

1 **Approved April 27, 2022**

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3 **Southborough Master Plan Committee**

4 **MEETING MINUTES**

5 **Wednesday, April 6, 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, Lisa Braccio, and Deborah DeMuria (Ex-Officio/non-voting.) Members absent: Joyce
10 Macknauskas, Keturah Martin, Andrew Mills, Karen Cvitkovich, Julie Connelly, Will Warren (Ex-Officio/
11 non-voting), Kristen LaVault (Ex-Officio/non-voting), and Karina Quinn (Ex-Officio/non-voting). Also
12 absent: Kathleen Battles, Recording Secretary. Also present: Colleen Stansfield, Business Administrator I
13 to Planning. Ms. Stansfield managed virtual connection through ZOOM application.

14

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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23 • **Housing**

24 Mr. Marcoulier stated SHOPC met on April 6, 2022 and approved the Draft Housing Chapter. One
25 outstanding issue regarding the number of residential units will be clarified with feedback from Ms.
26 Hoecker. Ms. DeMuria stated there is a “similar sentiment” in the Economic Development Chapter (EDC)
27 Chapter when discussing the goal of increasing the number of town employees who are able to afford to
28 live in Southborough. Mr. Marcoulier stated it was informational and Ms. Watson agreed it was part of
29 the narrative that there is not enough affordable housing for town employees to live where they work.
30 Mr. Stivers explained he attended the Southborough Housing and Opportunity Partnership Committee
31 (SHOPC) meeting and appreciated the presentation made by Emma Battaglia, the consultant with the
32 Metropolitan Area Planning Council (MAPC.) Mr. Stivers suggested the recommendations for the 5-year
33 Strategic Plan regarding increasing more diverse housing be included in the chapter. Mr. Stivers felt the
34 options involving town owned land and the various ways to subsidize affordable housing were
35 interesting concepts to include in the Master Plan Update. Mr. Marcoulier stated he would include the
36 information. Mr. Marcoulier noted that 40B should not be mentioned in the Housing chapter as it refers
37 to Zoning rather than as a housing goal. Mr. Stivers and Ms. Luttrell felt 40B was a way to accomplish
38 the housing goal. Ms. Luttrell stated it was included in the “Land Use” Chapter. Ms. Luttrell felt the
39 general goals were appropriate for inclusion in the Master Plan Update whereas the more detailed
40 information was already part of plans such as the Housing Production Plan (HPP.) Ms. Watson suggested
41 a reference to 40B be added in the Housing Chapter to refer to the Land Use Chapter to which the
42 Master Plan Committee (MPC) agreed. Mr. Marcoulier stated SHOPC supported the Implementation
43 Chapter and the Rules and Responsibilities specific to SHOPC. Ms. Watson indicated the funding, and the
44 timeline information was still needed. Ms. Watson clarified that the funding and timeline information
45 would be a “working document” and not “set in stone.” She also stated that “Responsibility” meant that
46 the Group was responsible for ensuring it happened, but the responsible board did not have to do the
47 work themselves. Discussion ensued regarding various responsibilities of other boards.

47

48 • **Public Services and Schools**

48 No new information provided at this time.

49

50 • **Other final edits**

51 Ms. DeMuria discussed Ms. Watson's feedback regarding the Climate and Sustainability information.
52 Ms. DeMuria stated she was asked by a resident as to where the "Climate Action Plan" could be
53 referenced. She suggested a paragraph be included as the information was "sprinkled" throughout the
54 Master Plan Update rather than in one location. Mr. Stivers suggested an index be included. Ms. Luttrell
55 felt the Climate and Resiliency was an overarching goal throughout the plan and was touched upon in
56 many chapters. She further added that "Climate" was not a specific goal. Ms. DeMuria felt it was
57 important to many residents and suggested a goal could be to re-establish the Recycling Committee. Mr.
58 Stivers suggested a paragraph be included in the Resiliency Chapter. Ms. Watson suggested a reference
59 be added to the Resiliency Chapter with a paragraph added to the Natural Resources Chapter. Ms.
60 DeMuria will create the paragraph and share it with Ms. Watson. Ms. DeMuria asked if the State goals
61 for Climate should be included in the Update and who would be responsible for the Climate Action
62 goals. Mr. Stivers expressed concern regarding the financial implications of Climate Action goals in
63 particular during the FY23 budget year. Ms. Watson explained John Parent, the Director of Facilities
64 expressed a willingness to be responsible for the goals. Ms. DeMuria suggested grant monies are
65 available and asked what groups could write grants for Climate Action goals. Ms. Watson suggested a
66 Climate Action Plan was a "parallel track" to the Master Plan Update and was included in the MVP Plan
67 and the Hazard Mitigation Plan. Mr. Stivers agreed the Select Board (SB) needed to work at better
68 coordinating the various grant opportunities that are available for the town of Southborough to leverage
69 various costs. Ms. Watson suggested the goal be included in Public Facilities and Services as well as in
70 the Implementation Chapter.

