

DRAFT Acton 2020 Committee Meeting Minutes

Date: October 6, 2010

Attendees: Planners Collaborative, Kristin Alexander, Margaret Busse, Sahana Purohit, Celia Kent, Jim Snyder-Grant, Bill Marathias, Dean Cavaretta, Sue Benson (minutes)

- I. Minutes approved.
- II. Review of Draft Summary Sheets – Planner’s Collaborative
- III. Status Update on Existing Conditions Inventory and Analysis – PC

PC Progress on Inventory Task – PC is currently at 72% on inventory task and good progress on all areas except sustainability data. Need to coordinate to define what goes in there. A meeting will be coordinated with Bill and Jim.

Summary Sheets – 1st sheet is a recap of main points of Phase I. The rest of the sheets, by each element of Master Plan, summarize existing resources and inventory of what the town actually has. Workshop attendees should have these in advance, get them posted and have them all available at the door. At the workshop, an even more condensed presentation will be delivered.

Data Clarity in Summary Sheets - Questions arose about the data presented on Population and Housing (e.g., cost to town of 4 vs. 5 bedroom homes). Daphne asked if there is a way to clarify these points. Clint suggested a brief example of the findings to clarify. Margaret wants to emphasize clarification for the workshop presentation and requested it be reviewed as soon as possible. PC (Jim) agreed that they will provide this presentation a week before (next week).

>> Action: Team will review Summary Sheets and email Jim with comments by Friday, Oct. 8. For reviews, team can use sticky notes on the existing pdf file. OR email jpurdy@the collaborative.com As team reviews summary sheets, forward questions that can be added for workshop team discussions.

Where does fiscal responsibility come in to the future plan? Need to determine costs and priorities to map out implementation phase. In the Master Plan there is an implementation section that will determine or present costs.

IV. Agenda for October 20th Public Workshop – Planner’s Collaborative

Daphne provided a draft of the agenda and reviewed the content with the team. The team and facilitators need to be at the workshop by 5:30. Daphne and Kristin visited the workshop space at the high school and made recommendations for usage.

Teams – focus on a max of 15 people in each of 6 groups. When attendees arrive, will distribute color tags to assign to teams. Margaret suggested color-coding each of the core values and tickets. Want to make sure that people who have expressed interest in a volunteer advisory group can choose which group that will participate in. We will also color code name tags for goals and discussion locations. After going through the six questions with each team, representatives from each group will report back 3 responses to question #6.

PC will provide printed name tags for themselves as well as Acton 2020 committee (with logo).
Need names, assignments, liaison to which team/color on name tag – Kristin to provide to PC.
Run movies as people come in. Also put movies on TV channels (Dean; need to speak with Susan Horn who is the Superintendent)

V. Agree on Volunteer Advisors organization plan

- a. Review function of volunteer advisors – this will be further defined after the Oct. Workshop and as the planning process evolves.
- b. Go through list of people
- c. Figure out contacting board/committee chair strategy – assign who will contact/reach out
 - i. Encourage people who are involved in the committees to participate as a volunteer advisor for a specific committee of interest
 - ii. Call/Email committee leads based on spreadsheet assignments; contact Kristen if you can't find

VI. Plan for Oct. 20th Meeting - Review outreach plan and event logistics

Volunteer assignments:

- Manage welcome table – 2 sign in locations/entry points: Margaret, Sue – PC will provide people to take over welcome tables when session begins.
- Food Table – Dean
- A couple of people at Information Table – town dept. displays, answer questions – Jim, Clint
- People Movers – make people feel welcome, not idol – Celia, Sahana
- Team Liaisons – move attendees to discussion groups; encourage people to fill out comments, review new materials; provide as much input as possible

Event Logistics

- Door Prizes – Acton Town Glass from LWV (Sue to contact Andi Miller); Acton Trail Guide? (Kristin); Lee Davis-Horn will call local businesses for prizes and refreshments.
- Food – small bite-size food; coffee, water (Jim/Dean); Kristin to coordinate with Margaret on supplies; Daphne has checklist
- Facilitators
 - Sue to resend request to previous facilitators; also send email to LWV members
 - Margaret to resend to previous Outreach Committee Members.
- Daphne will bring a childcare helper
- Record/Film Workshop, edit and post

>>Action: Team members to resend invitations next week to participate in Oct. 20 Workshop; each team member to invite 5 people who will show up

>> Daphne to forward Facilitators Responsibilities

>> Add people who we contacted for facilitators to new Google spreadsheet