

Acton2020 Meeting Minutes:

Date: September 1, 2010

Location: Acton Library, First floor meeting room

Meeting call to order at 7:00 PM

Committee Attendees: Margaret Woolley Busse (Chair), Jim Snyder-Grant (Vice Chair), Sahana Purohit, Susan Benson, Dean Cavaretta, Bill Marathias (minute taker), Roland Bartl and Kristin Alexander.

Observer: Demetrios Papathanasiou

I. A motion to approve the minutes from the previous meeting was made by Celia Kent and seconded by Sue Benson. The motion was accepted.

II. The Chair outlined how to best keep the Board of Selectmen updated on the progress of the Acton2020 Committee. It was concluded that the Chair and our Selectman liaison, Lauren Rosenzweig-Morton, will have discussions once per month. In addition, the Chair will update all of the selectmen every six months. The Chair also provides regular updates to the planning board.

It was agreed that the Planning board and the Board of selectmen should also be added to the Acton2020 email distribution.

A question arose about placing Planners Collaborative on our email list. Roland spoke about the pros and cons about doing this. The decision was left for a later date.

III. Review and approve the Acton2020 website.

A lengthy discussion about the website took place.

It was decided that the website will not be launched before our next meeting (September 8, 2010).

The conclusion of the website content discussion was to produce a more concise, condensed and navigable site, that would lead to a more user friendly site. Therefore, a number of changes were made to that affect.

Action items for the website modification:

- Celia is to pick pictures from the Phase I work that will be placed on the Acton2020 website.

- Sahana and Bill will create a new banner graphic for the home page. The graphic will communicate that a substantial effort is involved (people and parts) and that the process to produce a master plan is complex.

-The above picture and banner will be sent directly to Jim.

- Jim and Margaret will conduct the edits to the website.

-The committee is to approve the website at our next meeting.

Two committee members only can edit the website at a time. Committee members can send their comments directly to Jim.

It was decided that the Chair, Margaret, will have the final say on any intermediate changes or updates to the website and will communicate those edits to Jim. Any major changes or issues will be brought before the entire committee.

#### IV. Finalize outreach strategy to recruit people for subcommittee/advisory groups.

A discussion on how to organize the advisory groups took place. The conclusion was that the Chair preferred that these groups are to be organized by the six emerging goals rather than the classical way (Planners Collaborative may want to organize a differently). This was agreed with by Roland, who commented that this multidisciplinary approach around the six goals is a better method to use. There was general agreement by the committee members regarding this subject. In addition, it was decided by the committee that the six goals are to be renamed the “emerging goals”.

The Acton 2020 advisory group liaisons were reviewed. Committee member were placed as liaisons based on their interests.

- Dean was appointed to write a letter/email to the other Acton committees. This letter will explain who the liaisons for Acton 2020 will be and the purpose of the Acton 2020 advisory committees.
- This letter/email is to be reviewed and approved during the next committee meeting.

The committee agreed that the creation of the subcommittee/advisory groups will not take place prior to October 20<sup>th</sup>.

- Sue is to organize the subcommittee/advisory groups based on the six emerging goals.

#### V. Make plans for preparing for the community outreach event in October.

It was decided to ask Daphne (Planners Collaborative) for an updated version of the preliminary list of individuals, groups and organizations to involve in the outreach and to specifically invite to the community meetings during the September 8<sup>th</sup> meeting.

During this discussion several questions were asked and answers were to be obtained at the September 8<sup>th</sup> meeting, the committee will:

- decide which of the Acton 2020 members will contact key members of the other Acton committees and how to do this.
- Clarify the role of the Liaison. Define the role and possibly include planners collaborative in on this discussion.
- How to get citizen participation without the need to have each person sworn in by the town clerk.
- Discuss V. c. from the 9/1/2010 agenda  
Agree on meeting details including Content, time frame, venue, facilitator.

Agenda item VI (Agree to next steps) was not discussed and moved to a forward meeting date.

The Chair moved to adjourn the meeting. The motion was seconded by Jim. The meeting was adjourned at 9:40 PM.

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	<a href="#">020 - II. - 8-11-2010 Acton 2020 Committee Minutes - Draft</a>	kalexander	08/31/10	639 KB	
	<a href="#">030 - III. - Acton 2020.info Website - Draft</a>	kalexander	09/02/10	2 MB	
	<a href="#">030 - III. - Acton 2020.info Website - Draft 2</a>	kalexander	09/02/10	2 MB	
	<a href="#">032 - IIIb. - Website Content - Clarifying Phases I, II, and III</a>	kalexander	08/31/10	426 KB	
	<a href="#">034 - IIIb. - Website Content - Clarifying Phases I, II, and III - J Purdy</a>	kalexander	09/02/10	598 KB	
	<a href="#">040 - IVa. - Acton 2020 Advisory Groups Summary</a>	kalexander	08/31/10	275 KB	
	<a href="#">042 - IVa. - Acton 2020 Groups and Interested People</a>	kalexander	08/31/10	868 KB	

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	<a href="#">044 - IVb. - Acton Town Boards-Committees Master List</a>	kalexander	08/31/10	953 KB	
	<a href="#">046 - IVb. - Acton Board of Selectmen Liaison Assignments - 4-10</a>	kalexander	08/31/10	483 KB	
	<a href="#">050 - Va. - Phase I Outreach - Potential Groups for Targeted Outreach</a>	kalexander	08/31/10	410 KB	
	<a href="#">052 - Va. - Acton 2020 Events Group Summary - Draft</a>	kalexander	08/31/10	410 KB	
	<a href="#">054 - Va. - Phase I Volunteers</a>	kalexander	08/31/10	772 KB	
	<a href="#">058 - Vc. - Potential Agenda for Public Workshop 1 - Draft from 7-14-10</a>	kalexander	08/31/10	1 MB	
	<a href="#">100 - FYI - Update on Planners Collaborative Progress - 8-31-10</a>	kalexander	09/02/10	292 KB	

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