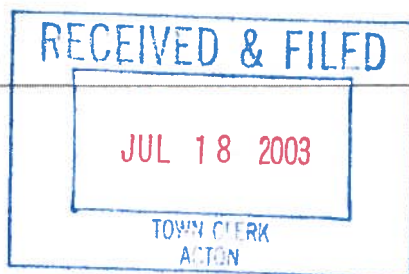


**Ed Ellis**

**From:** Susan Mitchell-Hardt  
**Sent:** Thursday, July 17, 2003 7:11 PM  
**To:** Ed Ellis  
**Cc:** Roland Bartl  
**Subject:** Approved Minutes from Acton CPC Meeting of 6/26, 7:30-9:30 pm



**Minutes from Acton CPC Meeting of 6/26, 7:30-9:30 pm, Library Meeting Room**

Attending: Catherine Coleman, Mimi Herington, Peter Berry, Joe Nagle, Alison Gallagher, Andy Magee, Susan Mitchell-Hardt, Roland Bartl

Absent: Walter Foster, Peter Grover, Chris Shaffner

**1. Approval of Minutes:**

The minutes of 5/20/03 were approved as amended including Andy Magee's editorial comments. The minutes of 6/3/03 were approved with unanimous consent.

**2. Next Steps**

**a. Process of writing the Community Preservation Plan**

- Our next goal is to produce a semi-final, fluid draft which we can present for comments when visiting boards and at public meetings.
- Mimi and Catherine will pull together and edit the CP Plan from the individual write ups on Open Space, Recreation, Historic Preservation and Affordable Housing. They will format it at the end.
- They will try to email the document to the CP Committee by 7/11/03 for our comments.
- The draft CP Plan will form the basis of discussion/brainstorming for our next meeting on Tuesday, July 15, 2003.
- We will try to finish the draft in early September.
- (The committee voted to skip the meeting on July 1).

Andy suggested that we add two levels:

- 1) a discussion of proposal review criteria where we discuss our goals.
- 2) a discussion of the education process where we request proposals by a deadline, we give our review and recommendations.

**b. Information Forums:**

- When the CP Plan is completed, we will begin holding public hearings which will signify that we are ready to receive feedback.
- We might have a second public hearing to review the the proposals we received and to get comments.

**c. Discussion of process for evaluating proposals**

We would like to have a way to weed out proposals and to evaluate the ones that qualify.

- Rather than hearing from everyone, should we meet only with those who have questions?
- Do we set up policy re: deadlines?

Roland recommends playing it by ear the first time. He commented that we can rely on Spring Town

Meeting but not on a Fall one. One process is to say, don't submit proposals until 11/15. We could have an emergency meeting for crisis situations.

**d. Discussion of website funding:**

- If we have a Fall Town Meeting, we need to appropriate for administrative costs and the website.
- Andy believes that Walter said that Don can't appropriate the funds for the website; If we can't get funding soon, the website could be delayed until Christmas.
- Roland recommended that we talk to Walter again.

**e. Discussion of Recreation Section:**

Alison sees a strong connection between the Recreation Section and the Open Space section in that athletic fields can be built on a portion of conservation land with stone walls and hiking trails thus supporting the multi-use concept. A rail trail will connect playing fields and hiking trails. Therefore the Recreation Section should be folded into Open Space Section. All this fits with the OSRP goal to keep Acton rural with paths and trails all over town.

**f. Discussion of Open Space and Recreation Sections**

- The Recreation and Open Space subcommittees met last week and agreed to combine Recreation with Open Space.
- Andy strongly advocates for thrashing out a global outline for the plan  
In the absence of such an outline the Open Space Subcommittee independently devised a format drawing from the best aspects of the Stow, Bedford, and Westford Community Preservation Plans.
- The section is 6 pages long.
- Page 1: identifies the 3 key issues relevant to open space and recreation goals from the OSRP
- Page 1: Introduction about Open Space Resources and Recreation Resources (from Alison's write up)
- Page 2: List of open space and recreation goals (from OSRP) for consideration in CPA Review Process. (A total of 3 goals were added).
- Page 3: Additional project selection criteria have been condensed into the goals section. The purpose is to give the proposal writer guidance as to what the priorities are. (The criteria were borrowed from the Stow CP Plan and often overlap with the Acton OSRP, which is listed as a reference document).

The Historic Preservation Section format is similar in that it has goals and criteria.

**g. Arguments for format with specific criteria for each project area:**

- It will help us to weed out proposals given that each proposal will have some aspect that meets our goals.
- If we only have goals (no specific criteria), the public won't understand how we evaluated their proposal.
- Using this format would ensure consistency throughout the plan where, for example, the Bedford Affordable Housing section is inconsistent with the other sections.

**h. Arguments against this format with specific criteria for each project area:**

- It's overwhelming.
- The same thing can be accomplished more simply by referring the reader to the original planning documents on which the CP Plan is based.
- The more streamlined formats have been used successfully by Bedford and Westford.
- We can use the streamlined format for the first year and refine and amend it later.
- If we make the criteria complicated, we will be unable to move quickly.

**ACTION:**

- Catherine and Mimi will use the Westford CP Plan format

e.g. Open Space Resources

Goals and Objectives

Historic Preservation Resources

Goals and Objectives

and so on.

- They will add a page for Selection Criteria.

**i. Timeline:**

- 7/11/03: Catherine and Mimi will e-mail the committee a draft of entire plan for discussion at meeting of 7/15.

- Early September: Finish CP draft

- September: Public hearing to present the CP Plan

- September/Articles in the Beacon advertising the hearing and promoting the CP Plan

- September: Post draft CP Plan on town website as well as Request for Proposals.

- September: Announce Public Hearing

- September: Announce Request for Proposals (due by 11/15)

- 11/15: Proposal due date

- Early October: Insert a reminder in the Municipal Quarterly about public meetings and request for proposals

- December: Give warrant article to Selectman for Spring Town Meeting.

- January: Consider holding another forum

**NEXT MEETING:**

Tuesday, July 15, Library Meeting Room

Canceled: July 1 Meeting

Friday, July 11: Catherine and Mimi will try to email the draft plan to the committee and will look for feedback. Alison and Joe will pick up hard copies at Town Hall.

Respectfully submitted: Susan Mitchell-Hardt