

**MINUTES OF THE PROCEEDINGS OF THE  
MASTER PLAN COMMITTEE  
THE TOWN OF STERLING**

**August 20, 2020  
Town Hall, Room 205  
ZOOM online meeting**

**Members Present:** Patty Page, Chair, Master Plan Committee, Land Use Topic Co-Chair  
Chuck Plaisted, Vice-Chair, Master Plan Committee, Open Space & Recreation Co-Chair  
Liz Pape, Secretary, Master Plan Committee, Land Use Topic Co-Chair  
Blaine Bershad, Services & Facilities Topic Co-Chair  
Maureen Cranson, Board of Selectmen Co-Representative  
Bob Dumont, Services & Facilities Topic Co-Chair  
Jim French, Natural & Cultural Resources Topic Co-Chair  
Angela Grattaroti, Housing Topic Co-Chair  
Rose Koven, Natural & Cultural Resources Topic Co-Chair  
Jed Lindholm, Circulation/Transportation Topic Co-Chair  
Rob Protano, Housing Co-Chair  
Julie Rusch, Economic Development Co-Chair

**Absent Members:** Keith Cordial, Economic Development Committee Representative  
Carl Corrinne, Planning Board Representative  
John Kilcoyne, Board of Selectmen Co-Representative  
Marion Larson, Open Space & Recreation Co-Chair

**Staff Present:** Domenica Tatasciore, Town Planner

**1. Open Meeting**

The Sterling Master Plan Committee meeting was called to order at the Sterling Town Hall on Thursday, July 23, 2020 at 6:31 pm and Liz Pape recorded the minutes. A quorum of Committee members was present, either in person or attending through ZOOM, and the meeting, having been duly convened, was ready to proceed with business.

**2. Acceptance of Meeting Minutes**

Motion made by Mr. Plaisted, Ms. Cranson seconded, to accept meeting minutes of July 23, 2020. Motion passed.

**3. Overview Presentation from VHB and Master Plan Committee Discussion**

- a. Scope and Sequence: The Sterling Master Plan will cover the next 10-15 years. It will be a policy guide aligned with the community-established future vision for Sterling. The update

will include a comprehensive analysis and implementation framework to provide plan actualization through accountability and transparency. Three stages:

- i. Sterling Reflects: identify issues and opportunities
  - ii. Sterling Explores: set the community vision and goals and develop recommendations
  - iii. Sterling Confirms: develop an implementation plan and hand-off plan
- b. Community Immersion Day: Approximately 25 sites have been identified throughout Sterling that will be toured as part of “getting to know Sterling”.
  - c. Stakeholder Interviews: VHB is planning a series of interviews with various stakeholders in Sterling including: department heads, local and non-profit organizations, economic development committee, board and commission members and key business owners.
  - d. Public Participation Plan: VHB will be developing a 5-10 page document with timeframes and agendas for public input.
  - e. Website Enhancements: VHB will be updating the existing Sterling Master Plan webpages to keep them current.
  - f. Master Plan Committee Engagement and Communication: VHB will have a series of meetings with the Master Plan Committee for input, feedback and communication.

#### **4. Status Update from MRPC and Engagement**

John Hume from MRPC stated that the Master Plan Committee comments on the draft Circulation /Transportation Chapter have been received and MRPC is currently working on addressing those comments in the chapter revision.

#### **5. Community Survey #1**

VHB is using the Survey 1,2,3 tool to create the first Master Plan survey which will address town-wide livability and quality of life across all the required chapter topics of the Master Plan. Next steps will be to finalize and administer the community survey, conduct Immersion Day, distribute and collect the departmental survey and request and collect existing reports and data.

#### **6. Schedule Next Meeting**

Motion to schedule next meeting for Thursday, September 17, 2020 at 6:30 pm made by Mr. Plaisted and seconded by Ms. Cranson. Motion passed.

#### **7. Adjournment**

Motion to adjourn made by Mr. Plaisted, seconded by Ms. Cranson. Motion passed. Meeting adjourned 7:50 pm.

Respectfully submitted,  
Liz Pape, Secretary