

**STURBRIDGE MASTER PLAN IMPLEMENTATION COMMITTEE
MINUTES OF
WEDNESDAY, DECEMBER 14, 2011**

Ms. Gibson-Quigley called the regular meeting of the Master Plan Implementation Committee (MPIC) to order at 3:30 PM.

Present: David Barnicle
Penny Dumas
Heather Hart
Sandra Gibson-Quigley, Chair

Also Present: Jean M. Bubon, Town Planner

Absent: Jennifer Morrison

APPROVE MINUTES

Motion: Made by Mr. Barnicle to approve the minutes of November 16, 2011 as prepared.

2nd: Ms. Dumas

Discussion: None

Vote: 5 – 0

REVIEW AND DISCUSSION OF DRAFT PRESENTATION

At this time the Committee reviewed the draft presentation prepared by Ms. Bubon. Ms. Morrison had also submitted comments via email since she was unable to attend the meeting due to illness. After a detailed review of each slide the following changes and additions or modifications were suggested:

1. The Committee must be certain to describe certain terms used throughout the presentation. For example, Subdivision Regulations, Zoning Bylaw, Capital Budget are known terms to the Committee, but may need to be explained for some members watching the presentation. The next version of the presentation will be printed in Notes View so that all members can have the presentation notes that will be added.
2. A slide or two that discuss the Master Plan process will be included. The legal requirements for a Master Plan as well as an overview of the process and timelines will be included. The public participation component of the planning process will also be discussed.
3. Some of the text will be removed from the slides and included only in the presentation notes.

4. The presentation will be divided according to audience with the Board of Selectmen receiving the full presentation with some of the specific Board of Selectmen and Town Administrator goals included. Presentations to other Boards and Committees will be tailored for that particular Board or Committee and the Finance Committee will receive the full presentation. The entire Committee will attend the Board of Selectmen meeting and then will divide up for the remaining presentations.

David Holland asked about the number of surveys that were distributed and the return rate. It was explained that one survey went to every household and that the final return rate was approximately 30%. Don Miller asked if Boards and Committees were aware of the goals. It was explained that most Boards and Committees had a member participating either on the Steering Committee and/or a Focus Group and that those representatives reported back to their Boards and Committees. Don Miller thought this type of follow up was very important with a plan.

The Committee briefly discussed the type of reporting process that would be used by the Committee. It was suggested that all Boards and Committees should provide a written report and/or copies of the minutes of the meetings when implementation is discussed and that the MPIC should select members to serve as liaisons to the various Boards, Committees and Departments. This will be more fully discussed at a later meeting.

The next meeting of the MPIC will be January 11th at 3:30 p.m.

On a motion made by Mr. Barnicle and seconded by Ms. Hart and voted 4-0 the meeting adjourned at 4:58 p.m.