

**STURBRIDGE MASTER PLAN IMPLEMENTATION COMMITTEE
MINUTES OF
WEDNESDAY, NOVEMBER 16, 2011**

Ms. Gibson-Quigley called the regular meeting of the Master Plan Implementation Committee (MPIC) to order at 3:40 PM.

Present: David Barnicle
Penny Dumas
Heather Hart
Jennifer Morrison
Sandra Gibson-Quigley

Also Present: Jean M. Bubon, Town Planner

COMMITTEE ORGANIZATION

Motion: Made by Ms. Morrison to nominate Ms. Gibson-Quigley as Chair
2nd: Mr. Barnicle
Discussion: None
Vote: 5 – 0

Motion: Made by Ms. Dumas to nominate Mr. Barnicle as Vice-Chair/Clerk
2nd: Ms. Morrison
Discussion: None
Vote: 5 – 0

OVERVIEW OF CHARGE

A copy of the Committee Charge was provided to all the Board members and reviewed. The Committee shall be responsible for oversight of the implementation of the Master Plan; the Committee will not actually be doing the tasks to implement the Plan. The Committee must report to the Planning Board on an annual basis as well. Ms. Gibson-Quigley stated that the report of the Master Plan Implementation Committee should be made part of the Planning Board Annual Report. Members agreed with this. Ms. Bubon will email the Committee members a member list with contact information and length of terms for each.

PRESENTATION OF MASTER PLAN TO BOARDS, COMMITTEES, DEPARTMENTS

The Committee discussed the best way to present the Master Plan and discuss implementation with the various Boards, Committees and Departments. After discussion it was decided that a PowerPoint presentation would be helpful. The presentation will cover the following:

- Executive Summary;
- Vision;
- Goals;
- Discussion of short, medium and long term goals;
- Overview of the Implementation Chapter; and
- One or two slides specific to each Board, Committee or Department.

Ms. Morrison suggested that a copy of the Executive Summary, Vision Statement and Implementation Chapter will be provided along with an electronic copy of the plan to the various Boards, Committees and Departments. Due to the expense of printing the Master Plan, electronic distribution will be the preferred method. Ms. Bubon does hope to print enough paper copies to provide an office copy to each Department, file two copies with the Library and one with the Senior Center.

Don Miller was present and asked how residents would be aware of what was happening. He also wondered if the cost of implementation would be included in the presentation. Ms. Gibson-Quigley stated that the Master Plan had been under development for two years now and there were many public sessions. Ms. Hart agreed stating that the Master Plan Steering Committee did a good job soliciting input on the plan. She stated that all of the Master Plan information was posted on the front page of the webpage. Mr. Miller stated that he thought that the costs had to be part of the discussion. Ms. Bubon stated that most items in the Implementation phase of the Master Plan would be undergoing another public process as the appropriate party moves towards implementation. Mr. Barnicle agreed stating that there would be periodic updates back to the Planning Board too.

The next meeting of the MPIC will be December 14th at 3:30 p.m.

On a motion made by Ms. Morrison and seconded by Mr. Barnicle and voted 5-0 the meeting adjourned at 4:35 p.m.