

Approved June 1, 2022

**Southborough Master Plan Committee
MEETING MINUTES
Wednesday, April 27, 2022 7:30 AM
VIRTUAL MEETING/REMOTE PARTICIPATION**

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

15 Also in attendance: Frederica Gillespie, Chair of the Open Space Preservation Commission.

CALL TO ORDER:

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

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

Discuss Chapter Review Homework from Last Meeting:

- **Public Services and Schools**

25 Mr. Stivers explained he was in the process of updating several data sets. Ms. Watson stated the data
26 points, and the text were the most important details to add ahead of public comment whereas the
27 charts could be updated at a later date. Mr. Stivers is awaiting a list of accomplishments from
28 Superintendent of Schools Gregory Martineau since the 2008 Master Plan. Mr. Stivers indicated he was
29 continuing to work on making the chapter more succinct. Ms. Luttrell stated she read the Master Plan
30 update in its entirety and felt it was an easy, interesting read with appropriate and relevant information.

31 Ms. Martin joined the meeting at 7:20.

32 Ms. Martin supported the Draft Chapter as written by Mr. Stivers. Ms. Martin committed to connecting
33 with Superintendent Martineau to finalize the information regarding the schools' accomplishments. Mr.
34 Stivers and Ms. Martin agreed that the success, during the Covid-19 pandemic, of the school
35 management, staff, and the safety of the students, should be highlighted in the list of accomplishments.
36 Ms. Martin also identified the creation of the Medical Advisory Team (MAT) by Mary Ellen Dugan as vital
37 in the success of the schools. Mr. Stivers stated the "Health and Safety Infrastructure" should also be
38 highlighted.

- **Open Space, Natural Resources and Recreation**

40 Ms. DeMuria added a section regarding Climate Change and Sustainability. She also suggested the
41 Recycling Committee be changed to the Sustainability Committee. Ms. Watson spoke with Ms. Danza,
42 the Conservation Agent, who supported the change. Ms. DeMuria felt “recycling” was an old term and
43 only one aspect of “sustainability.” She also wanted to separate the overall goal of sustainability from
44 the Public Works Planning Board (PWPB) which falls under the purview of the Department of Public
45 Works (DPW.) She emphasized the need to proactively manage and document what is being
46 accomplished on sustainability. Mr. Stivers felt that a Sustainability Committee was both important and
47 a broader goal than recycling. Mr. Stivers suggested the wording for the concept be changed to
48 “enhance Southborough’s success with a variety of sustainability initiatives.” The Master Plan

49 Committee (MPC) suggested the Recycling Committee recommendations be merged with the
50 Sustainability Committee. Frederica Gillespie, Chair of the Open Space Preservation Commission (OSPC)
51 supported the inclusion of sustainability. She suggested the language in the Implementation Chapter be
52 clear so as to ensure that residents have an understanding of the goals and recommendations if they
53 choose to not read the individual chapters. Ms. Watson clarified that the term "responsibility" referred
54 to overseeing that the recommendation is accomplished but not necessarily by the specific,
55 "responsible" committee. The Conservation Commission (CC) agreed that the recommendations
56 pertained to invasive species should remain under the purview of the OSPC. Ms. Gillespie suggested the
57 definition of "responsibility" be included in the document so that residents understood the process. She
58 expressed concern that residents would feel individual boards did not fulfill their responsibility. Ms.
59 Watson explained the Implementation Committee would also work with the various town committees
60 to discuss how goals would be accomplished and the various responsibilities of each. Regarding
61 "connectivity" goal "OS 2.0," Ms. Gillespie felt the verbiage was not clear and that it should specify
62 whether the goal was referencing trails or open space. Ms. Luttrell and Ms. Gillespie suggested the
63 verbiage be edited to read "expand connectivity and access to existing open space via the trail system."
64 "OS 2.4" was clarified to refer specifically to trails. "OS 2.6" and "2.8" were edited to address the
65 concerns of the OSPC. Ms. Gillespie thanked the MPC for the addition of the Sustainability Committee.

