

**TOWN OF LINCOLN
MASTER PLAN COMMITTEE MINUTES
September 12, 2006**

ATTENDANCE:

Ken Hurd	Planning Board
Mark Whitehead	Town Planner
Anita Scheipers	Asst. Town Administrator
Noah Eckhouse	Recreation Commission
Astrid Glynn	'At large' member
Bob Sutherland	Council on Aging
Craig Donaldson	Community Preservation Committee
David Reece	'At large' member
Sharon Antia	School Committee
Buck Creel	Water Commission
Paul Giese	Finance Committee
Sarah Cannon Holden	Selectman
Angela Seaborg	Conservation Planner
Ken Bassett	Rural Land Foundation
Ben Horne	Conservation Commission
Catherine Perry	Planning Admin.

DRAFT VISION STATEMENT UPDATE

Ken Hurd reported that a sub group met on Friday to discuss what the Master Plan is trying to do and how to encapsulate this for Town Meeting. They recalled that the town already has a Vision Statement (copies were circulated). This was included in the Selectmen's 1997 annual report but probably originated earlier. The sub group produced a first draft of the Statement of Purpose for the Committee (also circulated), which made reference to the Vision Statement, and suggested using the two documents together. They proposed changing the name of the committee from Master Plan Committee to Comprehensive Long Range Planning Committee. Most committee members expressed a preference for the new name.

After some discussion, the committee agreed to adopt the Statement of Purpose and Vision Statement, at least as an interim measure.

CONSULTANT: SCOPE OF SERVICES

Mark Whitehead reported that he and Tim Higgins met with Judy Barrett who works in the field of master plans and who presented the 'At Risk Properties' work.

Copies of Westford's and Holden's requests for proposals (RFPs) for master plan work were distributed. Mr. Whitehead said he expected Lincoln's requirements to be a little different, with more emphasis on coordination and integrating the work of sub groups, rather than carrying out basic technical analysis. The scope of services can explain what work has already been done and what is needed. Mr. Whitehead suggested setting up a sub committee to work on a draft RFP.

Buck Creel offered advice that consultants should be asked to supply a list of their successful projects or samples of their work. He offered to help develop evaluation

criteria. Members suggested that facilitation and public presentation skills would be useful. The criteria are important in order to both get the right consultant and meet State procurement requirements.

Some members felt there could be needs for technical assistance but these may not be clear until a later stage. A brainstorming session on key issues to be addressed in the plan, using ideas from the constituent boards, may help to see if there is any such requirement that could be identified early.

A pre-bid conference was recommended as a way to help ensure bids are well targeted.

The following people were appointed to the sub-committee: Astrid Glynn, Anita Scheipers, Ken Bassett and Mark Whitehead.

SPECIAL TOWN MEETING FUNDING ARTICLE

The anticipated cost of consultancy work was discussed. Mr. Whitehead thought a high end estimate would be \$100,000. There was some discussion of whether it should be phased, with general agreement that breaks in work and the need for re-bidding should be avoided but that there was merit in having a control schedule.

STATE OF THE TOWN MEETING PRESENTATION

There was a brief discussion of what the presentation might cover, including a review of work so far, reference to the Sudbury Planners' presentation or other towns' work and a link to the need for consultants. It may be useful to refer to the 'At Risk Properties' work and how it has helped to both promote and respond to the New England Deaconess development; also how this development has highlighted the interconnectedness of issues.

It was agreed that there was a need to discuss the various boards' inputs/position statements and to have two meetings prior to Town Meeting.

NEXT MEETINGS

Comprehensive Long Range Planning (CLRP) Committee,
Tentatively set for October 3, later changed to October 10 at 7:30pm, and
October 24 at 7:30pm., in the Donaldson Room.

All boards need to have submitted their position statements by the first meeting.

Submitted by Catherine Perry