

**TOWN OF LINCOLN
MINUTES OF COMPREHENSIVE LONG RANGE PLAN
STEERING COMMITTEE MEETING**

Held on July 22, 2008

At 8:00 AM in the Lower Conference Room, Lincoln Town Offices

PRESENT:

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| Ken Hurd | Planning Board; HOBE sub-committee (Chairman) |
| Peter Sugar | CHUG sub-committee |
| Mark Hochman | CHUG; survey committee |
| Chris Hamilton | HOBE; survey committee |
| Phyllis Mutschler | HOBE; survey committee |
| Alaric Naiman | FACTS; survey committee |
| Ken Bassett | LUED sub-committee |
| Jim Meadors | OSNR sub-committee |
| Noah Eckhouse | FACTS sub-committee |
| Mark Whitehead | Town Planner |
| Anita Scheipers | Assistant Town Administrator |
| Judi Barrett | Community Opportunities Group |
| Catherine Perry | Planning admin. |

SURVEY STATUS REPORT

The Chairman introduced members of the survey committee to the Steering Committee. The Steering Committee had requested a discussion of progress with analysis of the survey of residents, as it wished to ensure that the survey committee was working as a group and that a report would be available in time to feed into the State of the Town discussions in November.

Since the last Steering Committee meeting, a Freedom of Information Act request has been received, relating to the survey. Copies were distributed. The Chairman commented that this indicates a perception that information is being held back which is not the case.

Mark Hochman reported that the survey committee has tried to approach the survey analysis in a way that addresses issues identified to it by the sub-committees. Governance issues that were the original focus of the survey were addressed first, in the 'Preliminary Top Line Report' and presented to a Selectmen's meeting. Housing issues were addressed next and commercial development most recently. Copies of the summaries of findings on these two topics were distributed. Chris Hamilton reported that other topics of interest identified by the sub-committees are conservation/ open land and schools. The results on different topics have not been pulled together into a single report yet but the aim is to produce a consolidated report eventually.

Mark Whitehead and Anita Scheipers reported that they are assembling the large quantity of documents required to satisfy the FOIA request. It covers aggregated results, analysis done so far and correspondence. Mr. Whitehead asked people to assist where needed. Mark Hochman said that he has spoken with James Moore, the requester, who appears to be interested in working cooperatively. Ms. Scheipers explained that a FOIA request has to be responded to formally and that the requested materials have to be

supplied in a reasonable timeframe, so it cannot wait for the consolidated report. No new analysis is required, and work should not be produced outside the official committee channels.

Record keeping procedures were briefly reviewed. Copying of emails to town staff ensures that they are held centrally. Working drafts of documents can be disposed of once they are superseded. Meeting notes have to be kept.

There was discussion on how to treat the summaries of findings that are being produced on different topics. Documents should be marked as draft and dated. It was agreed that first they should be cleared as group work by the survey committee and then they should come to the Steering Committee for a quick review before going to the topic sub-committees. At this point they can be posted on the website, still marked as draft and with suitable caveats. Statistical reliability was discussed; the Steering Committee acknowledged that although the number of survey respondents was high, there was an element of self-selection. Chris Hamilton discussed ways of examining the data for biases and suggested providing an overall methodological statement. Alaric Naiman suggested that there could be an invitation on the website for the public to ask questions. Mr. Hochman noted that the draft documents produced so far have different styles and may benefit from editing. There may also be a need for some adjustments when the topic findings are pulled together.

The survey committee agreed to produce a consolidated report by the end of September. Mr. Whitehead stressed that this needs to be a firm deadline to feed into SOTT documents. In terms of the order of further topic work, the Steering Committee suggested that the findings on schools may be the highest priority.

Judi Barrett asked to be included in the email list for survey reports.

Several Steering Committee members commented on the survey's general success and the high level of interest shown in it. Some sub-committees would like to see similar surveys conducted in the future and Mr. Hurd suggested that it may be an item for the Implementation Plan.

STATUS OF WORKING PAPERS

Ms. Barrett reported that the Open Space working paper is coming out today. She has received comments from sub-committees on several papers.

SUB-COMMITTEES' WORK and PLAN TIMELINE

At the last Steering Committee meeting, August 26th was proposed for a discussion between the sub-committee chairmen of overlaps and omissions. As Noah Eckhouse will be away, it was agreed to change the date to September 4th at 7:30 PM. Ms. Barrett will explain how she thinks that some areas of omission that people have asked about are covered under other topic papers. There will be an opportunity to identify any matters that are still missing and areas of potential conflict.

LUED reported that it is considering holding a second public workshop/ forum to make further progress on guiding principles for land use decisions. A draft set of "factors for consideration" has been produced. Ms. Barrett suggested that this should be circulated to the Steering Committee and discussed, and the forum then be sponsored by the Steering Committee. Noah Eckhouse expressed concern about the extra workload that this would create at a time when there was important work to be done in other areas, for

example addressing the overlap between the FACTS sub-committee's work and other parties in town. Ken Bassett suggested that a forum of sub-committee members be held in place of a public forum. It was agreed to hold such a meeting and that each sub-committee should put up some key points of its thinking for discussion. It was proposed that this be held on September 16th at 7:30 PM, with September 25th in reserve in case there is a need to continue discussion. Mr. Whitehead will check room availability.

Mr. Eckhouse mentioned that FACTS has been invited to give an update at a Board of Selectmen's meeting. He had some concerns about giving an interim presentation at this point, in a forum that has a high public profile. The Steering Committee recalled that HOBE had attended a Selectmen's meeting at its own request at a point when it felt it would be useful, but was concerned that a series of unplanned presentations could be disruptive to CLRP work. It was agreed that the selectmen should be encouraged instead to ask questions of the sub-committee chairmen or attend sub-committee meetings.

Mr. Eckhouse asked at what point the form of the final plan document will be discussed. It was agreed to cover this on September 4th. FACTS is interested in working on an executive summary as this is likely to become a key document. The sub-committee was wondering about putting background information in an appendix. Ms. Barrett advised putting background information, or at least a condensed version of it, at the end of each section so that it does not become separated. She supported putting the goals and main content first, and having a close tie-in between the executive summary and the early part of the section.

Peter Sugar distributed copies of CHUG's work plan. The sub-committee is considering holding further focus group events.

The State of the Town meeting was discussed. The likely date is November 9th. The Chairman undertook to ensure the CLRP is on the agenda. Discussion will be organized around major goals, objectives and priorities, not the full working papers. Ms. Barrett will give some thought to the nature of papers to be distributed and will give guidelines on September 4th. Sub-committees may be able to use the September 16th meeting as a trial run but will need to be prepared to shift gears depending on the results of the meeting. A town-wide mailing goes out prior to SOTT; Ms. Scheipers agreed to check the deadline. An outline document could be sent, with full papers available a week before the meeting.

Mr. Whitehead had circulated by email a broad monthly schedule from now until March 2009 Town Meeting. There was general agreement on this.

FINANCE REVIEW

Mr. Whitehead said that no new invoices had been received.

The meeting was adjourned at 9:30 AM.

Submitted by Catherine Perry