

Approved June 01, 2022

**Southborough Master Plan Committee  
MEETING MINUTES  
Wednesday, June 1, 2022 7:00 PM  
VIRTUAL MEETING/REMOTE PARTICIPATION**

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

## CALL TO ORDER:

The meeting was called to order at 7:04 PM.

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

## Discuss Final Edits

Ms. Watson went through the comments received through the comment period. The MPC discussed each comment and made the determination on whether or not to accept the suggestions.

## **Inclusion of Pictures in the Master Plan:**

Ms. Watson will forward the final draft to Ms. McKee will incorporate the pictures.

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

On June 6<sup>th</sup> the final draft of the Master Plan will be presented to the Planning Board and the Select Board and the Planning Board will be asked to accept the Master Plan.

Ms. Cvitkovich left meeting @ 9:00PM

### **Public Comment:**

None provided at this time.

**APPROVAL OF MINUTES:** MOTION by Mr. Stivers to approve the Meeting Minutes from April 27, 2022 May 11, 2022 and June 1, 2022. Seconded by Mr. Sines. ROLL CALL: Meme Luttrell-Yes, Judith Watson-Yes, William Sines-Yes, Sam Stivers-Yes, Tom Marcoulier-Yes, Kathryn McKee-Yes, Keturah Martin – Yes and Lisa Braccio-Yes. VOTE to Approve: Yes-7, No-0, Abstain- 0, Absent-6.

**ADJOURN:** MOTION by Mr. Stivers to adjourn at 9:05 AM. Seconded by Mr. Sines. **ROLL CALL:** Meme Luttrell-Yes, Judith Watson-Yes, William Sines-Yes, Sam Stivers-Yes, Tom Marcoulier-Yes, Kathryn McKee-Yes, Keturah Martin – Yes and Lisa Braccio-Yes. **VOTE to Approve:** Yes-7, No-0, Abstain- 0, Absent-6.

### **Documents Used at this Meeting:**

47        • 2021 Draft Master Plan  
48    Respectfully Submitted,  
49  
50    Meme Luttrell