

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

**November 21, 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  
Charlie Conroy, Zoning Board of Appeals Representative  
Keith Cordial, Economic Development Committee Representative  
Bob Dumont, Services & Facilities 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  
Jed Lindholm, Circulation/Transportation Topic Co-Chair  
Dick Maki, Circulation/Transportation Topic Co-Chair  
Julie Rusch, Economic Development Co-Chair

**Absent Members:** Maureen Cranson, Board of Selectmen Co-Representative  
Jim French, Natural & Cultural Resources Topic Co-Chair  
Rob Protano, Housing 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, November 21, 2019 at 6:33 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 Mr. Maki, seconded by Mr. Bershad to accept meeting minutes of October 24, 2019. Motion passed.

**3. Master Plan Logo**

Ms. Diane Pedersen presented two revised logos to the Committee. The Committee voted to select the logo featuring the 1835 Town Hall Building, the apple and the lamb as their preferred one. Ms. Pedersen will make a few minor revisions to the selected logo based upon Committee feedback.

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

Ms. Tatasciore gave an update on grants/funding and plan status

- a. The Housing Production Plan was approved by the Commonwealth of Massachusetts and is valid for five (5) years.
- b. Municipal Vulnerability Preparedness Program: The MVP application was submitted this week to address climate change and resiliency and focuses on bridges, dams and culverts. Ms. Larson asked if the plan could cover food security, including longer-term food security by growing food. Other potential areas for consideration for the plan include carbon sequestration, carbon storage, protection of natural resources and wildlife.
- c. The Open Space and Recreation Plan will be submitted to the Commonwealth of Massachusetts next week.
- d. The District Local Technical Assistance (DTLA) grant application will be opened within the next few weeks.

#### **5. Other Business**

- a. Vision Statement: The Vision Statement will be on the bottom of the agenda and has been posted to the town website. Ms. Pape will submit an article to the Sterling Meetinghouse News for the December issue, with an update on the progress-to-date of the Committee. Monthly articles on Committee progress will be published in local media.
- b. Littleton Master Plan: Committee members were reminded that the Littleton Master Plan is an example of the format of a master plan. Ms. Page distributed a summary of Ms. Judi Barrett's presentation on the components of each topic chapter, as a resource for topic/chapter co-chairs.
- c. Task Delineation: Topic/chapter co-chairs were asked to develop a list of tasks they could reasonably achieve for their plan chapters. Each chapter task delineation will be available to Committee members as a read-only Google doc and will also be available to the public on the town website. Co-chairs are asked to submit their task delineation to Ms. Pape ([Lizrpape@gmail.com](mailto:Lizrpape@gmail.com)) by Jan 15, 2020.

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

Next meeting is scheduled for Thursday, January 16, 2020.

#### **7. Adjournment**

Motion by Mr. Cordial, seconded by Mr. Kilcoyne, to adjourn the meeting.

Motion passed. Meeting adjourned 7:25 pm.

Respectfully submitted,

Liz Pape  
Secretary