

1 **Approved April 6, 2022**

2
3 **Southborough Master Plan Committee**
4 **MEETING MINUTES**
5 **Wednesday, March 9, 2022 7:00 PM**
6 **VIRTUAL MEETING/REMOTE PARTICIPATION**

7
8 Members present: Meme Luttrell, Judith Watson, William Sines, Sam Stivers, Tom Marcoulier, Kathryn
9 McKee, Gina Glazomitsky and Deborah DeMuria (Ex-Officio/non-voting.) Members absent: Lisa Braccio,
10 Joyce Macknauskas, Keturah Martin, Andrew Mills, Karen Cvitkovich, Julie Connelly, Will Warren (Ex-
11 Officio/ non-voting), Kristen LaVault (Ex-Officio/non-voting), and Karina Quinn (Ex-Officio/non-voting).
12 Also absent: Sarah Hoecker, prior Business Administrator I to Planning and Kathleen Battles, Recording
13 Secretary. Also present: Colleen Stansfield, new Business Administrator I to Planning. Ms. Stansfield
14 managed virtual connection through ZOOM application.

15
16 **CALL TO ORDER:**

17
18 The meeting was called to order at 7:00 PM.

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20 Ms. Luttrell conducted a roll call to ensure a quorum was in attendance.

21
22 **Discuss Chapter Review Homework from Last Meeting:**

23 **• Land Use and Zoning**

24 Ms. Luttrell stated that she updated the Land Use and Zoning data from the Assessor's office with help
25 from Ms. Quinn and Ms. Stansfield. The data provides significant detail on the various types of land uses
26 in Southborough. The Zoning Map included is the town's most current Zoning map and Ms. Luttrell
27 added a note indicating the inclusion of the Downtown District (DD.) In the 2008 Master Plan there was
28 an in-depth build-out analysis. For the Master Plan Update, Ms. Luttrell included a chart listing vacant
29 land using data from the Assessor's office and the data indicates what is and what is not developable.
30 Currently 9% of the vacant land in Southborough is undevelopable versus 23% deemed undevelopable in
31 2008. Mr. Stivers asked what the total acreage is in Southborough. Ms. Luttrell stated the Assessor's
32 data states the town is comprised of 9,202 acres. Ms. Luttrell stated it is difficult to predict developable
33 lots with 40B legislature and MBTA Community Districts which would allow for greater density. Ms.
34 Glazomitsky asked if the MBTA Zoning would take precedent over Southborough Zoning Laws which Ms.
35 Luttrell confirmed. Discussion ensued regarding the MBTA Communities and the letter that Ms. Luttrell
36 is drafting to the State with Ms. Jasinski, the chair of SHOPC, and Mr. Dennington, member of the Select
37 Board (SB.) Ms. Luttrell explained several of the difficulties in the MBTA Community Guidelines for
38 towns like Southborough include the fact that the MBTA area is comprised of a significant amount of
39 wetlands, the commuter rail abuts the Hopkinton State Forest, and the surrounding area is densely
40 developed with historic homes and other modestly priced properties. Ms. Luttrell added paragraphs on
41 the following topics: 40B, MBTA Communities, the DD, and the impact of the Covid-19 pandemic. Ms.
42 Watson indicated that some of the Housing Diversity goals from the Housing Production Plan (HPP) are
43 not in the Housing Chapter and she asked Mr. Marcoulier for feedback on whether it should be
44 organized differently. She specifically referred to goals around the flexibility of the Adaptive Reuse
45 Bylaw and the Senior Housing Bylaw. Ms. Watson clarified that the recommendations in the Housing
46 Chapter do not line up with the recommendations in the Land Use Chapter. Mr. Marcoulier explained
47 that the Land Use Chapter is more specific as it is related to Zoning. Mr. Stivers suggested the language
48 be consistent between the two chapters. It was determined that the Housing Chapter focuses on "what
49 the town is trying to achieve" and the Zoning chapter focuses on "what specifically has to be changed in

50 order to support Housing.” Discussion ensued regarding the MBTA Communities and that it should
51 remain in the Master Plan Update though the State Guidelines continue to evolve. Mr. Marcoulier will
52 share the letter that Medway, MA sent to the State regarding the MBTA Communities with Ms. Luttrell
53 and Mr. Stivers.

