

## Kristin Alexander

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**From:** Daphne Politis [daphne@community-circle.com]  
**Sent:** Wednesday, July 28, 2010 2:49 PM  
**To:** Jim Purdy  
**Cc:** Kristin Alexander; Roland Bartl  
**Subject:** Re: Acton Ph2 - roles

This all sounds good to me. I will provide a list of tasks and materials and supplies we can work with (as in Phase I) as the date approaches.

6:00 might be early. Let's see what the Committee thinks.

I agree that food is a must!

Look forward to it!

Daphne

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The circle is an inclusive shape, one that implies fairness and invites participation...  
 It is the shape of a connected community  
 ....it is also used to indicate and define "place."

On Jul 28, 2010, at 9:14 AM, Jim Purdy wrote:

-Hi Kristin-

Yes, I think the Parker Damon would be great.  
 I'd like to invite people to come at 6PM (subject to agreement by the Acton 2020 Committee) and run the workshop from 6:30 to 9:30; if those hours are good, we'd like to start setting up as early as possible – do you think 4:30 will work with the school's activities? So I'd say ideally 4:30 – 10 PM. I think we would want the same type of breakout structure, so we would need the same rooms in addition to the cafetorium. (Let's plan for big turnout and then work to realize it.)  
 I agree we should have food, but perhaps less than for a Saturday workshop.  
 The basic equipment needed is projection screen and PA system in cafetorium; I think we and you provided the easels and flip chart pads and supplies last time.  
 Yes, we'll coordinate with the school if you can make the reservation.

Daphne- anything to add or change in the above?

Best,  
**Jim Purdy AICP**  
 Vice President, Planning  
**Planners Collaborative, Inc.**  
 at the Collaborative

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**From:** Kristin Alexander [<mailto:kalexander@acton-ma.gov>]  
**Sent:** Friday, July 23, 2010 10:31 AM  
**To:** Jim Purdy  
**Cc:** Roland Bartl; Margaret Busse  
**Subject:** RE: Acton Ph2 - roles

Hi Jim,

Regarding the first public workshop – Wed. 10/20/2010...

Do you want me to try and reserve the Parker Damon cafetorium and some classrooms again (like during the Outreach phase)?

If so, can you tell me:

- The total number of hours needed (for set up, event, close down)
- If you want use of all the same rooms as last time (you'd probably have to check with Daphne on this item). If not, what type/size/location of rooms do you want/need?
- If there will be food (hopefully some – just my opinion)
- Any other special equipment/materials needed
- If once I reserve this venue (hopefully), if you want PCI to coordinate the details directly with the people at the school (cutting out the middle men - Planning Dept. staff – but keeping us in the loop)

If not, what type of venue would you like (what are the criteria)?

Thank you.

Kristin

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**From:** Jim Purdy [<mailto:jpurdy@thecollaborative.com>]  
**Sent:** Friday, July 23, 2010 8:58 AM  
**To:** Margaret Busse; Kristin Alexander; Roland Bartl  
**Cc:** John Hersey; Daphne Politis; William Giezentanner; [brian.barber@comcast.net](mailto:brian.barber@comcast.net)  
**Subject:** RE: Acton Ph2 - roles

Here the edited version. I guess it's semi-final until the committee name is settled.

**Jim Purdy AICP**  
**Vice President, Planning**  
**Planners Collaborative, Inc.**  
**at the Collaborative**

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**From:** Margaret Woolley Busse [<mailto:bussehome@comcast.net>]

**Sent:** Wednesday, July 21, 2010 9:56 PM  
**To:** Jim Purdy; 'Kristin Alexander'; 'Roland Bartl'  
**Cc:** John Hersey; 'Daphne Politis'; 'William Giezentanner'; [brian.barber@comcast.net](mailto:brian.barber@comcast.net)  
**Subject:** RE: Acton Ph2 - roles

Yes, this looks good to me, with Kristin's edit, and with another small edit—the word “the” before “community outreach” in the first paragraph.

Thanks,  
Margaret

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**From:** Jim Purdy [<mailto:jpurdy@thecollaborative.com>]  
**Sent:** Thursday, July 15, 2010 12:25 PM  
**To:** Margaret Woolley Busse; Kristin Alexander; Roland Bartl  
**Cc:** John Hersey; Daphne Politis; William Giezentanner; [brian.barber@comcast.net](mailto:brian.barber@comcast.net)  
**Subject:** Acton Ph2 - roles

Hello-  
Attached is a revised document with role definitions. Please let me know if this adequately captures the revisions we discussed last night. Revisions are highlighted.

Best,  
**Jim Purdy AICP**  
Vice President, Planning  
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