



Kelley's Corner Steering Committee

Meeting Minutes

21 January 2021

7:30 pm

Zoom Video Conference

Present Andy Brockway (chair), Bob Van Meter, Christi Andersen (FinCom), David Manalan, Dean Charter, Derrick Chin (PB), Jon Benson (BoS), Larry Kenah (clerk, EDC), Pat Clifford, Peter Darlow (DRB)

Not Present

Town of Acton Kristen Guichard

Erin Bettez has moved away from Acton and is no longer a member of the Kelley's Corner Steering Committee.

Opening

Andy Brockway opened the meeting at 7:32 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 7:32 pm. This Open Meeting of the Kelley's Corner Steering Committee 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 have 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/or Board/Committee votes of the meeting.



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

For this meeting, Kelley's Corner Steering Committee is convening by video conference via Zoom App as posted on the meeting agenda Town's Website calendar identifying 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, which we do not have, are available in the public Docushare folder, and we recommend the members and the public follow the agenda as posted unless the Chair notes otherwise.

We are now turning to the first item on the agenda. Before we do so, permit me 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, the Chair 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.

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.

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

At this point, the remainder of the meeting began.

Meeting Minutes

Three changes were made to the draft minutes from the KCSC meeting that took place on 22 October 2020.

- The sentence at the end of the Project Updates section that began with the words “Folks from the Redstone condos …” was misleading. It implied that these people were at the meeting. The sentence was changed to provide the proper context.



- Two editorial mistakes were fixed.

With this change, the minutes were unanimously approved via a roll call vote.

New and Special Business

Review Temporary Wayfinding and Branding

The first part of the meeting used the three documents called

- barrier new layout DRAFT 3
- KC brand dev draft 3 LH
- KC Branding dev Draft 3.pdf

located in the folder called "Temp. Wayfinding and Branding". See the section called "Documents and Exhibits Used during This Meeting" at the end of these minutes to locate this folder and these documents.

Andy Brockway and Peter Darlow worked with a graphic designer who had created the first draft of the ideas that appear in these three documents.

Andy stressed that one of the main purposes for all of these designs is to establish an identity for Kelley's Corner. We should focus on a "sense of place" when examining all of these design choices.

The long design (`barrier new layout DRAFT 3`) represents a screen that will appear on the fence that runs from the law offices along the ball field to the driveway into the former high school building. Its dimensions are approximately 6 feet high and 150 feet long. The one recommendation from the committee was to remove a logo with very bad historical references.

The various logos that appear in the other two documents would be used, among other places, on A frame signs, on the Web site for the project, and for paper communications with businesses. Someone asked how much business communication would occur via paper mail. Did the color of the paper really matter?

The conclusion was that we would send our ideas back to the designers and let them work with it some more.

Project Updates

Project Review

The project is currently being reviewed by MassDOT. The current plans (distributed across three documents) can be found at

<http://doc.acton-ma.gov/dsweb/View/Collection-12917>

Environmental Approval and Next Step

There are two environmental steps that must be completed. (I thank Kristen Guichard for help with these details.)



Since the construction project is being paid with 80% federal funds, the project has to follow federal environmental reviews.

- Section 4(f) Approval
 - This is part of the DOT Act, it involves a review on potential impacts of projects on publicly owned historical and cultural resources, for example the small strip of land the town owns that connects to Great Hill, but touches Mass Ave.)
- We are now waiting for NEPA (National Environmental Policy Act) approval.

Once we receive NEPA clearance, we can send the offer letters for the ROW acquisitions.

Pedestrian Lighting

The discussion began with an observation and a question.

- What the town chooses for pedestrian lighting could affect MassDOT funding for infrastructure (conduits and bases for the light fixtures).
- What will the committee recommend to the town for lighting?

MassDOT has recommended to the town that we do it now. Several members made similar recommendations that deferring pedestrian lighting into the future means that it will never happen.

The cost for the full set of lamps for both Main Street and Mass Ave is approximately \$900k.

Christi Andersen mentioned that FinCom is “looking at this” and we will have a hard time getting the full amount. Several people pointed out the funds (\$450k for remaining engineering work) that were voted for at town meeting a couple of years ago but never spent because the state paid for these costs. Jon Benson said that the funds are available but that a future town meeting would have to reappropriate them.

We once again talked about how the cost could be reduced. We again brought up larger distance from one light fixture to the next. This would require that each fixture is higher to cover more roadway, sidewalks, etc. A second approach would be to eliminate pedestrian light fixtures for entire stretches of roadway. An example was Mass Ave east of CVS. Andy Brockway and Peter Darlow volunteered to dig into this second approach and bring a recommendation to the next KCSC meeting.

A couple of people talked about upcoming budget milestones.

- Town meeting will begin on 21 June 2021.
- The town manager’s budget will be presented to the Select Board in the beginning of March.

The committee agreed to meet again in February to discuss this issue and make a final recommendation on how to proceed.

Dates, Next Meetings, and Adjournment



There is no next meeting scheduled for the committee but we all recognized the need to meet again rather quickly in early February. Kristen will find a date for that meeting via a Doodle poll.

The meeting adjourned at 8:31 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

- [1.21.2021 KCSC Agenda.pdf](#)
- [Rev 1 KCSC Meeting Minutes 22 October 2020 Rev 1.pdf](#)

can be found at

[http://doc.acton-ma.gov/dsweb/View/Collection- 13105/](http://doc.acton-ma.gov/dsweb/View/Collection-13105/)

A folder at that same location called

- [Temp. Wayfinding and Branding](#)

contains three documents that we discussed during the meeting

- [barrier new layout DRAFT 3.pdf](#)
- [KC brand dev draft 3 LH.pdf](#)
- [KC Branding dev Draft 3.pdf](#)