71

72 **Implementation Feedback:**

73 Ms. Watson reviewed the Implementation Plan and felt it was more comprehensive than what was
74 included in the 2008 Master Plan. The intent was to have a small Implementation Board who would
75 meet quarterly with the Planning Board. Every 6 months, one of the 5 members would meet with the
76 various Boards to gain information regarding the progress of the Implementation to share with the
77 Planning Board. Ms. Watson felt the document would give people a sense of who was responsible, the
78 estimated timeframe of each goal (which would be updated as work began), and the funding sources
79 would be used to gain an idea as to whether grant monies could be obtained or how it could be
80 financially accomplished. Part of the "Responsibility" of each Board would be to determine the costs as
81 they began to work on each goal. Ms. Watson stated the Master Plan Update was a "statement of
82 intent" rather than a "statement of commitment." Discussion ensued regarding how to determine
83 financial costs and responsibilities as well as prioritizing the goals. Mr. Sines suggested a mechanism for
84 allocating resources be included in the Implementation Plan. He further added individual Boards could
85 determine priorities but a plan as to how to acquire resources would be highly valuable to Boards as
86 many do not have budgets which would allow them to be able to fund projects. Mr. Stivers noted the
87 Master Plan Update would provide support for allowing Boards to "make a case" for funding goals
88 through meetings with the SB, the Advisory Committee, the Capital Planning Committee, Annual Town
89 Meeting (ATM), grant opportunities, etc. Mr. Sines felt that every Board who was determined as
90 responsible for goals would have to prioritize the goals but would potentially have more difficulty
91 determining how to financially accomplish the goals. Mr. Sines asked how to guide individual Boards
92 through the process of acquiring funds to accomplish their prioritized goals. Ms. Watson clarified that
93 individual Boards determined their goals and thus were invested in determining how to accomplish
94 them. Mr. Sines expressed concern that Boards would have to "fight for funds" with other Boards. Mr.
95 Stivers explained that individual Boards were familiar with "making pitches" during the yearly Budget
96 approval process.

97 Ms. Watson reviewed the feedback provided by individual Boards regarding the Implementation Plan
98 and the Responsibilities, Estimated Timelines, and Potential Funding Sources. Feedback was provided
99 from many Boards including the Planning Board, the Conservation Commission (CC), the Southborough
100 Trails Committee (STC), and the Open Space Preservation Commission (OSPC.) Discussion ensued
101 regarding the need to update the 2006 Zoning Map and from where the funding would come. The
102 Planning Board clarified that many projects that were initially listed as under their purview should be
103 edited. For example, sidewalks, should be under the purview of the Public Works Planning Board
104 (PWPB.) Discussion ensued regarding goals such as shuttle bus services where several groups would be
105 involved. The MPC determined one group should be listed as "responsible" while conducting oversight
106 with another Board who was also involved in accomplishing the goal. A goal regarding "commercial
107 diversity" was clarified as there was confusion that it related to Open Space. Ms. Watson stated
108 "ongoing" cannot be listed as a timeframe as it cannot be measured. She suggested it be explained as a
109 short-term project where annual funding occurs. A goal was edited to indicate the OSPC, and the STC
110 would both like to continue to sponsor various educational/nature walks. Ms. McKee stated the STC is
111 responsible for signage for permitted use on trails. The STC cannot put up signage on trails that are not
112 under their jurisdiction. Ms. McKee suggested the list of land responsible under STC's purview be
113 included in the update. Per the charge of the STC, it is within their purview to include signage as to
114 where is appropriate for dog walking. Discussion ensued as to how to clarify the responsibilities of the
115 STC, the Stewardship Committee, and the OSPC. The verbiage "in partnership with other entities with
116 jurisdiction on other trails" was added. Mr. Marcoulier reiterated that while the STC was taking the lead,
117 other groups would work together on the initiative. Ms. Watson explained she met with the
118 Conservation Agent regarding the CC goals. Several goals suggested by the OSPC were eliminated as
119 they are included in another town plan, the OSRP, so the duplication was unnecessary. The OSPC
120 requested recommendations around invasive species be included. The OSPC clarified they do not have
121 authority to make anything happen around invasives nor do they have the financial capabilities to do so.
122 Ms. Watson reiterated responsibility does not mean the OSPC has to accomplish the goal themselves.
123 Ms. Watson explained that if funding cannot be found, that is a legitimate reason for the goal to not be
124 implemented. Discussion ensued regarding the difference between the responsibilities of the CC and the
125 OSPC.

