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TOWN OF WESTBOROUGH

**Master Plan Implementation Committee
Meeting Minutes
March 13, 2023
7:00 PM- 9:13 PM**

Committee Present: Chairman Mark Silverberg, Patrick Welch, Kristi Williams, Kris Allen, Catherine Nourse, Ding Han, Jack Haagensen, Wendy Mickel, Hank Rauch, Dan Schur, Tom Bleier, Maria Barney, Stephanie Doyle, Christina Kelleher,
Also present: Jim Robbins-Town Planner, Kristen Belanger-Planning Dept. Administrative Assistant
Not present:

The fourth meeting of the Westborough Master Plan Implementation Committee was held in the Fire Dept. Training Room on Milk St in Westborough, MA. on Monday, March 13, 2023. The meeting was convened by Mark Silverberg at 7:00 PM.

Approval of Meeting Minutes

Member Allen made a motion to approve the minutes from the 1/30/2023 meeting. Member Welch seconded. Vote: 11-0

Updated Implementation Matrix

Donny Goris-Kolb from VHB walked through the matrix with the committee. He summarized the completed goals/tasks.

- Adopting CPA
- Opportunity to bring affordable housing to town, Planning Board requires 20% affordable for new residential development
- Public Nurse incorporated

SCC 2-1 change to "In Progress". Reduce waste from Town operations and community activities by 30% by 2030. Mr. Welch was concerned that we do not have a benchmark to where we stand to start and make a comparison.

PH 1-6 change to "In Progress". Mr. Rauch pointed out this is not an issue related to seniors alone. We need to understand the needs of the underserved less than 55 yrs. old as well.

Questions were asked about the role of the committee after goals and departments are identified. Who holds the Dept's accountable?

- Ms. Allen believes the Departments should be accountable to the MPIC with progress reports etc.

Going forward, a suggestion is to have one liaison from the MPIC that will communicate with the Implementation Leadership to explain the goal that was prioritized.

Working Group Discussion and Report of Priorities

- H 1-2
- H 1-4 High Priority
- ED 3-1 High Priority
- LU 2-2 High Priority
- LU 3-4 High Priority
- SCC 1-7 High Priority

NHC 1-2 High Priority

NHC 1-3 High Priority

OSR 3-2 High Priority

- OSR 3-4 is a related action

PFS 4-1 High priority

TC 1-2 Eliminate this goal as priority as it relates to OSR goal 2

TC 4-2 High Priority

TC 2-1 High Priority

SCC 1-1 High Priority - was written to imply adopt AND implement Climate Action Plan

SCC 1-4 remove from list

SCC 4-1

PH1-13 updated to "In Progress", High Priority

PH 2-5 "In Progress", High Priority need to ask for update from dept

Mr. Goris-Kolb feels it is the role of the group to do some due diligence to show leadership where goals are related.

Mr. Han suggested possibly expanding the explanation for "In Progress". Add % complete. Another way to identify is suggesting an inclusivity and equity component.

Ms. Williams said the work of the MPIC is to oversee all the goals. Identify who is responsible, factor in what they are already responsible for and have a conversation with them on what they have capacity to take on.

Mr. Robbins thinks they need to have short, medium and long term goals in the final list of priority goals.

VHB can identify the final list of priorities identified and distribute to the group. The complete updated matrix will go into the dropbox.

Vote on Master Plan Priorities and Goals

Next meeting committee will vote on the final list.

Ms. Williams thinks we should have Department heads in initially to understand how they are going to participate in this process. Going forward, Ms. Williams could get the matrix updated quarterly by Dept. heads.

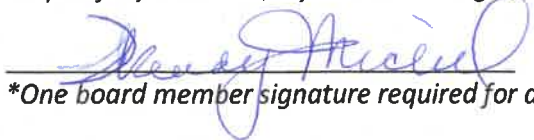
Chairman Silverberg will invite two Dept. heads to each meeting. We will start with Planning since Jim will be retiring. Mr. Robbins is going to ask the DPW Director to attend with him.

Chairman Silverberg asked the members to email a couple questions to ask the Planning Dept.

Member Silverberg made a motion to adjourn at 9:13 pm. Member Schur seconded.

Vote: 14-0

Respectfully Submitted by Kristen Belanger, Planning Dept. Admin. Assistant



**One board member signature required for approval.*