66 • **Other final edits**

67 None provided at this time.

68

69 **Implementation Feedback:**

70 Ms. Watson review the Implementation Chapter. She indicated the term "ongoing" was vague when
71 used to measure completion of recommendations. She amended the terminology to reflect that while
72 some goals may be ongoing, the short-term action items would be identified in order to measure
73 completion. Thus, many recommendations would be listed as "ongoing/short-term." Ms. Watson
74 clarified that sidewalks should be under the purview of Select Board (SB) with oversight of details by the
75 PWPB. Discussion ensued regarding the goal in the Housing section of "maintaining" housing and under
76 whose purview that goal should lie. Ms. Watson stated the timeframe, and the funding would not be
77 needed as that was at the recommendation level. It was determined the goal should be under the
78 purview of the SB as the Affordable Housing Trust Fund Committee (AHTFC) falls under the purview of
79 the SB. Ms. Braccio stated the Senior Work Off Program should be listed as short-term/ongoing and the
80 funding would be town/grants. The down payment assistance program was coordinated by the SB with a
81 short-term timeframe and external grant funding. Mr. Marcoulier felt 40B was not part of the charge of
82 the Southborough Housing Opportunity Partnership Committee (SHOPC) and should be under the
83 purview of the Planning Board. Ms. Luttrell felt 40B was under the purview of SHOPC. Mr. Marcoulier
84 explained the goal of SHOPC was to facilitate the creation of affordable housing. Ms. Luttrell felt the
85 achievement of "Safe Harbor" status gives the town more flexibility. She further indicated it allowed for
86 the creation of housing opportunities like Madison Place for residents who could not afford to purchase
87 a home in Southborough. Discussion ensued regarding 40B projects and under whose purview the goal
88 should fall. Ms. Luttrell stated the creation of affordable housing helps the town reach Safe Harbor and
89 thus should be under the purview of SHOPC. The MPC agreed the goal should fall under the purview of
90 the Planning Board with an ongoing/short-term timeframe and external funding. Ms. Watson asked if
91 the recommendation should be re-written as "facilitate achieving the creation of 10% affordable
92 housing" which was confirmed. With the verbiage change, Mr. Marcoulier indicated he was comfortable
93 with the goal being under the purview of SHOPC. The Recycling recommendations should be under the
94 purview of the Sustainability Committee. Ms. Watson will merge the recycling and sustainability
95 recommendations and share the edits with the MPC. Ms. Gillespie asked why the Recreation
96 Commission was responsible for the goals referencing the Golf Course rather than the Golf Course
97 Committee. Ms. Watson explained Recreation would collaborate with other applicable boards. She

98 explained singular responsibility was vital to achieve accomplished goals. Ms. Gillespie suggested it be
99 included in the Update who the “responsible party” would be collaborating with so the residents would
100 be informed. Ms. Bracco also recommended the Golf Course Committee be responsible for the Golf
101 Course to which the MPC agreed. Ms. Gillespie emphasized the OSPC is actively engaged in butterflies,
102 gardening, and other similar goals so the responsibility was changed from Recreation to the OSPC. Ms.
103 Luttrell expressed concern about several recommendations regarding Annual Town Meeting (ATM) and
104 that the recommendations do not align with Massachusetts General Law (MGL.) The MPC agreed the
105 goals regarding virtual attendance and voting should be removed. Discussion ensued regarding ATM in-
106 person electronic voting and testing the devices at the next ATM. Ms. Bracco and Ms. DeMuria
107 suggested “investigate in-person electronic voting” be included in the recommendations. Ms. Bracco
108 explained the SB utilized OWL technology at their last meeting which allows for hybrid meetings. The SB
109 would like to use it in other meeting rooms to increase virtual participation by residents. Ms. DeMuria
110 emphasized the importance of the use of the OWL for people with varying disabilities and Ms. Bracco
111 indicated the amount of viewers has substantially increased with online access.

