

1 **Approved June 1, 2022**

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3 **Southborough Master Plan Committee**
4 **MEETING MINUTES**
5 **Wednesday, May 11, 2022 7:00 PM**
6 **VIRTUAL MEETING/REMOTE PARTICIPATION**

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8 Members present: Meme Luttrell, William Sines, Sam Stivers, Tom Marcoulier, Kat McKee, Lisa Braccio,
9 Gina Glazomitsky, Deborah DeMuria (Ex-Officio/non-voting) and Will Warren (Ex-Officio/ non-voting.)
10 Members absent: Judith Watson, Joyce Macknauskas, Andrew Mills, Karen Cvitkovich, Julie Connelly,
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.

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 Any Final Edits:**

22 Ms. Luttrell discussed several edits requested by the Open Space Preservation Commission (OSPC.) The
23 OSPC requested a "land acquisition program" be added as a recommendation. Ms. McKee suggested the
24 word "plan" be used instead of "program." Ms. McKee and Mr. Stivers clarified the implementation of
25 the land acquisition recommendation could be through a purchase or by preservation rights. The
26 verbiage "via the trail system" was added to Open Space goal 2.1. Ms. Luttrell stated no feedback
27 comments were received in the dedicated email regarding the Master Plan update thus far. Ms. McKee
28 suggested the email address be distributed via e-alerts, the town website banner, on My Southborough,
29 and the Facebook Share and Care Page. The email address is: mpc@southboroughma.com. Mr.
30 Marcoulier suggested the email address be sent to the Senior Center for distribution to the Council on
31 Aging. Mr. Stivers asked if it could be determined how many people have viewed or downloaded the
32 Master Plan update. Ms. McKee volunteered to reach out to the Technology Manager, Jason Montijo, to
33 find out if those statistics could be gathered. Ms. McKee offered to post the email address on the
34 Southborough Care and Share Facebook page as well as the QR code to download the document. Ms.
35 McKee suggested a comment be added to the Master Plan Committee (MPC) page on the town website
36 explaining the MPC is accepting comments on the Master Plan update.

37
38 **Inclusion of Pictures in the Master Plan:**

39 Ms. McKee reviewed the spreadsheet categorizing the pictures submitted by residents and into which
40 chapter the photos should be included. Ms. Hoecker shared the Housing Production Plan (HPP) so the
41 MPC could use any applicable photos for the Housing Chapter. Ms. McKee reached out to Economic
42 Development Coordinator, Marijke Munsiff, and Julie Connelly but did not hear from them. Ms. McKee
43 volunteered to reach out to Rob Anderson, the Chair of the Economic Development Committee (EDC)
44 for any available photos. Ms. McKee asked if the MPC supported the inclusion of a photo collage to
45 which the MPC agreed. After photos were assigned to the chapters, 71 photos remained. It was
46 suggested the collage be used inside the front and back covers and as separator pages between the
47 chapters. Mr. Marcoulier suggested a Town House picture be the cover of the document. Ms. McKee
48 suggested a slideshow be created and linked to the PDF as well. Mr. Stivers felt the photos would create
49 an emotional connection for residents reviewing the plan. It was determined photo credits would be

50 given (full name) under the photos in the chapters. For the collage photos, an acknowledgement page
51 will be added. June 6, 2022 is the target date for the joint meeting with the Select Board (SB) and the
52 Planning Board. Ms. Luttrell requested Ms. Braccio and Mr. Stivers discuss the availability of the SB
53 members. Ms. McKee asked if one or two MPC members would be willing to work with her to insert the
54 photos. Mr. Stivers explained the Town Clerk suggested a point person be identified in order to avoid
55 Open Meeting Law (OML) violations. Discussion ensued regarding permissions from individuals shown in
56 the photos. Ms. McKee will be the point person for photos.

57

58 **Preparation for Presentation to Planning Board and Select Board Next Steps:**

59 Ms. Luttrell requested feedback on how to present the Master Plan update to the Planning Board and
60 the SB. It was determined a short, 2-slide presentation be made and that attendees from the Planning
61 Board and the SB should be prepared to ask questions or provide comments.

62

63 **Homework for Next Meeting:**

64 Ms. Luttrell will reach out to Ms. Watson to determine how to best insert the photos into the document.
65 Ms. Luttrell will prepare slides for the joint meeting and Ms. McKee will continue to work on the photo
66 placement. Ms. Braccio emailed the Town Administrator regarding the possibility of a joint meeting on
67 June 6, 2022.

68

69 **Public Comment:**

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71 None provided at this time.

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

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75 The next meeting is scheduled for June 1, 2022 at 7:00 PM.

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77 **APPROVAL OF MINUTES:** The meeting minutes from April 27, 2022 will be approved at the meeting
78 scheduled for June 1, 2022.

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80 **ADJOURN:** MOTION by Mr. Stivers to adjourn at 7:42 PM. **Seconded** by Mr. Sines. **ROLL CALL: Meme**
81 **Luttrell-Yes, William Sines-Yes, Sam Stivers-Yes, Tom Marcoulier-Yes, Kathryn McKee-Yes, Gina**
82 **Glazomitsky-Yes, and Lisa Braccio-Yes. VOTE to Approve: Yes-7, No-0, Abstain- 0, Absent-6.**

83

84 **Documents Used at this Meeting:**

- 85 • 2020 Master Plan – Implementation Plan v12.5-April 20th 2022

86

87 Respectfully Submitted,

88

89 Kathleen Battles, Recording Secretary