

# **MASTER PLAN STEERING COMMITTEE**

## **Meeting Minutes**

**Thursday April 22, 2021 at 7:00 pm**

**On line via Zoom**

The meeting was called to order at 7:08 pm.

**Members Present:** Bob Roemer, Brian Boyle, Cia Boynton, Ken Troup, Mary Ciummo, Panny Gerken, Sharon Shepela, Stacia Downey

**Others Present:** Valerie Oothuys

On a motion by Panny and a second by Cia, the minutes of the March 25, 2021 meeting were approved 8-0-0.

### **Master Plan Vision Expanded:**

Brian talked about how to articulate the Master Plan vision to the residents of Bolton by the MPSC's deriving from the vision a series of aspirations, goals, strategies, and actions. He presented a table inspired by Boxborough's Master Plan that demonstrated the relationship of multiple aspirations that lead ultimately to even more actions that the Committee will define and prioritize while talking with the public and writing the Plan.

Brian's definitions were:

- Aspirations – details on the specific values in the vision
- Goals – types of outcomes to achieve
- Strategies – how we go about achieving a goal
- Actions – discrete steps to implement a strategy

Brian noted that the task groups are dealing with information at various levels above. He said there is a management component of the listing would be who is responsible and what resources are being applied. He said that a key goal of the Master Plan would be to create a good list of Actions. Other attendees were impressed with the breakdown Brian provided. Brian suggested that over the next few weeks each task group come up with a spreadsheet for their areas to identify gaps and homework need to help get us to the Master Plan document. It will be important to get public buy-in on the Aspirations and Goals. Participants agreed the Public Forum will be a good opportunity to get that public feedback. One suggestion was to have color stickers to allow public members to express their opinions on priorities.

### **Planning for a Public Forum:**

Bob and Valerie explained the evolving plan to hold an in-person public forum at the Florence Sawyer School cafeteria and surrounding outdoor areas sometime in June or July. Aspiration spreadsheets would be needed before then with talking points from the various task groups. Valerie noted that the 3 priority individual lists she and Bob had requested from each MPSC member would be useful in fleshing out the aspirations, goals, and discussion points for the

Forum. Valerie showed a draft agenda for a proposed 2-hour forum with overview presentations by the MPSC and town officials at the beginning with activity stations where the public can ask questions, make suggestions, and provide their own aspirations and priorities.

Meeting participants liked the ideas presented, although consensus was that June 5 that had been proposed was too early and that a Saturday in late June or July should be chosen. All agreed that it will be a lot of work to put the Forum together. Brian suggested one or more food trucks be present to provide refreshments to attendees. Valerie will set up a Doodle of summer weekends for MPSC members to vote on. Valerie will contact MAPC to use some of the 60 hours of support they will be providing so that MAPC's considerable experience in such forums can be applied for this Bolton event.

All of Valerie's materials, Brian's spreadsheet, and Bob's schedule diagram will be put on Dropbox to be available to all members. Before adjourning, Cia showed participants a series of Master Plan logos she had prepared for future use on publicity materials for the MPSC. Everyone was impressed.

**Next Meeting:** Because of the work need to plan the Forum, the MPSC members agreed to meet next on Thursday May 13, 2021 at 7:00 pm with the single agenda item related to the Forum. With no other business before the MPSC, Panny moved and Cia seconded that the meeting be adjourned. It was approved 8-0-0 and the meeting adjourned at 8:42 pm.