

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

**September 17, 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  
Carl Corrinne, Planning Board Representative  
Bob Dumont, Services & Facilities Topic Co-Chair  
Jim French, Natural & Cultural Resources Topic Co-Chair  
John Kilcoyne, Board of Selectmen Co-Representative  
Rose Koven, Natural & Cultural Resources Topic Co-Chair  
Rob Protano, Housing Co-Chair  
Julie Rusch, Economic Development Co-Chair

**Absent Members:** Keith Cordial, Economic Development Committee Representative  
Maureen Cranson, Board of Selectmen Co-Representative  
Angela Grattaroti, Housing Topic Co-Chair  
Marion Larson, Open Space & Recreation Co-Chair  
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, September 17, 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. Protano, Mr. Plaisted seconded, to accept meeting minutes of August 20, 2020. Motion passed.

**3. Updates from VHB**

- a. Community Immersion Day: VHB and Master Plan Committee members and staff attended the ½ day tour and saw a cross-section of the town by visiting 23 sites. The New England

Village character of the town was noted. Also noted was that Sterling has lots of assets to build on for the Master Plan, while preserving the character of the town.

- b. Survey: The Master Plan Survey has been posted as of September 8 and closes on October 4. There are 84 returns to date. VHB asked Committee members to use their network to encourage more respondents. Emails have been sent to all those who indicated interest in the Master Plan, and there will be outreach to school principals asking to make students and parents aware of the survey. A suggestion was made to put a notice about the survey on the SMLD sign.
- c. Stakeholder Interviews: VHB has completed about half a dozen interviews so far, and hope to complete all interviews by the end of September.
- d. Schedule for Baseline Conditions:
  - i. Late September: outreach to the chapter topics co-chairs.
  - ii. October 15 at the Sterling Master Plan Committee Meeting: present the initial observations on the baseline conditions; discuss format and outreach for the first public meeting; and discuss the Public Involvement Plan.
  - iii. November 12, Public Meeting #1 will be conducted to present the initial observations on the baseline conditions; confirm the vision statement and present MRPC's updates.
  - iv. November 19, Sterling Master Plan Committee meeting to reflect on Public Meeting #1.
  - v. Late November/early December: VHB completes the Baseline Conditions chapter.
  - vi. Mid-December: the draft Baseline Conditions chapter is presented to the Sterling Master Plan Committee.

#### **4. Updates from MRPC (Montachusett Regional Planning Commission)**

- a. Circulation/Transportation Chapter: MRPC is working on addressing the comments received from the Committee and will have a draft out by the middle of next week for the Committee's review. MRPC is addressing the lack of attention to Sterling's trails system and will edit the chapter to address only Sterling's traffic patterns. Recommendations will be developed after Public Meeting #1.
- b. Housing and Open Space/Recreation: MRPC is updating the American Communities Survey data, to be completed by next week and presented at the October Master Plan meeting. MRPC is still awaiting the state's final approval of Sterling's Open Space and Recreation Plan.

#### **5. Schedule Next Meeting**

Next Sterling Master Plan Committee meeting is scheduled for Thursday, October 15, 2020.

#### **6. Adjournment**

Motion to adjourn made by Mr. Kilcoyne, seconded by Mr. Protano. Motion passed. Meeting adjourned 7:09 pm.

Respectfully submitted,  
Liz Pape, Secretary