



**Acton 2020 Committee
Agenda
November 10, 2010 – 7:00 PM
Acton Town Hall, Room 204**

- I. Approve minutes
- II. Agree on volunteer/data management strategy
 - a. Review revised spreadsheet
 - b. Assign committee members to elements (in addition to goals)
 - c. Determine best way to use volunteer advisors
 - i. Assigned to goal or element or both or none?
 - ii. Attend topical committee meetings? (also have separate meeting for Selectman to attend)
 - d. Determine protocol for contacting volunteers, including weekly review of updates/additions
- III. Discuss with PC
 - a. De-brief Oct. 20th workshop
 - i. Logistics: venue, registration, etc.
 - ii. Presentation
 - iii. Small group meetings
 - b. Follow up on existing conditions inventory—what's left?
 - c. Discuss possible changes to timeline and approach
 - i. Long term planning approach—see handout from Clint
 - ii. Research focus
 1. Focus on key issues specific to Acton (let's brainstorm these issues!)
 2. Goals vs. plan elements
 - iii. Events/Outreach
 1. More focused, issue-based public workshops
 2. Fewer big events; perhaps more smaller events that are incorporated into already-happening town events—e.g., Winterfest
 3. Saturday day meeting
 4. Need other event planners
 5. Get other institutions involved—like schools, do an event at the schools
 6. Need to get more “average citizens” involved while still getting valuable expertise from town committee/board members
 7. Consider meeting with other committees to discuss project approach and progress
 - iv. Timeline
 1. Review overall timeline
 2. Take off next workshop
 3. Think through our next steps for next 3 months and on
 - IV. Next steps
 - a. Determine meeting schedule
 - b. Assign out committee “homework”