

## MASTER PLAN STEERING COMMITTEE

### Meeting Minutes

Thursday January 30, 2020 at 7:00 pm

Houghton Building – Lois Alex Room

697 Main Street



The meeting was called to order at 7:00 pm.

**Members Present:** Brian Boyle, Cia Boynton, Mary Ciummo, Panny Gerken, Molly Myers, Bob Roemer, Chris Rogers, Mark Sprague, Ken Troup,

**Others Present:** Erica Uriarte, Paul Tesini, Ed Sterling

The minutes of the December 19, 2019 meeting were approved.

Kevin Weadock and Michelle Goulding resigned from the Steering Committee. Paul Tesini of Wilder Road was interested and attended the meeting. Panny Gerken motioned to recommend Paul to the Steering Committee. 2<sup>nd</sup> by Ken Troup. All in favor 9/0/0. The Planning Board will vote to appoint Paul formally on 2/12. The Committee discussed other possible candidates for the remaining vacancy including Iris Berdrow. She might be willing to be a consultant on schools, etc. Subsequent to the meeting, Ed Sterling expressed a willingness to serve and his name was also referred to the Planning Board for appointment.

Bob Roemer reviewed the Dropbox folder structure and permissions. Everyone can edit, but that needs to be done carefully. Bob said that there should have a Steering Committee member on each task group.

Survey, Communications, and Population are the three most critical short term items which require task plans. Ultimately, all task plans have to be approved by the Steering Committee.

It was agreed that the process for writing, reviewing and approving task plans will be as follows:

1. The task group drafts, reviews and comments on its task plan. Within a task group on-line editing in Dropbox is fine, but not Steering Committee work as it would be considered deliberation on the Open Meetings law. Note: People who make changes should create a new file with new versions that include date and initials in the file name (name of file-yymmdd-xxx-DRAFT).
2. The task group leader consolidates and resolves task group comments and sends the resulting document to the Steering Committee by e-mail.
3. The comments from individual Steering Committee members are sent back to the task group leader only who consolidates them and sends the document to the Steering Committee for approval.
4. The Steering Committee approves the draft task plan (possibly with amendments) in a noticed public meeting.

The Committee did a quick review of the status of each task plan.

“Climate Change” task plan is being drafted by Rebecca Longvall.


“Cultural & Historical” task plan has been drafted by Mary Ciummo and the group has met.

Paul Tesini will be a Steering Committee member on the “Economic Development” task group.

“Housing” task plan still needs to be drafted; Chris Rogers agreed to draft it.

“Land Use and Natural Resource” task has been revised to “Land Use” since “Natural Resources” too vague and applies to several other groups. The “Land Use” task plan will be drafted by the group involved and will include agricultural land use. There are separate but related tasks for “Open Space & Recreation” and for “Water & Sewer”.

“Municipal Facilities” task plan is being drafted. Past capital planning work will be a starting point for Municipal Facilities task group in addition to updates from department heads.

“Municipal Services” task plan is still to be drafted by Panny Gerken and ~~Mary Ciummo~~. 

Ed Sterling is representing Parks and Rec on the “Open Space and Recreation” task group. Less needs to be done on this because of the recent Open Space Plan.

“Population” task plan has been written and will be distributed. Brian said 2020 census data would be available in April 2021.

The “Outreach and Communication” task is a significant challenge. A first draft of the task plan has been written but Liz Edwards and Kristin Gaynor are only available as reviewers. Nan Shnitzler will be contacted about doing articles. Bolton Access TV is available to make videos and/or conduct interviews. Little articles with interesting and pertinent information in the paper from various task groups would be good. Communications protocol is needed and will be drafted.

“School” task needs population projections to be developed. We need to focus on K-8 facilities, but not NRHS. The “Population” task group is in the best position to obtain the population data since the District has no long term population projections. There are existing 2017 school population projections which may or may not hold for the future. The school will be working on population as part of the NRHS study in 2021. It was suggested that the Committee talk with realtors about trends, if any, of families with children replacing seniors when housing sells. But MAGIC (Massachusetts Group Insurance Commission?) has data showing trend of more seniors.

“Town Finances” task group has a draft task plan. Brian Boyle is working with Ninotchka Rogers on a financial projection model.

“Transportation” task group has a lot going on looking into other groups, pilots, and regional efforts.

“Water and Sewer” task group is developing a task plan now in its first draft. Erik Neyland has previously done some work on sewer for Main Street that should be included in the Water and Sewer group. Ed Sterling, who arrived part way through the meeting, noted that no one has

worked on public water supply, but the Bolton Flats can be used if needed. A question was raised as to whether the town should consider a water district for the center of town? Would a sewer district be related to Economic Development?

Molly revised the 2000 LRPC survey, removing out-of-date questions, but keeping some. What do we want to know? Is there a particular number of questions we're interested in? Perhaps there should be questions related to each task plan. Erica will see if there are surveys that other towns have done for their master plan. Everyone will provide questions to Molly by February 6. We will have publicity of the survey in the Independent and Item. Hard copy as well as Survey Monkey access will be available for residents to fill out the survey.

The next meeting is Thursday, February 27, in the Houghton Building.

A motion was made to adjourn the meeting. After a second and unanimous vote it was adjourned at 8:38 pm.