



## Kelley's Corner Steering Committee

### Meeting Minutes

4 June 2020

7:00 pm

Zoom Video Conference

<b>Present</b>	Andy Brockway (chair), Christi Andersen (FinCom), David Manalan, Dean Charter, Derrick Chin (PB), Erin Bettez, Jon Benson (BoS), Larry Kenah (clerk, EDC), Pat Clifford, Peter Darlow (DRB)
<b>Not Present</b>	Bob Van Meter
<b>Town of Acton</b>	Kristen Guichard (Planning Department)

Sahana Purohit (Zoom audio only) and Terra Friedrichs (telephone) also attended the meeting.

### Opening

Andy Brockway opened the meeting at 7:02 pm.

### *Prologue*

All open meetings in the Town of Acton that are supported by the Zoom application must begin with a prologue that provides the legal context for the meeting. Andy Brockway recited the prologue, reproduced here.

Good evening. It is 7:02 pm. This Kelley's Corner Improvement Initiative Steering Committee meeting is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth, and the Local State of Emergency declared by the Acton Board of Selectmen and Board of Health due to the outbreak of the COVID-19 Virus.

In order to mitigate the transmission of the COVID-19 Virus, the Board of Selectmen has suspended all public gatherings, and in accordance with the Governor's Order all members of public bodies are allowed and encouraged to participate remotely. The Governor's Order, allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations and Committee votes of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will feature or may feature public comment from invited



guests. For this meeting, the Kelley's Corner Steering Committee is convening by video conference via the Zoom application. The meeting agenda posted on the Town's Web site calendar indicates how the public may join.

Please note that this meeting is being recorded and that some attendees are participating by video conference. Accordingly, please be aware that other folks may be able to see you and anything that you broadcast may be captured by the recording.

All of the materials for this meeting except for executive session material are available in the public DocuShare folder, and we recommend that the members and the public follow the agenda as posted.

As an editorial comment, there are no executive session materials.

We are now turning to the first item on the agenda. Before we do so, I need to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

I will introduce each speaker on the agenda (if applicable). After they conclude their remarks, I will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

Please remember to mute your phone or computer when you are not speaking.

Please remember to speak clearly and in a way that helps generate accurate minutes.

For any response, please wait until the Chair yields the floor to you, and state your name before speaking.

If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.

For items of public comment, after members have spoken, the Chair will afford public comment as follows:

The Chair will first ask members of the public who wish to speak to identify their names and addresses only after first being recognized by the Chair, and will be afforded two minutes for their comment or question.

Any public comment needs to be on topic.

Finally, each vote in this meeting will be conducted by roll call vote.

At this point, the remainder of the meeting began.

### ***Meeting Minutes***

Before the meeting, two members provided comments on minutes from the KCSC meeting that took place on 18 February 2020. Larry Kenah listed the recommended changes.

- Misspelled person's name
- Missing outreach event



- Same idea presented twice in successive paragraphs

The minutes were approved via a roll call vote with these changes incorporated.

## **Town Meeting Overview**

Jon Benson provided an overview of the changes that have been put in place to support this year's town meeting to accomplish the town's business but also to ensure the safety of all town meeting attendees.

## **Town Warrant**

The warrant for town meeting was pared down to 30 articles. Of these, 20 articles appear on the consent calendar. Most of the remaining articles (including the Kelley's Corner article) involve spending money (town operating budget, ABRSD assessment, etc). The final two articles (articles 10 and 11), submitted by citizen's petition, request changes to the zoning map.

## **Town Meeting Logistics**

- Town Meeting will take place on Monday, 29 June 2020
- The meeting will take place in the Acton Boxborough Regional High School field house. This will allow for proper social distancing among meeting attendees.
- To address concerns of seniors and others, additional meeting space has been set aside outdoors in the first two levels of the parking lot. Audio and video support will be provided.

Jon Benson asked members for their thoughts about start time for the meeting, something like 6:00 pm or 5:30 or even earlier.

## **Kelley's Corner Article**

The Kelley's Corner article (Article 3) will be the second article discussed at Town Meeting following the article dealing with the town's operating budget. The article authorizes the Town to acquire the strips of land required to complete the project and to set aside the funds to purchase the land parcels.