54 • **Economic Development**

55 Ms. DeMuria completed edits to the Economic Development chapter. Ms. Connelly was unable to
56 attend the meeting. Ms. DeMuria suggested the number of businesses that have come to Southborough
57 and how they have contributed to the commercial tax rate be included. Ms. DeMuria will work on
58 incorporating additional details as necessary with Ms. Connelly or the Economic Development
59 Coordinator, Marijke Munsiff. Mr. Marcoulier asked if the specific type of small businesses should be
60 listed on the plan which Ms. DeMuria supported. Mr. Marcoulier felt the types of small businesses in
61 town would potentially incentivize other businesses to come to Southborough. Discussion ensued as to
62 whether or not the MBTA Communities should be included in the Economic Development chapter. It
63 was determined to be premature to include a statement about the MBTA Communities and their impact
64 on Economic Development. Mr. Stivers suggested Ms. DeMuria reach out to John Wood as he is a
65 member of the EDC, SHOPC, and involved in the MBTA Community discussions. Mr. Marcoulier asked if
66 Reliant Medical (formerly Southborough Medical) has grown and whether or not that should be
67 included. Ms. DeMuria suggested the addition of the growing need for “shared office space” due to
68 changes in businesses due to the Covid-19 pandemic. Mr. Stivers asked if the Dell/EMC property was
69 included, and Ms. Watson stated it was in the Land Use chapter. Mr. Stivers suggested it be noted that
70 there was an opportunity for different development paths with the Dell/EMC property, but it is
71 uncertain as to what the current owner plans to do with the property. It was determined that the
72 information should remain in the Land Use chapter. Ms. Luttrell stated office building vacancy rates are
73 currently at 30% but a significant amount of that percentage is in the KAZ Building so the estimate is
74 19% for the town. Ms. DeMuria suggested Goal (ED) 2.5 “enhancing retail around the MBTA” be
75 clarified. She suggested Goals 3.5 and 3.7 “including taller buildings” also be clarified.

76 • **Housing**

77 Mr. Marcoulier requested the chapter be reviewed at the next meeting of the Master Plan Committee
78 (MPC.)

79 • **Schools**

80 Mr. Stivers received information from the School Strategic Plan. Once Mr. Stivers includes the updated
81 information, he would like to have Ms. Martin, Roger Challen, Chair of the School Committee, and
82 Gregory Martineau, the Superintendent of Schools, review the chapter.

83 • **Other final edits**

84 Ms. DeMuria asked if one of the MPC overall goals was to increase the number of people who both work
85 and live in Southborough. Mr. Marcoulier stated the goal was to increase the diversity of housing
86 including more affordable housing so that people can afford to live and work in Southborough.
87 Discussion ensued regarding the impact of the Covid-19 pandemic to working in a “home office.” Mr.
88 Sines asked if the Complete Streets program was included. Ms. Watson explained it was in the
89 Accessibility and Transportation chapter.

90 Ms. Watson review the Implementation Chapter. The Chapter is largely comprised of a list of the
91 chapters, the funding sources for goals and recommendations, and the timeframes of the goals and
92 recommendations. It also includes a legend for the various abbreviations for the
93 Boards/Committees/Commissions. Ms. Watson requested feedback on how to best provide detail on
94 the “estimated timeframe” of the individual goals and recommendations in each chapter. A chart was
95 also included listing the various “funding sources” i.e.: CPA funding, Town funding, external funding,
96 Federal and State grants. Mr. Stivers suggested ARPA funding as well as State Infrastructure funding be

97 included. Ms. Watson created a legend mapping out the goals, the appropriate chapters, the responsible
98 boards, the estimated timeframes, and the potential funding sources. Ms. Watson felt it was vital to
99 have each board determine the timeframe as well as the funding source. Ms. Watson felt it would
100 encourage each board to engage in reviewing the final recommendations and also incentivize them to
101 discuss and define the goals and how they could be accomplished. The MPC supported Ms. Watson’s
102 suggestion. Ms. Stansfield stated a Master Plan was completed in Chelmsford, MA and the goals were
103 structured similarly with various levels of timeframes for accomplishing each goal. Chelmsford’s
104 Implementation Committee will be comprised of 9 members who will meet quarterly to follow up with
105 Boards to ensure goals are being worked on/accomplished. Ms. Watson will create a document specific
106 to each Master Plan Representative to review with their Board. She will distribute them imminently.

