

Kelley's Corner Steering Committee

Meeting Minutes – 30 November 2015

These are the meeting minutes from the Kelley's Corner Steering Committee of the Town of Acton, Massachusetts. The meeting took place on 30 November 2015 in the Land Use Conference Room (Room 9) at the Acton Town Hall.

Present: Andrew Brockway, Larry Kenah, Margaret Busse, Peter Darlow

Not Present: Eric Solomon, J D Head, Jeff Clymer

Board of
Selectmen:

Planning Department: Kristen Guichard, Robert Hummel, Roland Bartl

Meeting Summary

The meeting was called to order at 7:43 pm by Andy Brockway.

Minutes (1)

The meeting minutes from 12 November 2015 were approved with no changes.

Public Outreach (2)

Important Dates

- 4 February 2016 – Public forum
- Last week in February (22, 24, 25, or 26) – Planning Board public hearing and vote
- 4 April 2016 – First night of Spring Town Meeting

Video

Margaret Busse gave a brief update on the promotional video.

The script is written. We will supplement the video with images and a voiceover. Here are some key objectives for the video.

- We want to connect to the right people with the right messages.
- We want to draw a contrast between current conditions in Kelley's Corner and what it could look like.
- We will include some examples of what other communities have done when faced with similar challenges.

Letter to Neighbors

Andy will rewrite the letter from the perspective that it is being sent by the committee and not by a single individual. We will send the letter in early January.

Constant Contact

Patricia McKnight (Acton 2020) might be able to help. She understands this tool but we will need to support her with a schedule and content.

On a related note, we will use both the Acton 2020 Web site and the town Web site for making the report available to the public.

Review of Draft Plan (3)

Roland Bartl and the Planning Department staff met with Lynn Horsky to enlist her help in completing the report. Lynn was involved with the Open Space Plan and is familiar with desktop publishing software. She is eager to help.

Planning Department Work

Roland, Kristen, and Robert are working their way through the report incorporating modest changes but resisting a major rewrite. They have completed the section on Transportation. We will work with Jason DeGray on how to best describe the evaluations realized by the infrastructure improvements.

Outline

Kristen pointed out that we do not have a current outline for the plan that reflects the actual document that we received from The Cecil Group.

- We have received an Executive Summary section.
- We have received all six sections listed in the Components section.
- Two of the three sections called Detailed Recommendations have been incorporated into Components.
 - Transportation Improvements are a part of Transportation.
 - Zoning Changes are a part of Regulatory Framework.
 - Design Guidelines still exist as a separate document but we have not received an updated Design Guidelines from The Cecil Group.
- The sections called Implementation Strategy have been rolled into each of the six Components sections.

Content of Plan

There were two questions about the content of the plan.

- Will we include anything about the economics of redevelopment?
- How do we present arguments in favor of greater density or four stories in some buildings?
 - We agreed that we need to replace the spreadsheets from the so-called pro forma examples with a simpler more straightforward argument.

Scheduling (4)

Peter Berry Committee

Andy Brockway met with Peter Berry and the committee that is sorting out whether the review of site plans associated with master plans will reside with the Planning Board or the Board of Selectmen.

Andy listed members of the committee.

- Peter Berry, Selectman
- Ann Chang, EDC
- Kim Montella, DRB
- Derrick Chin, Planning Board
- J D Head, Kelley's Corner Steering Committee
- Bill Alesbury, Citizen at Large

He mentioned two points from the meeting.

- This permitting process is different from previous processes in both scale and complexity.
- It is also discretionary.

We recognized that this is an important issue but is not a critical component of the overall Kelley's Corner Improvement Initiative. We want to make sure that support for the plan is not affected by this jurisdictional issue.

Other Future Meetings

- Andy will meet with the EDC in January.
- Margaret recommended that we brief the school committee early on along with the BoS and FinCom. They are the third part of the Acton Leadership Group and we will welcome their support.

Margaret noted that this is a different effort from talking with the various school PTOs.

Planning Board

We will meet with the Planning Board in the last week of February. Possible dates are 22, 24, 25, or 26. (23 February will not work.)

Administrative Updates (5)

MassDOT Status of Review Committee

Roland described a recent note from Jason DeGray about using Federal money to the proposed infrastructure improvements. Nothing has changed. Emphasis is still on housing and economic development.

Future KCSC Meetings

The committee will not meet on 10 December 2015.

Kristen Guichard will poll the committee for another meeting time slot before the end of the year. This meeting will focus on three items.

- Schedule for email
- Messages for the presentation
- Script for video

In Closing

The meeting adjourned at 9:06 pm.

These minutes were recorded by Lawrence J Kenah.