

Minutes  
Culture, History and Governance (CHuG)  
Sub-Committee  
June 20, 2007

Present: Susan Brooks, Paul Giese, Nancy Henderson, Mark Hochman, Karen Keane, Jack MacLean, Bill Stason, Harriet Todd, Peter Sugar

(Note correction to minutes of 6/13/07: attendees also included Mark Hochman)

We discussed the following:

Public Meeting of 6/19/07

- Generally we were positive: appreciated that there was a reasonable crowd of citizens (70+?) over and above the subcommittee members.
- We also expressed some concern that the bullets, with all the public commentary, may become a record with little influence as we move forward and thus it is important that we reinforce the effort to retain the boards, make an accurate record of how the public saw the various issues, and what this will mean for a later follow-up (it is also recognized that the commentary – expressed by the ‘yellow and green dots’ may not accurately reflect the views of all Lincoln, not be conclusive, and thus it is intended to follow up with a survey which will be sent to everyone at a later date)
- Attached to this memo is the handout of the bullets at the meeting (with some of the major interest points noted)
- What is apparent on the other hand is that the public indeed appeared to be interested and enthusiastic in having the Master Plan and thus will be looking to all of us for the eventual results
- CHuG believes that its work will be critical to the overall effort and we intend to work hard to complete our work during the next eighteen months
- We also agreed that there ought to be a write up by each subcommittee of their views – which could then appear as a set of five articles in the Lincoln Journal. (We will take this up with the Steering Committee (SC), who may elect to be the final ‘editor’)
- CHuG will begin the drafting of this article immediately. Bill will prepare the first draft – and use Paul’s summary (at the 6/19 presentation) as a lead-in

We discussed the idea of having a SC retreat mid-summer – perhaps by the middle of July, where each subcommittee would have a 2-3 person representation and hash out the modus operandi of the SC/subcommittees and all related operational issues moving forward. This would be useful so, when September comes, the whole process could hit the ground running.

RFP

- The SC agreed that the work on the RFP be completed by the middle of next week (end of Wednesday, June 27).
- It has also been agreed that the RFP will address the requirements of each subcommittee on an individual basis
- Paul has prepared a draft where the essential requirements of CHuG have been summarized. There was an attachment of hours as well as an attempt to quantify the cost of the various tasks. We agreed that the RFP in fact should not include either of

these (it should be up to the consultant to define the time necessary for the completion of each task and its cost)

- We also agreed that CHG would suggest the work be proposed in two phases: the preliminary, fact finding and data review phase followed by the second phase of the actual work. This is the approach we want the consultant to use in assisting CHG, and we urge that the same approach be used, where appropriate, for other subcommittees as well.
- The RFP should also contain a list of the various consulting disciplines which need to be represented in the consulting team, and their respective hourly rates
- The RFP will by its nature be competitive, but the Town should probably publish the amount authorized by the appropriation
- The Master Plan in fact represents the establishment of the methodology for carrying out the subsequent implementation (this needs to be emphasized also in the RFP). As Karen aptly defined it: 'we are writing the recipe but are not making the soup'
- PS will prepare the revised draft of the RFP (from CHuG's perspective) which will then be commented and worked on further – to be approved finally at our next meeting

#### Historical Records

- Susan produced a memo indicating the current work she is conducting with other town bodies to establish what historical records the Town has and how and where they should be kept (see attached memo). She wondered whether we could ask for some of the consulting monies to be spent in assisting this effort. We finally concluded that this was not appropriate

Next meeting: June 27 at 7:30 AM, to approve the RFP and also to set up an agenda for work during the summer months (the meeting will be chaired by Bill Stason due to Paul's impending absence)