107 **Picture Contest:**

108 Ms. McKee suggested a Picture Contest be implemented to gather photos for the Master Plan Update.
109 She felt it was a positive opportunity to engage the community. She would announce it next week on
110 various platforms including the Town’s E-alerts, the Town Twitter, various Facebook pages, My
111 Southborough, the Kindergroup Facebook page and the Kindergroup email distribution. Ms. McKee
112 asked if the chapter titles should be shared to give context around the types of photos that would be
113 appropriate. Ms. Glazomitsky suggested residents be invited to share any photos they might have. The
114 MPC decided to suggest that residents “submit their 5 best pictures.” Mr. Stivers felt that photos with
115 residents as well as landscapes would add interest. Ms. McKee stated a photo release was on the
116 statement, but the statement was clarified to specifically state that permission would be given to the
117 MPC to use the photos. Mr. Stivers stated a release from the people in the photo would be required. To
118 simplify the process, it was determined that if photos were received with people not related to the
119 photographer, MPC members would reach out to the photographer or make necessary edits to blur
120 people as needed. Photos will be submitted to Ms. McKee. Photo credit will be given to the residents
121 whose photos are included.

122 **QR Codes for Final Draft at Town Meeting:**

123 Ms. Luttrell and Ms. Watson plan to have a final draft of the Master Plan Update available for Annual
124 Town Meeting (ATM) on May 4, 2022. Ms. McKee will work with resident, Timothe Litt to generate a QR
125 code for the Update.

126 **Homework for Next Meeting:**

127 The photo contest will ideally elicit photos for review at the next MPC meeting. The Housing and
128 Facilities and Schools chapters will be reviewed at the next meeting. Ideally feedback will be received
129 from boards regarding the Implementation Plan.

130

131 **Public Comment:**

132

133 None provided at this time.

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135 **Other Business Properly Before the Board:**

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137 Ms. Luttrell informed the MPC that Ms. Watson would be resigning from the Conservation Commission
138 (CC) on June 30, 2022. She also informed the MPC that Ms. DeMuria is running for the Planning Board
139 and Mr. Morris is retiring from the Planning Board after serving for 41 years.

140

141 The next meeting is scheduled for April 6, 2022.

142

143 **APPROVAL OF MINUTES:** MOTION by Mr. Stivers to approve the Meeting Minutes from February 16,
144 2022 as amended. **Seconded** by Mr. Marcoulier. **ROLL CALL: Meme Luttrell-Yes, Judith Watson-Yes,**

145 **William Sines-Yes, Sam Stivers-Yes, Tom Marcoulier-Yes, Kathryn McKee-Yes, and Gina Glazomitsky-**
146 **Yes. VOTE to Approve: Yes-7, No-0, Abstain- 0, Absent-6.**

147
148 **ADJOURN: MOTION** by Mr. Stivers to adjourn at 8:40 PM. **Seconded** by Mr. Marcoulier. **ROLL CALL:**
149 **Meme Luttrell-Yes, Judith Watson-Yes, William Sines-Yes, Sam Stivers-Yes, Tom Marcoulier-Yes,**
150 **Kathryn McKee-Yes, and Gina Glazomitsky-Yes. VOTE to Approve: Yes-7, No-0, Abstain- 0, Absent-6.**

151
152 **Documents Used at this Meeting:**

- 153 • 2020 Draft Master Plan-Economic Development Edit v4-For MPC-March 9th
- 154 • 2020 Draft Master Plan-Land Use & Zoning v4.2-For MPC-March 9th
- 155 • 2020 Draft Master Plan-Implementation Plan v9 March 9th 2020 By Chapter

156
157 Respectfully Submitted,

158
159 Kathleen Battles, Recording Secretary