

**BOLTON MASTER PLANNING COMMITTEE**  
**MEETING MINUTES**  
**December 6, 2004 at 7:00 P.M.**

Present: Margaret Campbell, Steve Garner, Russ Karlstad, Brad Reed, Mickie Simpson, Ken Swanton  
(meeting did not begin until 7:30pm due to inclement weather)

**1. Presentation by the Cecil Group**

The Committee heard a presentation from David O'Connor (Project Manager) and Palvia Kalia Mande (Urban Designer/Environmental Planner) of the Cecil Group. Kenneth Buckland was not able to attend the meeting. Mr. O'Connor explained the Cecil Group has done several projects that are similar to scope as the Bolton Master Plan project including projects in Apponoag Village, Rhode Island; South Weymouth Naval Station, Town of Millis; Rochester NH; and Westford, MA. For the project, the Cecil Group would help the committee create a work plan; conduct research and hold community workshops to establish goals and objectives; complete specific elements for the plan as mandated by Chapter 41 Section 81D; and establish an implementation plan. The Committee followed the presentation up with several questions including what recommendations have been made by the Cecil Group to control growth in other communities; whether the Cecil Group had significant economic planning experience; and to elaborate on findings from reference checks.

**2. Presentation by the Daylor Consulting Group**

The Committee heard a presentation from Todd Ford (Project Manager). Daylor has worked on similar projects in such communities as Hadley, Rehoboth, Harvard, and Boxboro. Mr. Ford indicated that Daylor sets a high priority on creating plans that can be implemented. Bluestone Planning Group subcontracts on projects with Daylor to handle site planning. The project would involve Daylor running a public outreach campaign to solicit opinions from town residents to develop a set of goals and objectives; completing specific elements for the plan as mandated by Chapter 41 Section 81D; and establishing an implementation plan. The Committee followed the presentations up with several questions including innovative approaches to dealing with 40B applications and identifying tools to control growth.

Meeting adjourned at 9:50pm.