

**TOWN OF LINCOLN
MINUTES OF COMPREHENSIVE LONG RANGE PLAN
STEERING COMMITTEE
January 8, 2008**

PRESENT:

Tim Higgins	Town Administrator; FACTS sub-committee
Mark Whitehead	Town Planner
Anita Scheipers	Assistant Town Administrator
Peter Sugar	CHUG sub-committee
Sarah Guerrero	LUED sub-committee
Ken Bassett	LUED sub-committee
Ken Hurd	Planning Board; HOBE sub-committee
Judi Barrett	Community Opportunities Group
Patti Kelleher	Community Opportunities Group
Angela Seaborg	Conservation Planner
Jim Meadors	OSNR sub-committee
Noah Eckhouse	FACTS sub-committee
Catherine Perry	Planning admin.

UPDATE FROM SUB-COMMITTEE CHAIRS

HOBE now has draft goals and objectives; Ken Hurd will circulate them.

CHUG's work plans and goals are complete. The results of the survey of town boards are coming in and the two remaining institutional interviews will take place this month. Mark Hochman is working on the survey of residents and finalizing arrangements for its distribution.

FACTS has experienced scheduling problems, limiting its progress. The Steering Committee discussed attendance issues. Some groups have had more difficulty than others; this may be partly related to the number of members and to whether the group has a regular schedule and agendas. Mr. Higgins commented that Judi Barrett's role is important in helping to maintain progress.

LUED has worked on its goals and divided up work between its members. It has identified overlaps with HOBE's areas of interest. The Steering Committee discussed interaction between the sub-committees. Peter Sugar repeated his call for all sub-committees to circulate minutes to the others, and asked for there to be sufficient detail to identify matters of common interest.

OSNR has not met but Ellen Meadors' participation in LUED helps to link the subject areas.

NEXT STEPS/ SCHEDULE REVIEW

The sub-committees' draft goal statements will be discussed at the Steering Committee meeting on January 22. They should be sent in electronic form to Mark Whitehead this week to be circulated together.

Mr. Whitehead requested any comments on the revised schedule circulated in December, which aims for presentation of the plan at the State of the Town meeting in the fall of 2008 and a Town Meeting vote in March, 2009. It was generally agreed that

the schedule is tight, and Noah Eckhouse reminded people to keep their eye on the big picture. Judi Barrett asked for as much notice as possible of any work required from COG.

UPDATE ON FEBRUARY PUBLIC FORUM

Mr. Whitehead confirmed the change of date to February 9. Rooms have been reserved at the school rather than Bemis Hall so that breakout groups can be held in classrooms. The idea of a guest speaker has not been settled. This was discussed and it was agreed that Ken Bassett or Buzz Constable will contact potential speakers and make a decision in conjunction with Ken Hurd and Mark Whitehead by the end of the week. It was agreed to offer an honorarium of up to \$500.

Two alternative draft agendas were presented by Mr. Whitehead, for programming the time from 8:30am to 12:45pm, with or without a guest speaker. The Steering Committee considered that if the guest speaker cannot be arranged for the Friday evening, it would be better to do without. The number of breakout groups was discussed and it was agreed to have six: one for each of the sub-committees (covering two topics each) except for CHUG which will be separated into two. It was noted that discussion leaders will need to manage the time carefully to cover the allotted topics.

COG's role was discussed. It was agreed that Judi Barrett will lead the plenary session, and COG will input points that are raised by attendees into the electronic equivalent of a flipchart. Facilitators of the breakout groups will need to note points that fall within their topic areas, for discussion. COG will bring four or five people to 'roam' during the breakout sessions and assist with information needs. COG will provide flipcharts, pre-printed with the draft goal statements, for use in the breakout sessions. Judi Barrett will provide guidance for the facilitators on what to aim for in reports back from the breakout groups. She will also draft a list of other suggested supporting materials such as maps.

It was agreed that a snow plan will be needed, including a reserve date (March 1?) and procedures for deciding and notifying cancellation.

WORK PLANS AND DISCUSSION ON WRITING/DRAFTING SECTIONS OF THE PLAN

Judi Barrett has helped to pull together the sub-committees' work plans and put them into a standard format. Mr. Whitehead asked whether a similar role for COG, to achieve some standardization in the format of the actual plan, would be acceptable. He suggested that COG could draft the plan elements, making use of whatever material the sub-committees provide, and then the sub-committees could edit them. This approach seemed to be generally acceptable.

DISCUSSION OF SURVEY ANALYSIS

CHUG requested funding for initial analysis of the survey results by a private company that has offered to do the work at cost. The exact cost will depend on the final design of the survey form and the types of analysis requested. The Steering Committee discussed the matter. It considered that this is likely to be the main survey effort for the plan, and agreed in principle to funding of up to \$2,000. CHUG was asked to obtain an estimate and provide it to Mark Whitehead for circulation.

Other miscellaneous costs that may arise in connection with the plan and that are not covered by the consultant funding, were discussed. Items identified were custodians for meetings, and mailings. It was agreed that Tim Higgins will work with Judi Barrett to compile a list of likely costs in advance so that the town can budget for them.

APPROVAL OF INVOICE

Mr. Whitehead presented an invoice for \$1,500 from COG in connection with meetings in December.

A MOTION was proposed by Ken Hurd and seconded by Ken Bassett, to approve the invoice for payment. Passed unanimously.

OTHER BUSINESS:

The Steering Committee briefly discussed a report in the Boston Globe of a recent legal case concerning the town of Norwell, which appears to support towns seeking to control ‘mansions’. Judi Barrett advised that the ruling relates to non-conforming lots and will need to be interpreted carefully.

Tim Higgins reported an announcement by Greg Bialecki of the state’s Executive Office of Housing and Economic Development, of a proposed system to reward towns that adopt ten principles of ‘smart growth’ with state grants and more favorable zoning rules. Some people are concerned that this system aims too much towards homogeneity. The system is being proposed as an alternative to CPA II.

NEXT MEETING

The next Steering Committee meeting will be on January 22 at 8:00am in the Lower Conference Room.

Submitted by Catherine Perry