The article requires a two thirds vote.

The dollar amount has decreased since the article first appeared.

- The initial appraisal came in at approximately \$900k.
- The state then offered to support purchase of Community Lane and additional Main Street properties.
  - The mall owned by Edens that includes Acton Wine & Spirit, Not Your Average Joes, T.C. Lando's, and additional stores
  - The parcel formerly occupied by Quill & Press
- This reduced the appraisal for the remaining parcels to approximately \$490k.
- With a contingency of \$110k added, the total amount required from the Town is \$600k.

Kristen and Jon will do the town meeting presentation.



## **Public Outreach**

Jon Benson pointed out that last year's outreach activities created several lists of email addresses that we can use this year to deliver messages. Sahana Purohit maintains several of these mailing lists.

Several members listed various social media channels that can be used to contact people.

### ***Initial Message***

The initial message is simple and straightforward.

- Town Meeting will take place this year on Monday, 29 June 2020.
- There is a Kelley's Corner article on the town warrant related to land acquisition.

It is important to deliver this message to as many people as possible using whatever channels at our disposal including email lists and social media.

We would like to get in touch with as many town meeting members as possible. We will contact groups that we spoke with last year. There are several additional groups that we should contact. Finally, we need to reach out to abutters to Kelley's Corner one more time.

### ***Planned and Proposed Outreach Events (Kristen's Notes)***

Kristen distributed a list of proposed outreach activities that can take place during each of the three weeks that remain before town meeting. Her list is included in the docushare repository of documents associated with this meeting. Kristen's original list appears as black text. Additional activities and volunteer names that appear in blue or red were added during the meeting.

### ***Volunteers and Task Assignment***

We spent some time going through the list of initial activities (first week) assigning individual members to each group or activity. Here are some of the assignments.

- Derrick Chin will contact Marion Maxwell. Marion sends out an almost daily newsletter to a couple of hundred seniors (and other subscribers) about what's happening in town and all sorts of other interesting activities to help us get through the coronavirus pandemic.
- Dean Charter will meet with the Acton Lions Club.
- Dean will also meet with the Acton Republican Town Committee.
- Jon Benson will meet with the Democratic town committee.
- Larry Kenah will work with Andy and Jon to get in touch with The Beacon.
- Sahana Purohit signed up for contacting several Facebook groups.
- Erin Bettez will contact the various school PTO groups.
- Erin will also contact Acton residents who are part of the school district staff email list.

Someone asked about a poster board or similar messaging at town meeting. Jon Benson said that there would be no handout tables at town meeting. He also felt that such material would not be necessary.



There are quite a few tasks in the second and third weeks that are not yet covered.

### ***Other Activities***

Sahana Purohit suggested that we might consider a virtual public forum sometime in the second week (15 June through 19 June) to answer any questions that people might have about the upcoming TM article.

### ***Outstanding Items***

During the course of this discussion, two items that require responses surfaced.

### **Updated Schedule from MassDOT**

Kristen will provide an updated schedule from MassDOT that includes whatever delays due to the coronavirus. She mentioned that the project remains on schedule and that whatever delays that have occurred are small.

### **What About Kmart?**

While the disposition of the Kmart parcels is not a part of the project, we agreed that we will be asked this question and that we need to be prepared with an answer.

### ***Public Comment***

There was one comment from the public, actually a request.

Terra Friedrichs requested that any materials used in the presentations do not rely on artist renderings or designs that no longer exist.

### **Next Meetings and Adjournment**

The committee agreed to schedule two meetings before town meeting to address issues that might arise between now and town meeting. The two meetings will take place the weeks of 15 June and 22 June. Kristen will send out a Google poll to members to select specific dates for the two meetings.

The meeting adjourned at approximately 8:20 pm. The vote to adjourn, conducted as a roll call vote, was unanimous.

### **Documents and Exhibits Used during This Meeting**

The agenda for this meeting and the draft minutes reviewed and approved at this meeting

- [DRAFT KCSC Meeting Minutes 18 February 2020.pdf](#)
- [KC Agenda 6-4-20.pdf](#)

and the list of upcoming outreach events

- [KC Outreach to June TM 2020.pdf](#)

can be found at

<http://doc.acton-ma.gov/dsweb/View/Collection-12418>

