

BOLTON MASTER PLANNING COMMITTEE
Minutes of Meeting
January 23, 2006 at 7:30 P.M.
Town Hall

Present: Margaret Campbell, Brad Reed, Mark Sullivan, Ken Swanton (Chair), Betsy Taylor-Kennedy (non-voting member), Nat Tipton (Town Planner)

1. Review 1-21-06 Draft of Master Plan from Daylor Consulting

Present: Mitch Fischman, Darlene Wynne (Daylor Consulting Group)

The Committee received the draft sent by Erica Johnson on Saturday. Because they haven't had time to read the draft over, the discussion focused on what the next steps were to completing the plan from Daylor's point of view. Fischman stated he did not foresee Daylor having the time to submit edits to this draft, and that would be better handled by the Committee. The Committee stated a preference to write a 6 to 8 page Executive Summary that could be mailed out to the public explaining the plan's key findings and providing a link to the town's website where they could view the plan. Daylor and the Committee agreed it would work best for the Committee to do this as well. The definitions contained in Recommendation 10.2 (Update the Table of Use Regulations) should be moved to the appendix. Simpson thought the addition of photos would help spice the plan up and make it easier to read for the public. Tipton cautioned this would make it difficult for Daylor to minimize the document's length.

Wynne distributed an example of an implementation chart from Hadley's Master Plan. The implementation chart could be put into a chart format or a matrix. The chart would indicate under what time frame the objective would be achieved (short-, medium-, or long-term). The question was asked if the Implementation Committee would be overseeing the progress of each step, or whether the responsible entity would solely be responsible for implementation. Fischman responded that the answer is really both; the Implementation Committee will need to keep apprised of each entity's progress, but the bulk of the work would be carried by the responsible entity for implementation. The implementation committee would meet monthly at first, but then could meet quarterly to check in on each entity's progress. It is important to keep in mind that a master plan is not a static document; over time, the master plan will be revised (every five years is typical) to address new circumstances.

Discussion took place on the Capital Planning Committee. Fischman explained that many communities use a Capital Planning Committee or similar entity to review municipal building and infrastructure needs and create five year capital improvements to help municipalities meet these needs. These committees usually have members with strong financial planning skills as planning the financial resources end is not intuitive to most. Committees can be appointed by the Selectmen, with mandatory representation from certain boards.

Daylor will be responsible for creating the implementation chart, put all of the maps into the appendix, create a land use guide plan map, and create the cover. The land use guide plan will contain the historic district, land use, zoning, protected open space, water supply protection district location, and sites for potential municipal purchase. Daylor will post the revised appendix to the website by the end of the month. The Committee will keep Daylor apprised of the changes that it is recommending as well.