

1/6 (6)  
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**Christine Joyce**

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**From:** Roland Bartl  
**Sent:** Thursday, December 12, 2013 4:54 PM  
**To:** Manager Department  
**Cc:** Andrew Brockway; John Sonner; Christine Joyce; Kristen Domurad-Guichard  
**Subject:** Steering Committee Proposal.docx  
**Attachments:** Steering Committee Proposal.docx

Hi, Steve:

Please, put this item on the earliest next available agenda of the Board of Selectmen.

This attached is a recommendation from Acton 2020 to create the Steering Committee for the Kelley's Corner Improvement Initiative. The project is expected to start in late December or early January.

Time is of the essence. Therefore, we would like to follow some form of expedited nomination and appointment procedure.

I know I missed the agenda posting deadline today for the next Monday meeting. But, perhaps you could bring up under 'Administrative' the question about the nomination process, so that Acton 2020 can hopefully begin reaching out to other boards/committees, the neighborhood, etc. and generate a possible committee roster between now and the next Board of Selectmen meeting, which is not until January.

Thank you

Roland Bartl, AICP  
Planning Director  
Town of Acton  
472 Main Street  
Acton, MA 01720  
978-929-6631

## Steering Committee – Kelley’s Corner Improvement Initiative

### **Purpose:**

1. To provide project oversight and direction on behalf of the Town on procedures and other matters affecting policies, politics, perception, and etiquette.
2. To help maintain consistency with Acton 2020 / Comprehensive Community Plan.
3. To help with events planning, preparations, and hosting.
4. Review, critique and approve consultant prepared materials before public release.
5. To carry out any other tasks and assignments in furtherance of the project.

### **Composition:**

Without being overly large in size, the Steering Committee should comprise various skills, knowledge, and interests in the Town. To that end, the following is a proposed composition of a 9 member Steering Committee of which at least one member is from the residential neighborhood:

### **Committee members:**

- Three representatives from the Acton 2020 Implementation Committee
- One representative of the Planning Board
- One representative of the Finance Committee
- One representative of the Economic Development Committee
- One representative of the Design Review Board
- Two members at-large

### **Associate members:**

- Two associate members, affiliation not specified

### **Board of Selectmen Liaison**

**Start Date:** January 2014.

**End Date:** Up to two years +/-

**Appointing Authority:** Board of Selectmen

**Term:** The Committee will dissolve after presentation of final planning documents and findings are given to the board of Selectmen.