112 Ms. Watson shared a formatted version of the Master Plan Update with the MPC which will be provided
113 for public review at ATM.

114 Ms. Martin left the meeting at 8:30 AM.

115

116 **Pictures For the Master Plan:**

117 Mr. Stivers suggested a forward be created to include many of the photos submitted by residents. He
118 felt it was a good way to invoke emotion from residents and highlight locations which are special to the
119 community. It would send a “visual message” and “increase the impact of the update.” Ms. Luttrell
120 suggested a collage be added to the end of the update. Ms. Watson suggested the wording of the
121 Visioning Statement be overlayed within the collage of photos. Mr. Stivers felt the photos would speak
122 to “why are we doing the Master Plan.” Ms. McKee volunteered to work on the collage. The MPC
123 decided to add an acknowledgement section listing the names of the photographers. The MPC will work
124 to determine where the top choices would be placed within the chapters. Ms. Watson indicated there
125 were three areas lacking photos: diversity of housing, schools, and economic development. Mr. Stivers
126 suggested a photo of Madison Place be included. Ms. McKee offered to reach out to the Economic
127 Development Committee (EDC) for photos. Mr. Marcoulier will see what pictures SHOPC has from the
128 Housing Production Plan (HPP.) Ms. McKee will also reach out to Gina Glazomitsky for any additional
129 photos, including of schools, that are needed. Mr. Stivers suggested the photos from the 2008 Master
130 Plan be used as well. Ms. Watson noted the photos would not be included in the version to be provided
131 for public review at ATM. Ms. McKee will work with Ms. Luttrell and Ms. Watson to select the placement
132 of the photos within the chapters.

133

134 **Next Steps:**

135 Ms. Watson asked how to best receive resident feedback on the Master Plan update. Ms. Luttrell stated
136 residents could reach out to her. Members suggested a specific email, or an online form be created. Ms.
137 Watson will meet with Jason Montijo, the Technology Manager, to see if he would be able to create an
138 email specifically for feedback on the Master Plan update.

139 Ms. Luttrell explained she was allotted 3 minutes to make a presentation about the Master Plan update
140 at ATM. She planned to identify that it has been created largely by volunteers, with minimal
141 expenditures, over the course of three years which included a pandemic. Ms. DeMuria and Mr. Sines
142 suggested she discuss the MPC’s focus on how to create concrete goals and accountability so as to
143 achieve results.

144 **Homework for Next Meeting:**

145 Ms. McKee, Ms. Watson, and Ms. Luttrell will discuss the photo placement. Ms. Watson will connect
146 with Mr. Montijo regarding an email for resident feedback.

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148 **Public Comment:**

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150 None provided at this time.

151

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

153

154 Ms. Braccio requested the MPC members check their email and complete the Survey Monkey about the
155 Volunteer Breakfast. She indicated Mr. Morris would be honored for his 41 years of service to the
156 Planning Board.

157

158 The next meeting is scheduled for May 11, 2022 at 7:00 PM.

159

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

164

165 **ADJOURN:** **MOTION** by Mr. Stivers to adjourn at 8:58 AM. **Seconded** by Mr. Sines. **ROLL CALL:** **Meme**
166 **Luttrell-Yes, Judith Watson-Yes, William Sines-Yes, Sam Stivers-Yes, Tom Marcoulier-Yes, Kathryn**
167 **McKee-Yes, and Lisa Braccio-Yes.** **VOTE to Approve:** **Yes-7, No-0, Abstain- 0, Absent-6.**

168

169 **Documents Used at this Meeting:**

170 • 2021 Draft Master Plan – Chapter 9 – Implementation Plan

171

172 Respectfully Submitted,

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174 Kathleen Battles, Recording Secretary