

TOWN OF LINCOLN

MINUTES OF THE FACTS COMMITTEE OF THE CLRP COMMITTEE

March 29, 2007

The open meeting was called to order at Town Hall at 8:15 AM.

Attendance: Noah Eckhouse, BJ Scheff, Fez Morse, Bob Sutherland, Craig Donaldson, Tim Higgins (Scott Dale in absentia)

Data Gathering:

Following the February 21 meeting, members of the subcommittee fanned out to gather planning information from ten designated town sources in response to a brief survey questionnaire noted in the February 21 minutes. Progress reports indicated that, to date, verbal, email or in person conversations had yielded data from seven of the ten sources. Reasonable uniformity of input was achieved in most cases. It was clear that personal contact with sources was most fruitful, producing constructive discussion and helping to spread long range planning word around town.

The information regarding General Government, Library, Recreation, COA, Water, Cemetery and Education was presented to the committee by each responsible member in turn. Written summaries were made available. The process appeared to be succeeding in identifying key projects and issues facing each of the ten service areas. Input on Health, DPW and Public Safety is pending.

Discussion:

Discussion focused on the importance of identifying major assumptions upon which planning is contingent. Any plan founded on the assumption that Hanscom would remain open would need a carefully conceived “Plan B” in the event Hanscom. Tim Higgins reminded the subcommittee that much good work has already been done on this contingency. Other examples will need to be clearly faced as the planning process proceeds.

A process for analyzing information was discussed. The first step would be to identify **What** we need. Tim Higgins suggested a “spreadsheet” model, sorting needs such as space, land, facilities, and staffing across each of the ten service categories. This would help us recognize common needs and areas of synergy. The process would then progress to prioritizing what we need, in part based upon impact across the ten areas.

It was agreed that the subcommittee and LRPC must also satisfactorily address **Why** each item is included in the plan, consistent with an overall vision for the Town’s identity. A rough timeframe of **When** each need would best be initiated is also important, for coordination of efforts at the least. The realities of **How** to accomplish each objective would rely largely on the “executive branch”.

Next steps:

The remaining information will be gathered over the next few weeks. The FACTS group will meet again on **Monday April 30 at 7:30 AM**

Submitted by Craig Donaldson, clerk