



Town of Sudbury

Master Plan Steering Committee

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MINUTES

AUGUST 27, 2020 AT 8:45 AM

VIRTUAL MEETING

Members Present: Chair John Sugrue, At-Large; Dan Carty, Board of Selectmen; Janie Dretler, Board of Selectmen; Patricia Guthy, Commission on Disability; Jan Hardenbergh, At-Large; Lisa Kouchakdjian, Sudbury Public School Committee; Amy Lepak, Sudbury Housing Authority; Robert May, Council on Aging; John Riordan, Zoning Board of Appeals; Fred Taylor, Historic Districts Commission; and Dick Williamson, Parks and Recreation Commission

Members Absent: Vice-Chair Susan Asbedian-Ciaffi, At-Large; Nathalie Forssell, At-Large; Dave Henkels, Conservation Commission; Ellen Joachim, Lincoln Sudbury Regional High School Committee; and Lee Swanson, Historic Districts Commission

Others Present/Public Attendance: Adam Duchesneau, Director of Planning and Community Development; Nate Kelly, Principal, Horsley Witten Group; Krista Moravec, Senior Planner, Horsley Witten Group; Taryn Trexler, Historical Commission Member; and Diana Warren, Historical Commission Member

Welcome

Mr. Sugrue opened the meeting at 8:51 AM.

Regular Meeting Business

Approval of Meeting Minutes

There were no minutes to ready to approve.

Administrative Report

There were no administrative reports at this time.

Review and Discuss Master Plan Steering Committee Comments on Master Plan Volume 3

Mr. Kelly provided an overview of the progress on the Master Plan update. He noted strategies from Volume 2 were included in a matrix-type Action Plan Implementation Schedule.

Ms. Moravec highlighted the primary aspects of the Action Plan Implementation Schedule: The Lead Responsible Parties and Supporting Parties; and Timeframes, categorized as short-term (within 5 years), mid-term (5-10 years), ongoing, long-term (completed in 10 years or more).

At this time Mr. Carty arrived at the meeting.

Ms. Moravec presented topic links within the Action Plan Matrix document. Mr. Duchesneau noted the matrix format was helpful and efficient.

Mr. May commented several of the Action Items were actually requirements and were considered critical. Mr. May questioned the feasibility of completing many Action Items in consideration of a small Planning Department staff. In addition, Mr. May noted additional staffing should be provided for the Health Department.

Ms. Dretler mentioned the Board of Selectmen was considering a mission statement to create a Diversity, Equity, and Inclusion Committee, and did not see such item mentioned in Volume 3. She recommended the item be added to the document. Ms. Moravec confirmed the Diversity, Equity, and Inclusion Committee would be added.

Mr. Sugrue noted the spreadsheet document was beneficial.

Discussion took place regarding capacity in relation to the Action Plan timeline.

Mr. Sugrue mentioned the significance of incorporating Livable Sudbury recommendations into the Master Plan.

Mr. Riordan opined about including the Town Manager as a responsible party regarding the Economic Development Action Items. Mr. Riordan also agreed with Mr. May regarding adding staffing for the Health Department in consideration of COVID-19 pandemic.

Mr. Duchesneau agreed with Mr. Riordan and Mr. May about the idea of adding another staff member to the Health Department during this critical time.

At this time Mr. Carty left the meeting and Ms. Kouchakdjian arrived at the meeting.

Mr. May suggested a Master Plan Implementation Committee (MPIC) be established to act as a reporting group for the Master Plan. He indicated they could provide updates on Action Items on a quarterly basis or every six months. Mr. Hardenbergh agreed with the concept of a 6-month update. Ms. Guthy commented that an MPIC would be a useful entity.

Mr. Sugrue agreed an MPIC would be useful and could meet on a periodic basis; perhaps every six months.

Mr. Williamson stated he did not want the Master Plan to sit untouched after it was completed. Mr. Sugrue mentioned reprioritization of Action Items might take place over time.

Next Steps

Mr. Kelly asked Master Plan Steering Committee members to submit any other related comments within a week in order to present the Master Plan to the Planning Board sometime in September. He noted the consulting team would be working on a virtual Master Plan workshop to be held sometime in the fall.

Adjournment

Mr. Riordan motioned to adjourn the meeting at 10:04 AM. Mr. Sugrue seconded the motion.
Roll Call Vote: Mr. Sugrue – Aye, Mr. Carty – Absent, Ms. Dretler – Aye, Ms. Guthy – Aye, Mr. Hardenbergh – Aye, Ms. Kouchakdjian – Aye, Ms. Lepak – Aye, Mr. May – Aye, Mr. Riordan – Aye, Mr. Taylor – Aye, and Mr. Williamson – Aye.