

**TOWN OF LINCOLN
MINUTES OF COMPREHENSIVE LONG RANGE PLAN COMMITTEE
January 11, 2007**

ATTENDANCE:

| | |
|---------------------|-------------------------------|
| Judi Barrett | Community Opportunities Group |
| Ken Hurd | Planning Board |
| Mark Whitehead | Town Planner |
| Ben Horne | Conservation Commission |
| Peter Von Mertens | ” |
| Angela Seaborg | Conservation Planner |
| Paul Giese | Finance Committee |
| Astrid Glynn | Member at large |
| Sharon Antia | School Committee |
| Noah Eckhouse | Recreation Department |
| BJ Scheff | Housing Commission |
| Anita Scheipers | Assistant Town Administrator |
| Colin Smith | Historic District Commission |
| Sarah Cannon Holden | Board of Selectmen |
| Jack Pugh | Library |
| Peter Sugar | Library Trustee (observer) |
| Bob Sutherland | Council on Aging |
| Jamie Banks | |

INTRODUCTION

Ken Hurd welcomed Jack Pugh to the Committee as Library representative. He reintroduced Judi Barrett who has been invited to lead a discussion on some issues that the Committee has identified a need to address, especially public participation.

DISCUSSION WITH JUDI BARRETT:

a. Public participation process

Ms. Barrett asked members of the Committee to consider how much emphasis should be put on different vehicles for public participation in the plan. She distributed copies of a table listing potential opportunities with check columns for the degree of emphasis and for the likelihood of a consultant role. She outlined the purposes of public participation as: to inform, to allow discussion, and to get support. The results came out approximately as follows (treating the degree of emphasis as a continuum):

| Opportunity | Major emphasis | Moderate emphasis | No emphasis/ eliminate | Consultant role? |
|--------------------------------|-----------------------|--------------------------|-------------------------------|-------------------------|
| CLRPC meetings | | X | | X |
| CLRPC Subcommittees | X | | | variable |
| Community-wide planning events | | X | | X |
| Neighborhood meetings | | | X | |

| Opportunity | Major emphasis | Moderate emphasis | No emphasis/ eliminate | Consultant role? |
|---|-----------------------|--------------------------|-------------------------------|-------------------------|
| Community planning activities for school-age children | | | X | |
| Public opinion survey | X | | | X |
| Periodic, televised updates at meetings of BoS, PB etc. | | X | | |
| Cable TV presentations or discussion shows | | X | | |
| Newspaper columns | X | | | |
| Town's official website | | X | | |
| Community website | | | X | |
| Planning Board public hearing | | X | | |
| Town meeting | | X | | |
| State of the Town Meeting | X | | | |

Some points that arose in discussion were:

Subcommittees – The Selectmen could publicize the subcommittees’ meetings at their televised meetings on Mondays. It would be important to give the full dates since TV showings are repeated.

Neighborhood meetings – The need for these could be decided by individual subcommittees, with care to be taken in scheduling. The scale of work involved and likely participation levels should be considered. Such meetings may be useful for outreach when there is a need for localized input or significant local issues to present.

Website – A CLRP web page already exists as part of the Town’s website but it may be useful to supplement it with email alerts to interested people when there is something new to see. A comments box is an option, but Ms. Barrett warned that this may not do much to promote dialog.

Planning Board hearing – An interim one may be useful as well as a final one.

b. Role of Consultant

See table above.

Some members felt a consultant would be useful to advise on innovative outreach methods and on survey design (possibly interpretation also).

c. Subcommittees

Ms. Barrett distributed a discussion document that takes Housing and the Built Environment as an example, and sets out a typical list of questions that a subcommittee on this topic might ask. It then provides a list of data sources that might be drawn upon in answering the questions. Ms. Barrett asked the Committee to consider whether each of the questions would mainly require a technical or a policy response. The results indicated that a majority of the questions needed more technical than policy work. Ms. Barrett

suggested that an exercise of this sort should be done for all the plan elements to help to develop a realistic RFP for a consultant.

Chris Klem reported from the first meeting of the Land Use and Economic Development Subcommittee that they considered that policy issues were fundamental, but would find it useful to know more about data sources.

The Town's resources for carrying out technical work were discussed. It was agreed that time was the biggest constraint but that there may also be gaps in expertise. There may be some scope to use town staff, with the advantage of keeping the knowledge developed in house for the longer term. Ease of accessing data was discussed. Ms. Barrett advised that most sources are now available on-line.

The Committee thought it would be useful to examine the costs of having data work done by a consultant. Ms. Barrett suggested that the subcommittees identify the important questions to address; otherwise she can only offer estimates based on typical questions. If there is uncertainty on data work requirements at the time of an RFP, it is advisable to ask first for bids for the known work and then for per unit costs for additional work, and to hold some money in reserve.

NEXT MEETING/ NEXT STEPS

The next Committee meeting is on February 8 at 7:30pm. It will concentrate on financing the work and on preparation for Town Meeting.

Mr. Whitehead reported that he and Anita Scheipers have been working on some guidance for the subcommittees, in terms of topic coverage and procedures. He will email a proposed breakout of work.

Copies were distributed of: the Town's Committee handbook; 'Lincoln's 250th' (2004); and 'Lincoln Logs the Future' (1991) (1 copy of the last item per subcommittee). Ken Hurd also mentioned that Angela Seaborg's summary of historic planning documents is available on the website.

Subcommittees were encouraged to make progress with recruiting new members.

The meeting was adjourned at 9:25pm.

Submitted by Catherine Perry