

**BOLTON MASTER PLANNING COMMITTEE**  
**MEETING MINUTES**  
**January 17, 2005 at 7:30 P.M**

Present: Margaret Campbell, Stephen Garner, Dick Heaton, Russ Karlstad, Brad Reed, Mickie Simpson, Chris Slade, Mark Sullivan, Ken Swanton, Nat Tipton (Town Planner)

Guests: Larry Bluestone (Bluestone Planning); Todd Ford, Erika Johnson (Daylor Consulting Group)

**1. Discussion of Steps in Coming Months for Master Plan**

Todd Ford introduced Larry Bluestone and Erika Johnson to the Committee. In discussing the public outreach phase, Mr. Ford emphasized the importance of using a variety of means to reach people. He recommended using the local paper to its fullest extent to advertise meetings and keep the public abreast of progress in the Master Plan.

For the visioning workshop, Ford explained that he anticipates giving a presentation on Daylor's inventory that will provide preliminary information on setting goals for the town. He also expressed an interest in having breakout groups that would focus on particular areas (Housing, Open Space, Public Facilities) allowing people to move to particular areas of interest to share thoughts. In between the meetings, Ford emphasized that Daylor should be used as a resource for consultation. The Committee should use the coming months to invite stakeholders to meetings to discuss their goals and objectives for next 10 to 15 years. From there, it will be the Committee's job to sort through opinions and differences.

After further discussion, Stephen Garner agreed to pull together a public outreach plan that would set a course for who would be responsible to eliciting input from various boards, committees, and other stakeholder groups. It was also decided that Tipton would handle the website that would be used, among other things, as a vehicle to advertise the public meetings. The list of important questions compiled by the group would serve as one method to help attract interest and attention to the workshops.

For the meeting schedule, it was decided the next scheduled meeting with Daylor will occur on February 28, 2005 at 7:30pm to discuss the draft results of Daylor's inventory analysis and finalize planning for the March 14 public workshop to be held at the Sawyer School Cafeteria.

When asked about advice for the overall process, Mr. Ford also emphasized the importance of maintaining a role of neutrality in settling potential disputes in the planning process but also in helping to prioritize conflicting needs and goals. Mr. Bluestone added that it is important to remain active in seeking participation from everyone, and be watchful for groups that choose not to participate.

The next Master Planning Committee will take place on January 31, 2005. Stephen and Russ will arrange a meeting with the Police Study and Library Committees. Margaret will set up a meeting with the School Committee. Nat will arrange meetings with the Historical Commission, Public Ways Safety Committee, and the Parks and Recreation Committee for February 7th.