

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

**October 24 2019  
Town Hall, Room 205**

**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  
John Kilcoyne, Board of Selectmen Co-Representative  
Rose Koven, Natural & Cultural Resources Topic Co-Chair  
Marion Larson, Open Space & Recreation Co-Chair  
Dick Maki, Circulation/Transportation Topic Co-Chair  
Rob Protano, Housing Co-Chair  
Julie Rusch, Economic Development Co-Chair

**Absent Members:** Charlie Conroy, Zoning Board of Appeals Representative  
Keith Cordial, Economic Development Committee Representative  
Jed Lindholm, Circulation/Transportation Topic 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, October 24, 2019 at 6:36 pm and Liz Pape recorded the minutes. A quorum of Committee members was present, and the meeting, having been duly convened, was ready to proceed with business.

**2. Acceptance of Meeting Minutes**

Motion made by Ms. Rusch, seconded by Ms. Koven to accept meeting minutes of September 19, 2019. Motion passed.

**3. Chairperson's Address**

The Committee Chairperson reminded all members that all questions need to be addressed to the Chair, in order to keep the meeting running in an orderly manner.

#### **4. Grant/Funding Update**

Ms. Tatasciore gave an update on grants and funding.

- a. The Executive Office of Energy and Environmental Affairs (EOEEA) Planning Assistance Grant was not awarded to Sterling.
- b. Community Compact funds: There are still funds remaining from FY17 and Sterling has been granted permission to spend those funds on the Open Space and Recreation chapter of the Master Plan. The Open Space Implementation Committee (OSIC) will shortly be submitting its plan to the Commonwealth. Once reviewed, Montachusett Regional Planning Commission will use it to write the Master Plan chapter. Some of the Community Compact funds will also been used on “Complete Streets”, specifically to draft the required Policy Statement. Once these projects are completed, Sterling will be eligible for FY20 Community Compact funds.
- c. District Local Technical Assistance (DTLA) funds: This assistance is usually announced early in the new year and proposals are typically due in March/April.
- d. Other funding sources: Ms. Tatasciore stated that a funding request could also be in the warrant for the May 2020 Annual Town Meeting (ATM).
- e. Municipal Vulnerability Preparedness Program: Sterling needs to become a Climate Change Municipal Vulnerability designated community in order to qualify for funding under this program. Funding could be used for culvert replacement and bridge repair.

#### **5. Ongoing Review and Discussion**

- a. Draft Committee Handbook: The Committee reviewed this document and Ms. Tatasciore distributed a sample Task Delineation which outlined general tasks.
- b. Vision and Topic/Chapter Mission Statements: Ms. Rusch provided an overview of this document.

Motion to accept Vision and Topic/Chapter Mission Statements made by Ms. Koven, seconded by Mr. Dumont.

Motion passed.

- c. Master Plan Logo: The revisions have not been received yet.
- d. Mr. Bershad stated that the Services and Facilities subcommittee is developing a dataset of all services and facilities and plan to share with the full committee. Mr. Plaisted indicated an interest in the data and might have some programmatic needs. Ms. Cranson suggested all subcommittees present what they have so far. Ms. Koven inquired if an interactive sharing platform such as Google Docs could be used and inquired about the legal implications of such use.

#### **6. Other Business**

- a. Housing Production Plan: Presentation of the Housing Production Plan will be held on Wednesday, October 30, 6 pm.
- b. All Board Meeting: Monday, November 18, 6:30 pm. Ms. Tatasciore and Ms. Page to attend as Sterling Master Plan Committee representatives.

**7. Schedule Next Meeting**

Motion to schedule next meeting for Thursday, November 21, 2019 by Ms. Koven, seconded by Ms. Cranson.

Motion passed.

**8. Adjournment**

Motion made by Mr. Plaisted, seconded by Ms. Cranson to adjourn the meeting.

Motion passed. Meeting adjourned 7:32 pm.

Respectfully submitted,

Liz Pape

Secretary