

Approved October 23, 2025

**MASTER PLAN IMPLEMENTATION COMMITTEE
MEETING MINUTES
Thursday September 18, 2025
McAuliffe Hearing Room – Southborough Town House
17 Common Street
Southborough, Massachusetts**

Members Present: Debbie DeMuria, Sam Stivers, Alan Belniak

CALL TO ORDER: The meeting was called to order by the Chair at approximately 5:30 PM.

Committee Membership

Committee members welcomed Mr. Alan Belniak, elected member of the Planning Board and newly appointed to MPIC. Mr. Belniak introduced himself and stated his interest in long term and big term goals of the Town. Mr. Belniak has previously worked on the prior (2008) Master Plan where he was responsible for the Transportation and Circulation chapter.

The Committee also accepted the resignation of Judith Watson, a long-standing member of the Master Plan Committee and the Master Plan Implementation Committee. Ms. Watson was thanked for her service to the committee.

MPIC Goal Tracking

- The committee discussed making the Master Plan goal tracker publicly available. There was a discussion about the importance of using the One Drive technology to host the tracker on Town infrastructure. This activity is ongoing.
- The committee is considering reassigning liaison roles for different boards and committees given the changes in committee members.

Approval of Meeting Minutes

A motion was made by Mr. Stivers to approve the minutes of February 27, 2025, seconded by Ms. DeMuria. Roll call vote (Stivers – Yes, DeMuria – Yes, Belniak – Abstain). It was agreed that the February 24, 2025 minutes will be updated and reviewed at the next meeting.

Next steps

Next steps include updating the tracker, following up on getting on the town's OneDrive, and circulating the list of assigned committees for possible re-assignment. The frequency of meetings was discussed, with a proposed meeting schedule of once a month.

MOTION TO ADJOURN: Ms. DeMuria made a motion to adjourn, seconded by Mr. Stivers. The meeting was adjourned at 6.10 pm.

Documents Used at The Meeting: None

Respectfully submitted,
Debbie DeMuria, MPIC Chair