

# **BOLTON MASTER PLANNING COMMITTEE**

## **Minutes of Meeting**

**March 7, 2005 at 7:30 P.M.**

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

### **1. Daylor Consulting Group - Discussion of Public Meeting Preparations**

**Present: Todd Ford, Erika Johnson (Daylor Consulting Group)**

#### *Presentation of Draft Inventory Analysis*

Ford distributed a series of draft GIS maps (Zoning, Land Use 1971, Land Use 1999, Open Space and Recreational Lands (2005), Water Resources, and Habitat and Ecosystems) and a draft series of slides for the presentation. Heaton and Swanton reviewed what they planned to discuss at the beginning of the meeting, basically summarizing why Bolton is engaging in a Master Plan and some of the pressing issues that Bolton will face in the coming years. Ford ran through the slides that he planned to include in his presentation. The Committee asked Ford to include slides that would give a background in certain areas such as housing and economic development.

#### *Focus Groups*

Ford distributed a handout that explained his ideas for running the public input section of the meeting. Based on turnout, people would split in groups of a certain size (preferably 8 to 10 people) and review and comment on the draft vision statement. The group facilitator (committee members) would have a scribe to record the ideas and reactions from the public. Ultimately, the committee decided to assign topics to groups arbitrarily so there would be even distribution amongst all groups. As facilitators, Ford emphasized it is crucial that Committee members lead and guide discussions but do not participate in sharing their own opinions.

#### *Chapter Leaders*

Garner solicited volunteers to lead as chapter leaders. Ford will be doing the majority of the writing, but the chapter leaders will engage with town committees and the public to perform most of the research and develop a chapter outline.

Land Use	Russ Karlstad
Housing	Mickie Simpson, Nat Tipton
Economic Development	Mark Sullivan
Natural and Cultural Resources	Brad Reed
Municipal Elements	Margaret Campbell, Dick Heaton
Town Center	Stephen Garner, Russ Karlstad
Circulation	Mickie Simpson, Mark Sullivan
Town Fiscal Review	Dick Heaton
Open Space	Ken Swanton

**Future meeting schedule:**

March 14	7:00pm	Visioning & Goals Workshop at Sawyer School Cafeteria (Public Meeting #1)
March 28	7:30pm	Review existing conditions & finalize goals (MPC - Daylor meeting #3 to be held late March)  Panny Gerkin to discuss priorities of School Committee
April 11	7:30pm	Review final visions & goals, review revised inventory analysis
April 25	7:30pm	Review possible recommendations (MPC-Daylor Meeting #4 to be held late April)
May 9	7:30pm	Review draft recommendation & prepare for next public meeting (MPC - Daylor meeting #5a) NOTE: may conflict with town voting
May 23	TBD	Recommendation & Strategy Workshop (Public Meeting #2 to be held late May)
June 6	7:30pm	Review revised recommendations (MPC - Daylor Meeting #5b)
June 20	7:30pm	Review Final Draft of Report (MPC-Daylor Meeting #6 to be held late June)
July	TBD	Present Master Plan and Recommendations (Public Meeting #3 to be held early July)  Review Draft (MPC-Daylor meeting #7)
July 31 <sup>st</sup>		Deliver final plan to town

<b>Board of Health</b>	<b>Council on Aging</b>	<b>Nashoba Regional School Dist.</b>
<b>Board of Selectmen</b>		<b>Planning Board</b>
<b>Businesses (International, Future Electronics, Salt Box, Heberts, etc...</b>	<b>Department of Public Works</b>	<b>Veterans Agent</b>
<b>Cemetery Committee</b>	<b>Fire Department</b>	<b>Others?</b>

