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TOWN OF WESTBOROUGH

**Master Plan Implementation Committee
Meeting Minutes
August 28, 2023
7:03 PM-7:56 PM**

Committee Present: Chairperson Mark Silverberg, Patrick Welch, Maria Barney, Tom Bleier, Catherine Nourse, Kristi Williams, Kris Allen, Stephanie Doyle, Christina Kelleher, Dan Schur

Also present: Jenny Gingras- Director of Planning, Kristen Belanger-Planning Dept. Administrative Assistant

Not present: Ding Han, Vice Chairperson Wendy Mickel, Hank Rauch

The meeting of the Westborough Master Plan Implementation Committee [MPIC] was held virtually via Zoom on Monday, August 28, 2023. The meeting was convened by Mark Silverberg at 7:03 PM. Jenny Gingras, the new Director of Planning, was introduced.

Member Allen gave an update on the Historical Preservation aspect of the priorities.

An informal subcommittee has been formed to look at upgrading historical signage at sites significant in Westborough history. The first site is in relation to the Rice boys capture in August 1704. There is a memorial rock at the Westborough High School site where Native Americans came down from Canada and kidnapped the Rice boys. Nahor Rice, age 5, did not survive and is the first person to be buried in Memorial Cemetery. Historical Commission Chair Christian Hedrick and member Allen had a tour of the new Northborough historical plaques, paid for with CPA funds. The subcommittee, made up of Leigh Emory, Paula Skog, Bob Poskitt, Tony Vaver, and Member Allen, is working on a new Rice memorial plaque. Creating the text is very sensitive. The subcommittee will be working out design and placement of the historical plaques with the Historical Commission. The next step would be fundraising. The average cost per sign is around \$2,500-\$4,000.

The options for fundraising are through the Economic Development Committee, CPA funds, the Town Warrant, or private support.

This work on improved historical signage fulfills the Master Plan Goal NHC 4-1.

Member Welch asked if this project falls under the Wayfinding Project with the Economic Development Committee. He also asked if the subcommittee is coordinating with the School Committee and the Select Board. Member Gingras confirmed this project would be considered "Wayfinding."

The Historical Commission should coordinate with the EDC and Planning Board. Christian Hedrick has confirmed that a member of the EDC has asked for information about wayfinding. Mr. Hedrick mentioned that "historical signage" and "wayfinding" are defined in different ways, so they are two separate projects to consider.

Member Allen would appreciate approval from the Master Plan Implementation Committee to continue this work with the subcommittee that addresses the Master Plan Goal NHC 4-1 .

The Committee members present voted to approve this project working on historical signage in Town.

Next steps:

Town Meeting is coming up on October 16. Chairman Silverberg asked Ms. Gingras to prepare a power point and distribute it to the committee to get feedback before presenting it to the Town Meeting.

- 11 goals are marked complete.
- 16 goals have been flagged by the MPIC..
- 90 of 204 goals are in progress.
We need to look into what “flagged” means.

If anyone has suggestions for slides, please forward them to Ms. Gingras. Member Welch thinks it would be great to share the 9 categories show how many are done and how many are in progress.

- Of the 16 MPIC identified goals, only 5 are in progress.
- Of the remaining goals not in progress, 21 are high priority.

Member Welch thinks before Town Meeting, the committee should have a good grasp on the 16 goals and their status. He suggests sending the matrix back to departments and have them update and provide explanations about what has been accomplished and is being worked on.

Ms. Gingras mentioned when you look at the list of goals, they are very broad in scope. There will be some that are always in progress. However, there are things that can be updated.

Chairman Silverberg thinks it makes more sense to have one person coordinate with staff. We don't want to divert energy from tasks being worked on and are almost complete to ask them to start something else.

Ms. Gingras will reach out to departments and committees to get specific information on the 90 goals. As part of their feedback, they need to indicate what is in progress. Example :If a goal is supporting the senior community, “what specifically” are they doing?

Member Bleier mentioned if a department reports a goal is “In progress,” we need to know when it is expected to be completed.

Member Welch mentioned some “In progress” goals may be waiting for a grant. MPIC needs to understand what is stopping the department from making progress.

Member Nourse asked what details can be included for an “In Progress” status.

Ms. Gingras mentioned that staff have many meetings and therefore know the status of many of the goals. The next step would be Ms. Gingras getting details on all “in progress” and “complete” items.

Member Welch thinks the committee should have a discussion on the 11 items brought forward that are not in progress. We should ask departments and stakeholders about the challenges they face in implementing the goals. Once this information is received, it can be discussed at the next meeting. Other resources may be identified.

The next Department Head meeting is Thursday, September 28 Chairman Silverberg will go through 11 goals with Ms. Gingras. She can start the process at the Department Head meeting.

Member Allen asked what the presentation at Town Meeting will be. Ms. Gingras noted it will be a report to the Town on the progress of the Master Plan.

Ms. Gingras envisioned reporting on the total number of tasks, comparing how many have been accomplished, are in progress, or she may have comments on other flagged items. She will update the tracker with as much detail as possible.

Planning Board voted to reform the MPIC to 13 total members. Seven is a quorum. Chairman Silverberg mentioned that we can reduce the meeting schedule to once per month or quarterly.

The next MPIC meeting will be in person the fourth Monday--September 25. Ms. Gingras will work on drafting a slide presentation for Town Meeting, and this can be reviewed at the MPIC meeting.

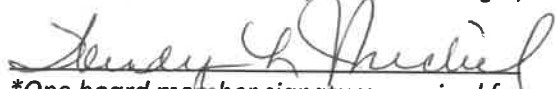
Chairman Silverberg made a motion to approve the minutes from 6/26/2023. Member Allen seconded.

Vote: 8-2-0

Chairman Silverberg made a motion to adjourn at 7:56 pm. Member Welch seconded.

Vote: 10-0

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



**One board member signature required for approval.*