126

127 Pictures Received from Contest:

128 Ms. McKee stated 20 submissions with 99 total pictures were received. She asked for next steps on how
129 to select photos for the Master Plan Update. Gina Glazomitsky offered to take additional photos as
130 needed. Mr. Stivers suggested MPC members select their top 10 photos. Ms. McKee shared the photos
131 with the MPC. The Police and Fire Department also submitted photos to the MPC. Ms. McKee received
132 an email from a resident stating a photo of their house was used in the 2008 Master Plan and they
133 requested that not be done again. MPC members agreed that photo credit should be given to
134 photographers in the Master Plan Update. Ms. Braccio suggested MPC members select their top 2
135 photos provided by each photographer so that each photographer was recognized for their contribution.
136 Ms. Watson reminded members they should ensure pictures were selected to be included in each
137 chapter. Ms. McKee stated she would create an excel spreadsheet for members to add their selections
138 to ahead of the next meeting. Each photo has an identifier which Ms. McKee requested members use as
139 a reference on the spreadsheet.

140

141 Next Steps:

142 Ms. Watson stated she is awaiting Implementation feedback from SHOPC, the Zoning Board of Appeals
143 (ZBA), the Recreation Commission, the Schools, and the SB. The Council on Aging (COA), the Community

144 Preservation Committee (CPC), and the Southborough Public Accessibility Committee (SPAC) did not
145 have goals associated to them, so she sent each Chair an email to request any feedback.

146

147 **Homework for Next Meeting:**

148 Ms. Watson reiterated that members should select photos for the Master Plan Update and complete the
149 Excel spreadsheet created by Ms. McKee ahead of the next meeting. Ms. Watson will attend a meeting
150 to review a draft format for the chapters. She indicated the hyperlinks will be included in the document
151 and the hyperlinks would function in the online version of the Master Plan Update. Ms. DeMuria
152 confirmed that paper copies would be printed but it would largely be available online.

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154 **Public Comment:**

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156 None provided at this time.

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

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160 The next meeting is scheduled for April 20, 2022.

161

162 **APPROVAL OF MINUTES: MOTION** by Mr. Stivers to approve the Meeting Minutes from March 9, 2022.
163 **Seconded** by Ms. Watson. **ROLL CALL: Meme Luttrell-Yes, Judith Watson-Yes, William Sines-Yes, Sam**
164 **Stivers-Yes, Tom Marcoulier-Yes, Kathryn McKee-Yes, and Lisa Braccio-Yes. VOTE to Approve: Yes-7,**
165 **No-0, Abstain- 0, Absent-6.**

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167 **ADJOURN: MOTION** by Mr. Stivers to adjourn at 9:25 PM. **Seconded** by Mr. Sines. **ROLL CALL: Meme**
168 **Luttrell-Yes, Judith Watson-Yes, William Sines-Yes, Sam Stivers-Yes, Tom Marcoulier-Yes, Kathryn**
169 **McKee-Yes, and Lisa Braccio-Yes. VOTE to Approve: Yes-7, No-0, Abstain- 0, Absent-6.**

170

171 **Documents Used at this Meeting:**

172 • 2020 Draft Master Plan-Implementation Plan v12.2 April 6th 2022

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174

175 Respectfully Submitted,

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177 Kathleen Battles, Recording Secretary