

**Acton 2020**  
**BURNING ISSUES: Proposed Meeting Format /DRAFT 23 Feb 2011**

Proposed Meeting Format (2. 5hours)

**WELCOME AND INTRODUCTION:**

**Large Group Formation**

1. PRESENTATION of some facts – **powerpoint** and description of purpose & process (30 minutes)

2. ROLE-PLAY OF TRADE-OFFS (60 minutes)

Purpose of role play: to highlight variety of points of view and potential tradeoffs of goals & decisions.

Present a short staged skit where Committee represents relevant goals and responds to a hypothetical scenario. All can participate.

**DISCUSSION WITH “EXPERTS”:**

**“experts will be given both “highlights” handout AND questions ahead of time to prepare some thoughts to discuss**

**Result** in lists of : concerns/ benefits/ mitigating measures. Use to inform subsequent discussions.

(90 minutes in large group formation)

Highlights of presentation will also be available in **handouts**  
**Post on web ahead of time**

**“Staged Skit”**: Respond to a scenario by listing concerns, perceived benefits and propose mitigating measures. Roles assigned will be based on the master plan goals, so each Committee member will “impersonate” a goal and its related objectives.

The Roundtable Discussion questions could be asked of the experts and the public during the role-play– this will most likely result in a more efficient use of the time and perhaps a more in-depth discussion of the issues

**EXPERTS** – **need to invite**

Discussion will be facilitated and guided by a list of specific questions.

**Purple** = committee decision

**yellow** = consultant work to be done

## Acton 2020

### BURNING ISSUES: Proposed Meeting Format /DRAFT 23 Feb 2011

#### 4. SMALL GROUP DISCUSSION (10 /group)

individuals will be given 2 handouts:

- a 2-3 page summary: HIGHLIGHTS from the Inventory (this information will also be presented in the intro powerpoint)
- a LIST of questions for discussion

1. Begin with a few questions to help participants focus on their personal experience of the issues. (15 minutes)
2. Mapping Exercise (30 minutes)
3. Prioritization Exercise (15 minutes)

If you could do one thing to address \_\_\_\_\_ issues, what would it be?

#### 5. RESUME AS LARGE GROUP

Discuss Next Steps

(45 minutes)

#### HIGHLIGHTS PAGE(S) 2-3 sided hand out PER BURNING ISSUE

Key Points to Consider (from summary sheet / inventory)

At least one graphic

Opportunities and Challenges posed by Existing Conditions

Ask some questions focused on identifying desirable locations. Use map and “props” (legos, etc.) to illustrate these. Locate existing resources, add comments/suggestions future

Participants will be given dots with which to prioritize action items.

Share well defined limited responses – priorities (#3)

**MAPS** – with stickies, colored pencils & “props” for each of the three burning issues

**Purple** = committee decision

**yellow** = consultant work to be done

# Acton 2020

## BURNING ISSUES: Proposed Meeting Format /DRAFT 23 Feb 2011

FLIPCHARTS – use to record discussions

Large Goal Pages for wall

Provide relevant reports, etc. for reference

- Other town reports  
(e.g housing – To Live in Acton report, “Wrestling with Growth in Acton (Alexander vanHoffman) etc.)
- Committees, Boards related to issue – relevant info (e.g. Connections, -- town shuttle schedule)
- Inventory drafts -- ???

Have relevant “experts” on hand for into and questions

Relevant maps – from inventory

Copy of Inventory

### RELEVANT REFERENCES

#### Community Workshops on Acton’s “Burning Issues”

<i>Open to all Acton residents</i>	<i>Date/Time</i>	<i>Location</i>
Economic Development	March 3, 2011 7:00 – 9:30 p.m.	Town Hall Room 204
Sustainability	March 9, 2011 7:00 – 9:30 p.m.	Town Hall Room 204
Housing	March 12, 2011 2:00 – 4:30 p.m.	Town Hall Room 204

**Purple** = committee decision

**yellow** = consultant work to be done

**Acton 2020**  
**BURNING ISSUES: Proposed Meeting Format /DRAFT 23 Feb 2011**

**PANEL OF EXPERTS**

**Economic development - Thursday, March 3rd, 2011:**

1. Finance Committee - Clint
2. Economic Development Committee - Margaret
3. John Murray - Kristin or Roland
4. Member of East Acton Village Planning Committee –
5. possibly Steve Steinberg - Kristin or Roland
5. Chamber of Commerce - possibly Sarah Fletcher - Kristin
6. Herman Kabakoff – Clint
7. Steve Winters, MAPC – Town of Acton-
8. Stacy Durkin – E. Acton village resident + business owner
9. Marvin Gould, Rotary Club -- Daphne

1. Nancy Tavernier - Sahana
2. Kelly Cronin - Kristin or Roland
3. Bob Whittlesey (or Ken Sghia-Hughes) - Jim Snyder-Grant
4. Terra Friedrichs - Margaret
5. DRB (Architect) - Ann Sussman - Celia
6. Doug Halley - Kristin or Roland
7. Matt Mostoller - Kristin or Roland
10. Toby Kramer (housing expert) - Daphne Politis
11. Jennifer Raitt, MAPC – Town of Acton
12. Ryan Bettez, Planning Board

**Traffic - Wednesday, March 9th, 2011:**

1. Sam Lawton - Jim Purdy
2. Sidewalk Committee - Celia
3. Franny Osman- Jim Snyder-Grant
4. Tom Michelman - Jim Snyder-Grant
5. Dean Cavaretta- Margaret
6. Peter Rutten (Dutchman) - Kristin or Daphne
7. Peter Berry- Kristin or Roland
8. Lisa Franklin - Kristin
9. Council on Aging - Kristin or Roland
10. Committee on Disabilities (Lisa Franklin) - Kristin

Tim Reardon, MAPC – Town of Acton

Cory, DPW

**Housing - Saturday, March 12, 2011:**

**Purple** = committee decision

**yellow** = consultant work to be done