

Approved December 30, 2025

**Town of Southborough
Master Plan Implementation Committee (MPIC)
MEETING MINUTES**

Thursday December 4, 2025

Zoom: <https://www.southboroughtown.com/674/Virtual-Meetings>

Ms DeMuria called the Master Plan Implementation Committee (MPIC) meeting to order at 5:38 PM.

Ms. DeMuria-Present, Mr. Stivers-Present, Mr. Warren-Present, Mr. Belniak-Present.

1. Transition of the Goal Tracking Database to the Town's One Drive

- Mr. Belniak summarized the progress related to the transition of the Master Plan documents to the Town's One-Drive. All Master Plan documents and data are now being stored and backed up by IT. The next step is to make the goal tracker accessible to the public so they can see the work of the MPIC. This can be achieved by printing a static PDFs to present as a series of posters.
 - **Action: carry activity forward to 2026 - All**

2. Analysis of Goals and Recommendations, updates

- Mr. Stivers reported that he has been able to update approximately half to 60% of the goals and recommendations. He had the following comments:
 - It would be useful to have a way to identify who is making the updates in the tracker, as committee members are adding new information continuously. He suggested we look at color coding rather than initials to make it easier to read. It would also be useful to be able to filter by year of accomplishment.
 - **Action: to make these tracker updates - DD**
- Ms. DeMuria added that the year the goal was accomplished is now being captured, which is similar to the way Westborough and Grafton track their goals.
- Mr. Belniak gave a status update that he has reached out to his 3 groups (DPW, Technology Committee and EDC) and none appeared aware that there were Master Plan goals that were agreed to by their predecessor. It was further confirmed that EDC has not met in 2025. Ms. DeMuria stated that in the past the MPIC Chair has sent out letter to each board, committee and department. Mr. Belniak added that it would be useful to remind boards and committees to start thinking and work collaboratively, establish a transition on Master Plan goals in case of turnover.

3. Report to the Planning Board and 2025 Town Annual Report

- Ms. DeMuria notified the committee of 2 reports required:
 - Report to the Planning Board will be given at their next meeting to be held on January 12th.
 - The 2025 Annual Report is also due in December. The Committee members agreed to produce one report similar to last year's Annual Report and use it also for the Planning Board update.
 - **Action: Create a 2025 MPIC Annual Report updated from last year and use the same version for the Planning Board update - DD**

4. Approve Meeting Minutes

- None

5. Any new future business of the committee

The committee discussed meeting with the Select Board and deemed it worthwhile. The purpose is to align on prioritizing Master Plan goals & recommendations for 2026. The committee agreed that the ideal time is before the Select's Boards goal setting session. One question is whether there are critical Master Plan goals that we can reinforce where the MPIC can help, and give the Select Board a chance to weigh in.

- **Action: Reach out to Select Board and Planning Board for a joint meeting in March - SS/DD**

The next MPIC meeting will be on Tuesday December 30, 2025 at 5:30 PM

Mr. Stivers made a motion to adjourn the meeting. Mr. Warren seconded the motion. Motion passed 4-0. Ms. DeMuria-Yes, Mr. Stivers-Yes, Mr Warren-Yes, Ms. Belniak-Yes. The meeting was adjourned at 6.39 PM.

Documents Used at The Meeting: None.

Respectfully submitted,
Debbie DeMuria, MPIC Chair