

**STURBRIDGE MASTER PLAN IMPLEMENTATION COMMITTEE
MINUTES OF
WEDNESDAY, JANUARY 31, 2012**

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

Absent: Jennifer Morrison

Also Present: Jean M. Bubon, Town Planner

APPROVE MINUTES

Motion: Made by Mr. Barnicle to approve the minutes of January 11, 2012 as amended.

2nd: Ms. Dumas

Discussion: None

Vote: 4 – 0

REVIEW AND DISCUSSION OF REPORTING PROCEDURE

The Committee reviewed a proposed MPIC Reporting Sheet that was proposed by Ms. Bubon as a way for other Boards, Committees and Departments to update the MPIC periodically on progress made implementing the Master Plan. The proposal is that reports will be due no later than June 30 and December 30th of each year and would highlight any progress made, issues encountered, etc. A spreadsheet was also prepared that contains all the goals of the plan, the responsible party, the priority/timing and a column for action taken if any. The MPIC will distribute this, but will also use it as a tool for measuring progress and for preparing its report for the Planning Board. Mr. Barnicle suggested this form would also be a useful tool for asking for any additional input or comments from various Boards, Committees and Departments about how they may need assistance in implementation or any other suggestions or questions in general. Ms. Bubon will add areas to the form and send it to the Committee members for further review. The abbreviation key for the responsible party will also be added to the start of the spreadsheet.

DRAFT PRESENTATION

At this time the Committee reviewed the third draft of the presentation prepared by Ms. Bubon. Ms. Gibson-Quigley made the presentation to the group and needed corrections and issues were noted throughout this process. Ms. Bubon will incorporate all corrections

and changes noted, most of the changes have to do with the notes being moved to the appropriate slides and replacing a couple of the photographs that were used.

The MPIC is scheduled to meet with the Board of Selectmen on Monday, February 27, 2012 to make the presentation. The Finance Committee and Economic Development Advisory Committee will be contacted to schedule presentations to be made after the 27th.

The next regular meeting of the MPIC will be Wednesday, March 7th at 3:30 p.m. The Committee will review any issues that may arise with the presentation to the Board of Selectmen if needed and will also discuss additional liaison assignments and scheduling of presentations.

On a motion made by Mr. Barnicle and seconded by Ms. Hart and voted 4-0 the meeting adjourned at 5:25 p.m.