

From: Margaret Woolley Busse [mailto:bussehome@comcast.net]
Sent: Thursday, December 16, 2010 5:55 PM
To: 'Acton 2020 Committee'
Cc: 'Daphne Politis'; 'Jim Purdy'
Subject: Follow up from last night's meeting: Please read carefully

Hello all—For those of you that couldn't attend last night, we had a very productive (and very long!) meeting last night. We spent a lot of time going through the draft inventory with PC as well as a lot of time developing and agreeing on our mid-to long range timeline and what we need to be doing in the next couple of months to prepare for this, so I wanted to clarify this all in an email as well as lay out our next tasks.

First, the longer-range timeline (and then I'll work backwards):

--In lieu of another big public workshop for our second outreach event, we are going to instead hold three smaller meetings, with each meeting focusing on two "**burning issues.**" We will do outreach for these, but each of these meetings will not be a huge public event. The dates for these are: Thursday, March 3rd, Wednesday, March 9th, and Saturday, March 12th. And then our committee will plan on meeting on Monday, March 7th to be able to debrief the first meeting and do a course correction if necessary. This approach will allow us to really focus in on the key issues that seem to be emerging from all the data and the public feedback, but also allows us to avoid planning another "huge" event.

--Then our third public outreach event will be in mid-May. This will be a big public event (and perhaps the most important of all the events) as we will be presenting several different **scenarios/stories** of where Acton can go, based on where it is now, and we'll get public feedback as to what direction we should take (sort of a "Choose Your Own Adventure/Choose Your Own Acton," if you will). Getting the feedback on the burning issues will help set the stage for this meeting.

--Then our fourth public outreach event will be in September and this will be focused on developing and getting feedback on an **implementation plan.**

--Then our fifth and final public outreach event will be in November, presenting the **final plan** and receiving any final input. This then leaves us with five months before Town Meeting, April 2012 to focus on garnering community support for the plan.

So now, working backwards:

--We need to start publicizing the three "burning issues" meetings a month in advance, so by the first of February, we need to have agreed on what our six burning issues will be.

--The inputs for selecting the burning issues are: 1) the Oct. 20th meeting, 2) the inventory, 3) online feedback, and 4) major town committees/orgs, done by having one of our committee members attend one of these committees' meetings to solicit feedback.

--We are mostly finished with 1 and 2, so the month of January we need to complete 3 and 4.

So here's what we need to do:

--First, we need to contact the major committees **ASAP** to see when we can get on their meeting agenda in January. We have assigned the following committee members to the following major town committees.

--Margaret—Board of Selectman, Finance Committee (I already met with them on Tuesday), Planning Board

--Jim—Open Space Committee, Green Advisory Board

- Celia—Historic Commission, Historic District Commission, Design Review Board
- Sahana—School Committee, Acton Community Housing Corporation
- Sue—Economic Development Committee
- Bill—Transportation Advisory Committee

--Ideally, we will be able to give the committees one meeting where they can discuss amongst themselves the questions that we will send them in advance (which are listed below), and then the assigned committee member can show up at their next meeting to receive the feedback. However, I would like to get these meetings done as soon as possible and with the holidays coming up, this may not be possible, and we may instead just have to ask the committee chair to circulate the questions beforehand and be prepared to discuss at the next meeting. Can you contact your assigned committee's chair **THIS WEEK** so that we can know what the dates of their next few meetings are? Here are the questions for the committee:

- o What are you working on? What are your main projects?
- o What are your 3 (doesn't have to be precisely 3) main goals?
- o What do you see as challenges and opportunities coming up in the future?
- o What long-range plans are you working on or contemplating working on?
- o What are the 3 (doesn't have to be precisely 3) things that you would like Acton citizens to know about the town (this should be in the context of what the specific committee works on)
- o Do you have any long-range planning documents you can give us for input? If not, would you be willing to draw some up? [This question may be more relevant for some committees than others.]

--Then, for January, our meeting schedule will be **Wednesday, January 5th, Wednesday, January 12th, and Wednesday January 26th**. We felt we **needed to add the additional January 5th** meeting so we could cover the following:

--Review in depth the **Revised Goals and Objectives**. We didn't get a chance to do this last night, and I really want to make sure our committee really engages on this document, line by line. We need to make sure we all really agree with everything that has been done to revise the goals and objectives, so please comb over this document carefully in preparation for the January 5th meeting.

--Come up with **blog timeline and several topics that we can post**, week by week, on the blog to illicit online feedback

--We also plan to post the inventory online by the first or second week of January. We agreed that as committee members we would all get our detailed comments on the inventory by January 3rd. At the minimum, please make sure you get detailed comments on your assigned section. If you want to give detailed comments on additional sections, that's fine. I think everyone needs to read (even if you are not commenting on) the whole thing. It is important that we understand what is in this report. You can email your detailed comments directly to Jim Purdy (he is cced on this email). Once we post these online, this will be another opportunity for us to email out to all the volunteer advisors and anyone else on our mailing list to review this, and also let them know about the topic discussions on our blog.

Ok, to sum up our to-do's:

--Contact committee chairs re: getting on their agendas at a January meeting and send me the dates of their next few meetings by **NEXT Wednesday, December 22nd**.

--Give detailed comments on your assigned section of the inventory to Jim Purdy by January 3rd (if you haven't already done so).

--Review the rest of the inventory (on DocuShare) and send additional comments as needed
--In preparation for the January 5th meeting, go through the Revised Goals and Objectives (on DocuShare) very carefully and come prepared to give clear feedback
--Start thinking about somebody who could replace Dean on our committee
--If you are looking for any additional reading to do over the holidays (which I'm sure you are! ☺), consider reviewing the following Acton documents:

--"To Live in Acton" <https://doc.acton-ma.gov/dsweb/Get/Document-22668/Acton-REV%20REPORT.pdf>

-- "Wrestling with Growth in Acton"
http://www.jchs.harvard.edu/publications/communitydevelopment/w10-4_von_hoffman_appedix.pdf

I know this a lot to ask of everyone, so I thank you for being willing to really work. This has been a very fast-paced committee, but I do think we are headed in the right direction and we will be able to stay on schedule. **Can you confirm to me by replying to this email that you have clearly read through and can complete all the to-do's?**

And now, have a wonderful holiday!
Margaret