ms. Watson by to approve the Meeting Minutes from January 12, 2022. **Seconded** by Mr. Stivers. **ROLL CALL:** Meme Luttrell-Yes, Judith Watson-Yes, Sam Stivers-Yes, Tom Marcoulier-Yes, William Sines-Yes, Kathryn McKee-Yes, Lisa Braccio-Abstain, Joyce Macknauskas-Abstain. **VOTE to Approve:** Yes-6, No-0, Abstain- 2, Absent-5.

**ADJOURN: MOTION** by Mr. Stivers to adjourn at 8:48 PM. **Seconded** by Mr. Marcoulier. **ROLL CALL:** Meme Luttrell-Yes, Judith Watson-Yes, Sam Stivers-Yes, Tom Marcoulier-Yes, William Sines-Yes, Kathryn McKee-Yes, Lisa Braccio-Yes, and Joyce Macknauskas-Yes. **VOTE to Approve:** Yes-8, No-0, Absent-5.

**Documents Used at this Meeting:**

- 2020 Draft Master Plan – Housing
- 2020 Draft Master Plan – Economic Development Edit v4
- 2020 Draft Master Plan – Public Services, Resiliency & Schools Edit v5

Respectfully Submitted,

Kathleen Battles, Recording Secretary