

## Minutes of FACTS Committee of CLRP Committee

The open meeting was called to order at 7:30 PM Tuesday September 25, 2007.

In attendance: Noah Eckhouse, Scott Dale, Craig Donaldson, Tim Higgins, Fez Morse, Bob Sutherland. Not present: BJ Scheff.

Joining the meeting at 8:00 PM: Judy Barrett, Consultant, retained by CLRP Committee, and Mark Whitehead, Lincoln Town Planner.

### Transportation:

Tim Higgins stated that the Town has had comprehensive transportation analyses (with primarily emphasis on dealing with cars passing through town) approximately every 7 years since 1982. Another is about to start with the Selectmen appointing a new committee in response to the proposed large commercial development on Winter Street in Waltham. One option for the master plan is to rely on these prior efforts, augmenting, as appropriate, with traffic calming, safety plans (pedestrian, bicycle, auto), road paving standards, etc.

### Services:

We have gathered information from service providers on their issues. We need information from recipients of services on adequacy of services and their needs for future services. Getting feedback from users of services can be tricky. The design of a questionnaire can skew results. It seems that carefully constructed focus groups or one on one interviews may be effective. (This last sentence is the conclusion of Acting Secretary based on our discussions).

### Facilities:

Facilities reports available: Library report from a few years ago (need get a copy) and Town of Lincoln Building Needs Assessment, July 24, 2006, Prepared By: McGinley Kalsow.

Selectmen are looking at current use of facilities. Is current use effective?

Each department need to look at facilities needs growing out of programmatic needs, services offered.

Lincoln Schools: Have done needs assessment. Now developing design.

Questions for the Consultant;

What are our deliverables?

What works? What does not?

Towns against which to compare Lincoln: Concord, Sudbury, Weston, Bedford, Carlisle, Acton, Stow, Boxboro, Harvard, Dover, Sherborn, Manchester, MA

Bench marking, comparing to other towns: What do with data? Measure our efficiency?

Hanscom: Assume Hanscom stays open. If closure is likely, need to redo all planning.

We need get all of our documents and minutes on our portion of the CLRP website.

There is a video of the June 19 meeting that would be informative to those not able to attend that meeting.

FACTS needs to finalize our goals: Model against which to evaluate projects, utilization of resources, people, funds.

Expect consultant to work with existing data and interpretation thereof and not develop new data.

Submitted by Bob Sutherland, Acting Secretary