

Minutes
Culture, History and Governance (CHuG)
Sub-Committee
April 4, 2007

Present: Susan Brooks, Paul Giese, Mark Hochman, Sarah Cannon-Holden, Karen Keane, Jack MacLean, Bill Stason, Harriet Todd, Peter Sugar

We discussed the following:

- New members: Nancy Henderson has accepted (she could not attend today but will be present at our next meeting; Susan B. will send the usual package, including all past minutes). Anne Doyle had not been contacted as yet and we will now not do so as it is considered that CHuG now has the right number of members.
- There has been no progress as yet on having all subcommittees represented at the Steering Committee meetings – Sarah will take this up – the meeting is tomorrow. (Current Steering Committee membership: Sarah, Ken Hurd, Noah Eckhouse and three staff: Tim Higgins, Mark Whitehead and Anita Schleipers. There should also be a FinCom member.)
- The question still out there is how to share the information of all the subcommittees with each other and what should the means of communication be – we believe that electronic would be the best.
- There ought to be a series of benchmarks/deadlines for all of our work which should be published and monitored
- Membership at CLRPC should include alternates so that all committees and boards are always represented.
- One major issue which needs urgent discussion is transportation (because, among other things, upcoming development in Waltham along 128) and CLRPC should be made aware of this
- The IT investigation re: the proposed website still needs to be carried out (Susan and Mark). The outstanding question is still who should be the gatekeeper. Mark has a candidate (ex IBM/Lotus and also a Lincoln resident). Susan is also going to meet with Chuck Miller to define any input from him.
 - What technology should be used? Lotus ‘Notes’?, other?
 - The website will be a resource for all of the CLRPC
- Jack has now been named as the official representative of the Historic District Committee (he will be the rep at both CLRPC and CHuG meetings)
- Peter von Mertens has indicated that his subcommittee (Conservation) was essentially finished with its work!
- CHuG’s Library has now made its appearance on our shelf!
- We discussed our Mission Statement (see Jack’s draft – attached)
 - It needs to be concise and should encapsulate the idea in a single sentence.
 - It could be broken up into two parts: the first – the sentence – defining the principle/s and the second part elaborating on our intended ‘work-plan’
 - Ideas to be incorporated should be:
 - Sense of community

- Principles for future generations
 - The sentence could be somewhat like: ‘Preserving (and enhancing/capturing) the sense of community for present and future generations
- The task will be handed back to Jack for further refinement (Eventually CLRPC needs also to buy into our statement.)
- We discussed Paul’s guidelines for the interviews – see attached; also some actual questions as defined by Harriet and Peter, also attached. The guidelines are to be used just in such a way and the interviewers need not ask all questions.
 - Some towns may not have the Cultural and Historical aspects combined with Governance. In this case, there should be a member of the main CLRPC committee present at the interview, if there is no separate sub-committee for Governance
 - Questioning should address both the how and what the sub-committee has done; what would they change in their work in hindsight?
 - What did they accomplish and what was the end result?
 - There should be an evaluation – with the result graded on a scale of 1 to 10
 - How did the public react and did they buy into the conclusions?
 - We should also think about data collection and follow accepted standards in order that the end results then could be compared to other towns
- We need to choose the other towns with care to ensure that the work was really performed by volunteers. We could actually choose two other towns besides Concord as we have the people to do the questioning. Which might these towns be? Dover? Manchester? Lenox? (Mark still has to speak with the MIT planner; Susan will also look at other comparable towns which have been used in the past for some Lincoln studies.)
- We are going to try to complete this phase of our work within a month or so. Concord will be done first and the interview team will be Sarah, Harriet and Mark.
- It is also hoped that we will have chosen the second town by April 18
- Teams of interviewers hopefully will learn from each other.
- The second team will be Karen, Susan and Peter; the third team will be who is left
- We also looked briefly at the developing forms on which we will enter the data (contacts, names, etc.) prepared by Dan. It was hard to open these forms and they will be re-sent by Dan with a simpler electronic format so we could all open the e-mails.
- The commentaries of upcoming meetings – FinCom, Steering Committee and the CLRCP will be e-mailed for us all to be informed

Next meeting: April 18, '07 at 7:30 AM in the ‘Auditors’ Room (we are skipping the 4/11 meeting)