

Attachments to Meeting notes of 4/4/07

Paul's Guidelines:

Suggestions
And General Topics and Guides
For Initial CHG Interviewing

Introduction

Describe briefly what Lincoln is doing re CLRP and CHG (to get things started)

Mission Statement

Do they have a mission statement? A charge or general objective? For CLRP? For CHG? If not, what was their guiding rule? If yes, what is it? How was it created?

Approach

- How did their CLRP organize down to CHG? What were their other subcoms? How many people?
- How long did their planning effort take?
- Did they use a consultant? How (facilitation, expertise, experience, communication)? How did they select the consultant? How did they allocate consultant funds to different subcoms? How did they control the consultant? What were the consultant costs (for CLRP? For CHG?)?

Work Plan and effort

- Basically, what did they (CHG equivalent) do. How, when, time frame, who? (e.g.. inventory, interview, analyze, brainstorm, plan, cost out, summarize?) What technology was used or was useful or (in hind sight) might have been useful?
- How did they gather data? Interviews? Surveys? Telephone? Internet? Was data already available? How was guide/questionnaire/survey prepared/executed/collated/analyzed. Rely on Consultant? How long was the data gathering phase? How did they choose how far or broadly to reach. How was it coordinated with other subcoms and their equivalent of CLRP?
- What were the key activities of planning in the process? Inventorying? Brainstorming? Summarizing others' plans (organizations and institutions surveyed)? Projecting implications of inputs from other subcoms? Analyzing? What parts of these activities were the most important? What parts were the most time consuming, expensive or difficult?
- How did the process converge into results and conclusions? How much interaction was necessary with other subcoms or the CLRP to come up with plans and conclusions? How much negotiation or give-and-take was there between CHG and other subcoms How did the consultant help?
- What were the financial inputs or outputs? Were costs associated or compared (in the overall CLRP or CHG)? Did financials play a role in the process? Were they important?
- At what point, if any, did governance become important (or receive attention). Was governance ever an issue?

- How was communication handled and coordinated (with the public? with other subcoms, with the CLRP)? Who did the communication, and how much and when? Technology used? Consultants? What kind of communication was promised and done afterwards?
- Summarizing, drafts, reporting, final reports and presentations? Who and how often (presentations to public, to CLRP, etc.)?

Results and Plans

- Writing and storage of result. Who, when, technology used, etc.
- How important (or what role) is CHG in the overall (CLRP) plan?
- What is happening with the resulting plan (results) now? What is the follow-up? Who is doing the implementation and how? Is there much follow-up? How are the results being monitored, if at all? What's happening to the overall (CLRP) plan?
- Is planning continuing into the future?

Aftermath

- What difference has the planning effort made (CLRP and CHG)? What use has been made of the plans (CHG)?
- Was the effort worth it? What was most important (in the process and in the results)? Was the consulting effort worth it. What would they have done differently? Why? What kind of effort is planned to follow-up or carry-on in the future (CLRP?) (CHG?)
- Was (is) there any difference in importance (in effort or results) in focus (or necessary attention) to culture, history or governance?
- Were any governing structures changed? Was governance ever an issue (before, during or after)

Jack's Draft:

Having tweaked my earlier draft a little bit regarding this "mission statement" agenda item, here is an updated version of my thoughts. I am also adding the section of the state's Master Plan guidelines regarding the Cultural and Historical sections of a Master Plan as well as the earlier section on goals (both of which are sources for some of my phrasing) along with the text of the applicable section of the Proposed Committee Structure report that also served as a source for what I wrote, so you can see them all together and more easily compare. (Personally, I would be inclined to rework the rest of the text in the latter Committee Structure document, while some aspects I tend to question, like why this committee would be looking into alternatives to the current ownership of utilities, which seems to me more applicable to the Services/Facilities committee).

Jack

State guidelines

(1) Goals and policies statement which identifies the goals and policies of the municipality for its future growth and development. Each community shall conduct an interactive public process, to determine community values, goals and to identify patterns of development that will be consistent with these goals.

(5) Natural and cultural resources element which provides an inventory of the significant natural, cultural and historic resource areas of the municipality, and policies and strategies for the protection and management of such areas.

[Natural resources are under another subcommittee; no state guidelines regarding Governance, which the town has added.]

Lincoln Comprehensive Long Range Planning Proposed Committee Structure

Cultural & Historic Resources, and Governance Committee

The purpose of the Cultural & Historic Resources branch of this sub-committee is to identify both Lincoln's physical and intangible cultural and historic resources and services. It will identify areas in which a change in emphasis may be appropriate; where more coordination among town entities is advisable; and where new resources and/or services are justified. Consideration should be given to the character and feel of the town, and to qualities that we want to preserve even as change occurs.

The purpose of the Governance branch of this sub-committee is to identify the current manner in which policy decisions are made; the trends in which revenue is raised and spent; the approach for financial planning; and the efforts to nurture citizen participation in town affairs. It will also examine the interaction among and between town boards with attention to cross-jurisdictional issues and the mechanism for keeping lines of communication open. Consideration should be given to alternatives to the property tax, to expansion of the tax base through targeted commercial development and to the need to develop a pool of volunteers ready to assume responsibility for various levels of leadership in the town. It may also wish to consider ways in which to use the cable tv station and other media to reach out to the community in a variety of ways.

Examples of Responsibilities

- Explore various models for governance
- Identify areas of citizen involvement
- Identify alternatives for the ownership of utilities
- Assess of historic preservation measures
- Inventory cultural facilities, programs and public art

Lincoln's Mission Statement:

Lincoln is a town that cherishes its rural, agricultural character, its small-town heritage, its open space, and its historical legacy. The town is committed to:

- Achieving a balance between preserving these values while making reasonable provision for citizens' safety and convenience;

- Fostering economic, racial/ethnic, and age diversity among its citizenry through its educational, housing and other public policies;
- Excellence in its public educational system, and
- The Town Meeting form of government and the traditions of civic leadership and volunteer public service.

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The mission of the Cultural & Historic Resources and Governance Committee is to advance the broader mission of the Town of Lincoln and the town's Master Plan:

- by inventorying the cultural and historical resources and resource areas of the town—including institutions and town bodies that serve to promote those resources—and recommending policies and strategies that will advance the town's goals for protecting, managing, and promoting valued cultural and historic resources that contribute to the character and feel of the community;
- and by identifying current town-government processes—including those for decision making, financial planning and funding, cross-jurisdictional procedures, volunteerism, and outreach—and recommending processes and strategies that can advance the town's goals for diversity, open town management and communication, and for sustaining a strong tradition of participatory governance and creative thinking.

Harriet's and Peter's 'Questions to ask other towns'

1. Did your sub-committee have a mission statement or charge? If so what was it?
2. How did you choose the people or organizations you interviewed for information?
3. What process was used to gather information? Did you have to gather data yourselves or was it already compiled? (I.e. list of historic houses.)

3a. In gathering the information, was it done through personal interviews - or potentially a questionnaire? If the latter, who prepared the questionnaire: you or the consultant? How was the gathered data collated/organized?

4. Did the sub-committee use a consultant, if so how?
5. If you received a budget from the central committee, how were the funds allocated between the various subcommittees?

5a If you had a consultant, how was the consultant paid - i.e. what was the overall budget for your work and how much of it was spent on the consultant?

6. How were the goals and objectives chosen?

7. What use, if any has been made of your section of the Master Plan?