

9/8 Acton 2020 Meeting Minutes

Attending: Margaret Busse, Sue Benson, Jim Snyder-Grant, Celia Kent, Sahana Purohit, Bill Marathias, Dean Cavaretta

Roland Bartl, Kristin Alexander, Town of Acton
Demetrios Papathanasiou

Planners Collaborative (PC) Guests:

Bill: Land use, cultural resources, open space and recreation, cultural and historical.

John: Transportation

Brian: Housing, Eco Development and Demographics

Daphne: Outreach

Jim: Project Manager

I. Opening remarks/review of minutes

II. Review of Website

Jim: Asked for feedback. Big changes that need to be made prior to launch vs. minor ones that can be done after launch.

Margaret: Let's implement some of the benefits from the former diagrams-see "Circus draft"

Bill: "Under construction" can go on the pages too.

Jim: Difficult to have all represented in one diagram.

Daphne: On home page have a purpose statement.

Susan: Include on the home page diagram – "Community Input."

Bill: Reduce the font to get meeting date on the same line.

Margaret: Pictures on site? Can they be placed randomly?

Bill: Nice the way it is.

Jim: If we do a community involvement diagram – omit Planners Collaborative. I will try to get in most changes before we go live. Reviewed tabs and functionality.

Roland: The Committee will work on systems and mechanisms rather than implementation. It will be decided later on bringing forward the entire plan to TM.

Celia: Acton 2020 should be bigger text on the "Whose Involved" page.

Margaret: The "Whose Involved" page could be a place for a diagram.

Jim: Old site should conform to new one.

III. Discuss the Emerging Goals Groups

Margaret: Roles of the Liaison? Send out follow up emails to relevant committees, building the group. Recruiting people to participate. Our membership could chair advisory groups and report back to the larger Acton 2020 Committee.

Daphne: "Study circles."

Sue: "Advisory groups?"

Margaret: Goal would be to get 6 people. Feedback to assist towards priorities.

Dean: Will work with Celia on second draft of invitation letter to Boards and Committees and forward the updated version to Margaret.

Margaret: Outreach to PTOs and outreach to neighborhood villages. And the process by which we send out mass emails, neighborhood lists, etc. Goal would be send out town emails by the end of next week:

All: Review of Sue's "Committee Outreach Matrix"

IV. Plan and Prepare for October Community Planning Workshop

Daphne: Overview of 10/20 presentation and meeting.

Roland: Committee should have a conversation on lead time on presentation materials.

Daphne: Facilitators needed to be the right kind of people. Sue: Look to the facilitators from before.

V. New Business

Margaret: Action Items/Looking Ahead:

- We need to move on Google Docs with the shared information.
- Decide who the facilitators are going to be based on list.
- Sue can work with staff on asking facilitators from first Phase as starting point.
- Update on the advisory groups project.
- Newspapers, Flyers, Action Unlimited
- LTEs
- Bulletin Boards/Posters (PC to work with Acton 2020 filtered at next meeting)
- Globe NorthWest
- Print media
- Blinkie Board
- Message Boards
- ACAT promotion and/or coverage of October 20th meeting (an idea)

- Next meeting dates: 9-22, 10-6, 10-13 (leave open)**
- Oktoberfest promotion of meeting
- Food/beverages
- Child care accommodations? (with PC's permission slip)
- Committee assignments for 10/20 meeting?

Jim: Can the Committee help or facilitate with the data gathering process PC's is working on?

Margaret: The Committee can review content of PC's Summary Sheets and data sources.

Dean: Inventory should be a separate work product or status update for future Town Meetings and available for citizens.

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