

Minutes
Culture, History and Governance (CHuG)
Sub-Committee
March 14, 2007

Present: Susan Brooks, Paul Giese, Sarah Holden, Karen Keane, Harriet Todd, Peter Sugar

We discussed the following:

- We again spoke of our membership. We are keeping a slot open for the HDC – either for Colin Smith or his nominee (it should be critical that whoever comes to our meetings is also the person at the CLRPC meetings. What is important further is that the HDC rep comes to all the meetings and if he/she is unable, sends someone in their place. PS will speak with Colin.)
- There are other town history people who could be invited to our meetings as a resource: Jack MacLean and Peg Martin
- Paul and Susan reviewed the important meeting related parameters: the need to post the meeting schedule, the keeping of the minutes (which will eventually be sent to Susan for record purposes)
- Paul also reviewed the background of the CLRPC and CHuG for the benefit of our new members. We agreed that we will not do this every single time as it takes up a lot of time. Instead there will be a package/s prepared to hand to new members. The package will include (in no particular order):
 - Cover memo and brief intro
 - Organization chart
 - Websites of Concord, Lexington and Sudbury (for their MP's)
 - Lincoln Planning Board website
 - Vision statement
 - Committee/sub-committee membership
 - Minutes of CHuG (from its beginnings)
 - Sub-committee procedures
 - Time line
 - Issues to advise
 - The mandate (Mass laws to enable the process)
 - Our charge
 - The booklet produced at the time by the Task Force on Governance
 - 'Lincoln Logs the Future'
- Paul indicated that he would be happy to meet with any new members and brief them
- There are also two people who have expressed their interest in being on our sub-committee: Nancy Marshall and Gina Halstead. (This would raise our membership to ten and we would try to hold at that number)
- We again discussed the funding question and whether \$95,000 may seem large at this time. It could potentially be broken down into two phases, \$10-20K for the first consultant to help us get started and then the rest of the amount for the specialists, once we have demonstrated our achievements. The FinCom is meeting on Thursday

to review the funding request prior to our going to Town Meeting. It was reiterated that if we do not get the funding now, it will be a long time before the next opportunity (2008 TM). There may be a possibility to get the financing to be drawn from Free Cash, in which case we would not be held up

- We also need to interface with the other sub-committees to understand their particular funding needs
- We spoke of the MP's of Concord, Lexington and Sudbury and how they may help us in showing us how we might structure our work. Concord's is very good. Sudbury's sets out its goals very well.
- Our Library – we should set it up on the bookshelf in the Auditor's Room. There is also interaction between the Town and the Lincoln Library, which has the historic archives of the Town (Susan is working with Barbara)
- We need to identify our goals and the direction we ought to/intend to follow. In this context we should be looking for potential connections and interactions.
- We need to identify the available resources and prepare an inventory. We can then prioritize our outreach.
- Dan's spreadsheet was a good start to focus our views. It should be simplified and broken into two parts. The first part will have the following columns: the name of the organization, its address, its website, its phone number and its assets. The second part will be a detailed accounting of the organization, one page per each org., contacts, notes, etc.
- Note that organizations may appear on more than one sub-committee's records/research – but it will be from a different perspective depending on the sub-committee's charge
- We also will be tackling Governance, but probably as a second phase of work for us.
- We touched briefly on the difficulty of finding volunteers and the right people for the right task. There was an attempt once to have an ombudsman who would collect all the people in town and categorize them by their expertise, which would then help in finding the appropriate persons.
- Action items before the next meeting:
 - List of names of organizations, to be sent to Karen & Dan by 3/25
 - Minutes to be sent to Susan by PS
 - Paul to inform us via e-mail of the result of the FinCom's deliberations on the funding

Next meeting: March 28, '07 at 7:30 AM in the 'Auditors' Room (we are skipping the 3/21 meeting)