

**TOWN OF LINCOLN
MINUTES OF COMPREHENSIVE LONG RANGE PLAN
STEERING COMMITTEE
November 13, 2007**

PRESENT:

Tim Higgins	Town Administrator
Anita Scheipers	Assistant Town Administrator
Ken Hurd	Planning Board; HOBE sub-committee
Sarah Guerrero	LUED sub-committee
Noah Eckhouse	FACTS sub-committee
Peter Sugar	CHUG sub-committee
Ken Bassett	LUED sub-committee
Paul Giese	CHUG sub-committee
Bryce Wolf	Planning Board
Mark Whitehead	Town Planner
Judi Barrett	Community Opportunities Group
Patti Kelleher	Community Opportunities Group
Catherine Perry	Planning Admin.

DISCUSSION OF WORK PLANS

The CHUG, LUED and FACTS sub-committees have supplied their draft work plans to COG. HOBE's is still in rough draft form and needs vetting by the sub-committee, which will meet again on the Monday after Thanksgiving. The OSNR sub-committee is not expected to produce one, and Judi Barrett has expressed some concerns about this.

It was noted that the LUED sub-committee's plan was written by Chris Klem and circulated to the sub-committee for comment. The group will meet again this week; the members present did not anticipate major changes.

In response to the draft work plans, Ms. Barrett stated that work on drafting goals for each element needs to be included in work plans, with a completion date of mid-December. The goals can be draft ones prior to public participation.

Ms. Barrett reported that the work plans reflect different styles or approaches by the sub-committees. She liked the policy/ issues orientation of LUED's plan, identifying "big picture" questions. CHUG's approach is more research-based and it is less clear at this stage what goals may emerge. Ms. Barrett was a little concerned that the products of the work plans may come out too different, therefore a little balancing up at this stage may be good.

SUB-COMMITTEE STATUS REPORTS

Peter Sugar observed that CHUG's mission statement represents a start on goals, although further work may be needed. He reported that the sub-committee has set up the remaining interviews on cultural and historic resources. It is drawing up a questionnaire on governance for current and recent Town board members, and also planning to talk to department heads. It hopes to conduct a survey at an early date; some questions have

been drafted and tested. CHUG would welcome guidance from COG or elsewhere on the sub-committee's coverage of issues.

Noah Eckhouse said that FACTS is inviting Rob from VHB to its next meeting. It has collected data and participated in the State of the Town Meeting, and is working on survey questions. Tim Higgins reported that the relationship between this sub-committee and the Selectmen's Traffic Committee is being clarified. It may be useful to produce an executive summary of the results of discussions on traffic that have taken place over the last two decades. This has been listed in the FACTS work plan. Depending on the level of depth in the final work plan, the FACTS subcommittee may seek additional resources for data analysis. Their current hope is that their work plan will not delve into that level of granularity. Feedback from COG would be helpful at this point. One major policy issue identified is that facilities are not managed at a Town-wide level; the sub-committee may examine the benefits of a more centralized approach.

LUED's representatives said that it will be taking a hard look at its workload on Thursday. Sarah Guerrero asked for good examples of the products that the sub-committees should be working to deliver. Judi Barrett said that she was unable to offer any, since Lincoln's process is unusual, but that COG normally produces initial papers on policy questions that may be similar.

SCHEDULE REVIEW

Ms. Barrett reported that COG is working hard on information collection for the elements papers. She commented that the schedule is tight. The finalized work plans will be needed soon as they will affect COG's work to some extent. There will be an issue to resolve at some point about documentation standards for information that supports statements in the plan, in view of the collaborative approach.

Paul Giese reported that CHUG is a little unsure about how specifically issues should be defined, for example "what is the role of local government?" versus "should we have five selectmen?" Ms. Barrett suggested it should be closer to the former at this stage, since any specific solution should relate to an identified problem or aim. CHUG has discussed policy issues such as efficiency versus effectiveness and checks and balances, but finds it hard to write draft goals without some outside input.

Mr. Higgins suggested that it would be helpful for each sub-committee to have a discussion with Ms. Barrett to clarify how to amend its work plan for more consistency, and for there to be a Steering Committee meeting with sub-committee representatives present to discuss the formulation of goals. Ms. Barrett suggested that one need is to eliminate jargon in the work plans. It was agreed to schedule individual sub-committee meetings with Ms. Barrett, as two double sessions, with the general session later. It was agreed to put back the timetable for the receipt of elements papers from COG by two months to allow for this.

NEXT MEETING

The Steering Committee will meet with those sub-committees that are interested, to discuss conducting a questionnaire survey, and to begin to plan for the February 2 public meeting, on Tuesday November 27th at 8:00am.

Submitted by Catherine Perry