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Acton 2020 Implementation Committee

Minutes

06/12/13 7:30pm - Acton Town Hall Room 204

TOWN CLERK, ACTON

Attendees: Roland Bartl, Celia Kent, Michael Shailer, Kristen Domurad-Guichard, Kat Hudson, Andy Brockway, Charlie Mercier, Eric Solomon, Bonny Nothern, Bruce Forman, Vickie Wallin, Chris Starr, John Sonner (late coming), Margaret Wooley Busse (late coming / FinCom liaison), Marion Maxwell (Council on Aging liaison/late arrival)

ACTION ITEMS:

1. Kat to follow-up with Chris Starr about membership and potential conflict.
2. Roland & Kristen to continue updating and reviewing RFP.
3. Roland/Kristen to submit TAP application to Urban Land Design Institute (ULI).
4. Committee members to review RFP - provide feedback to Kristen/Roland and also for discussion at next meeting.
5. Roland to send examples of what ULI has provided to other communities.
6. Roland to post Word Document of RFP so people can make edits/track changes and send back.
7. Kat to ask Rob Bukowski to be Planning Board liaison to 2020.
8. Have a TDR presentation at some upcoming meeting and/or Roland to send out TDR educational materials to 2020 Committee.
9. Kristen to organize "farm out" items so that next meeting we can assign 2020 lead member for items.
10. Have someone from Planning Board give 2020 Committee an overview of zoning in Acton.
11. Committee members to come prepared to sign up as liaison to Board or Committee for farm out items.
12. Committee members to have reviewed Master Plan and come prepared to next meeting to express their interest which of the Goals of plan that they would like to be key stewards of e.g. Environment, Connections, Preserve Town Character, etc.

NOTES

Minutes from previous meeting approved.

I. Meetings and Membership

Members: Eric Solomon & Bruce Forman approved. Andy Brockway & Bonny Nothern had VCC interview. Vickie needs to find a good time to coordinate VCC interview. Chris Starr considering membership. Celia and Mike have officially announced that they are stepping down. They need to send resignation letter to BoS.

Liaisons: Margaret Busse will serve as liaison from Finance Committee to 2020 Committee. Working on Planning Board liaison.

Schedule: Meeting Schedule will remain the same even though there was conversation of the potential for changing the meeting time. So, 2020 will continue to meet the 2nd and 4th Wednesdays of the month.

Potential Conflict of Interest for Membership: Discussion as to whether Chris Starr being formal 2020 member would be a conflict of interest came up given that he is a Kelley's Corner property owner. For now, Chris will remain as a non-member as he considers further whether he'd like to be a formal member or just contribute as he has to the Committee, both in terms of Kelley's Corner and the greater Plan. If he does consider formal membership, he needs to clear through the BoS procedures for potential conflict of interest.

II. REVIEW OF RFP

- Roland went over RFP.
 - Celia suggested linking to GIS - for access to plans and other supporting documents
 - Planning Dept is going to submit an application to Boston Urban Land Institute's Technical Assistance Panel (TAP) for a one day crash course pre-RFP issuance. This will allow review of KC, tour of site, interview of stakeholders, etc. Culminate with public meeting.
 - Timing: Planning Dept would like to get TAP app in for their July meeting and hopefully be able to be considered for a one day intensive some time in the Fall.
 - Margaret asked "What would this day give to us?" Roland's response: A summary of possibilities, pitfalls, opportunities, etc.
 - Margaret asked about whether it was a concern for pushing out the start of this process and getting the RFP out.
 - Kat and others agreed that doing things "right" and with the highest quality was more important than trying to rush getting the RFP out feeling pressured by a timeline. If TAP added more value and quality to the initiative then people agreed that it was a favorable avenue to pursue.
 - Chris Starr added to "take time" and "do right the first time".
 - Andy questioned what in the scope of work would change with inputs from the Urban Land Institute. Vickie agreed.
 - Chris restated the importance of not rushing and taking advantage of resources such as ULI.
 - Roland and Celia made good case for why the TAP outcomes could really inform the consultant selection process.
 - Question of \$ came up. Discretionary spending at this point/year-end. Roland can ask Town Manager but basically it's about \$8,600 for the ULI assistance.
- Design Review Board, EDC & FinCom to review the RFP once in better shape.

III. Working Session on High Priorities and Ripe Apples

Reviewed Guiding Growth list and the "farm out" list.

Andy suggested looking at high priorities in this way:

- **Components of Plan:** Key Centers, Economic Development, Open Space, Housing and Infrastructure
- **Systems of the Plan:** Zoning, Design Review, etc.
- **Process:** Design & Planning process

Bruce summed up our discussion. Committee members decide on what “GOAL” out of the Plan that they want to own. They would become expert of the “Goal” and provide inputs to Committee on how to “tackle” goal.

John Sonner: What does Committee want to be able to say they achieved 5 years from now. Zoning ? Open Space ? What is end goal? How do we break up into smaller steps?

Chris Starr: Economic Development, Open Space and Zoning are key things that Committee will work on and should use KC as prototype for that work, which will then inform other work the Committee does in other Centers and parts of town.

Meeting adjourned.