

**TOWN OF LINCOLN
MINUTES OF COMPREHENSIVE LONG RANGE PLAN
STEERING COMMITTEE
Held on November 25, 2008
At 8:00 AM in the Lower Conference Room, Lincoln**

PRESENT:

Ken Hurd	HOBE sub-committee; Planning Board (Chairman)
Mark Whitehead	Town Planner
Anita Scheipers	Assistant Town Administrator
Peter Sugar	CHUG sub-committee
Noah Eckhouse	FACTS sub-committee
Ken Bassett	LUED sub-committee
Peter Von Mertens	OSNR sub-committee
Angela Kearney	Conservation Planner
Catherine Perry	Planning Admin.

REVIEW OF SOTT AND FOLLOW-UP MEETING

The Chairman reported that he had received favorable feedback from the SOTT. In terms of the pacing of the presentation, some people had found it a little fast and others a little slow, so on balance it was probably about right.

Only six ‘outsiders’ attended the follow-up meeting on November 18th. Marcus Gleysteen expressed interest in getting involved in the next steps of the Plan. His comments prompted HOBE to increase the emphasis on sustainability in its chapter. Jack McLean contributed material on historic resources that will be useful to both CHUG and LUED. Some people from the school community aired concerns about facilities planning. Two people attended the LUED break-out session and listened attentively. One person criticized the level of communication on the plan.

Peter Von Mertens noted that at the SOTT meeting, John Snell/ Judi Barrett had tried to get a sense of the meeting in relation to South Lincoln [this indicated general support for the ideas put forward, subject to the need for more specifics]. Mr. Von Mertens suggested a further participatory exercise focusing on this area. It was agreed that this could be considered as an item for the Implementation Plan.

REVIEW OF UPCOMING SCHEDULE/ STRATEGY FOR COMMUNICATION AND DOCUMENT REVIEW

Noah Eckhouse said he felt there was a need to ensure enough time to edit the final versions of the chapters and also for more interaction between sub-committees than has occurred so far. In October he was busy and experienced communication overload, therefore he suggested that there needs to be a strategy to control the flow of different versions of documents or at least to label them clearly and plan the editing sequence.

The Steering Committee noted that revised topic papers (draft chapters) were due to come out from COG the next day in both pdf and word formats. It was agreed that sub-committees will make the first edits of their own papers and circulate them. Anita Scheipers suggested that each sub-committee should also be responsible for identifying

matters that need discussion with other sub-committees and making arrangements; it was agreed that this is likely to be in January.

Looking at the range of work demanding attention in the remaining time before Town Meeting, Mr. Eckhouse suggested that the most important thing to concentrate on is the Executive Summary, since it will receive the most attention by readers of the Plan and it needs to be a balanced and meaningful expression of the town's goals.

The draft Implementation Plan is scheduled to come out from COG on December 5th and will need a response. COG has set March 16th for final printing. Some Steering Committee members suggested that there will be a need for text explaining the intentions for certain items, such as describing a process, rather than just items in a table.

The schedule was reviewed. There was some concern that a January forum would take time away from work on editing the chapters and writing the Implementation Plan. The Steering Committee considered that it was important to have sufficient public visibility prior to Town Meeting but that moving this stage into February might be more practical. Other forms of outreach such as neighborhood meetings or making use of other scheduled meetings such as School meetings and Conservation coffees were discussed, as was making more use of cable TV and placing DVDs for loan in the library. As the Board of Selectmen's meetings are already televised, they could be used to help to disseminate information about the Plan.

It was agreed that Mark Whitehead and Anita Scheipers will draft a revised schedule and circulate it.

FINANCE REPORT

Mr. Whitehead reported that an invoice has been received from COG for \$4,300 comprising \$2,500 for work in connection with the full committee meeting on September 16th and \$1,800 for outreach materials. The amount remaining in the consultant budget is \$49,025. The Steering Committee voted unanimously to approve payment of the invoice.

Mr. Whitehead further reported that Judi Barrett has suggested a rearrangement of the contract to allocate more funds to committee/ sub-committee meetings and less to neighborhood meetings to reflect what has been required.

The meeting was adjourned at 9:30 AM.

Submitted by Catherine Perry