

**TOWN OF LINCOLN  
MINUTES OF COMPREHENSIVE LONG RANGE PLAN  
STEERING COMMITTEE**

**Held on January 13, 2009**

**At 8:00 AM in the Donaldson Room, Lincoln Town Offices**

**PRESENT:**

Ken Hurd	HOBE sub-committee; Planning Board (Chairman)
Mark Whitehead	Town Planner
Peter Sugar	CHUG sub-committee
Noah Eckhouse	FACTS sub-committee
Sarah Guerrero	LUED sub-committee
Jim Meadors	OSNR sub-committee
Peter Braun	FACTS sub-committee
Tim Higgins	Town Administrator
Judi Barrett	Community Opportunities Group
Patti Kelleher	Community Opportunities Group
Anita Scheipers	Assistant Town Administrator

**TIMETABLE TO COMPLETION/ COG MEMO ON OUTSTANDING ISSUES  
AND SUGGESTIONS**

The Chairman asked for further discussion of whether it was feasible to address the outstanding items and produce a high quality Plan by June. He reported that the Planning Board had discussed the Plan at its last meeting and felt that there were some gaps and imbalances. He referred to other towns' plans that had been examined at the start of the process, especially Concord's. A memo from Judi Barrett dated December 29<sup>th</sup> set out some outstanding issues and suggestions for taking the Plan to the next level.

In terms of the suggestion in Point 1 of the memo, of a small editing committee, Mr. Hurd considered there were two types of work needed: conceptual and wordsmithing. At the conceptual level, the goals still need some work to produce a balanced and integrated document. Wordsmithing could potentially make use of someone new with professional editing skills.

Ms. Barrett advised that to meet state requirements, the Plan needs to include proposals for implementation going forward five to ten years, and while it would be unrealistic to try to finish the process for March Town Meeting, a few more months should be sufficient. She considered that more round-table discussion was needed but that there was no need to produce more detail, for example on South Lincoln.

It was agreed that additional content needs to be provided on some matters including education, water, Hanscom and the economy. Tim Higgins reported that the Finance Committee will be able to provide some information and commentary for inclusion. The Water Commission is in the process of hiring a new superintendent and time has been a constraint, but the issues are relatively simple. On Hanscom, the Selectmen are involved in discussions concerning military base activities and housing, and so are in a good position to provide input. Some material from the BRAC study can be reused. Therefore he thought that the overall topic coverage of the Plan could be significantly improved within a few months.

It was agreed that Tim Higgins and Peter Braun will produce a financial section to set the context for the rest of the Plan without relating in detail to each proposal. Tim Higgins and Mark Whitehead will write a short chapter on Hanscom providing some background and discussion of potential issues such as housing and vulnerability to base closure. Ken Hurd will contact the Water Commission chairman to discuss how to produce text on water issues. Some technical material can be obtained from annual reports. Judi Barrett suggested including discussion of water in the Facilities and Land Use chapters rather than a separate chapter; also that facilities planning for water may be an appropriate recommendation to include.

The high school is facing big issues concerning differences between Lincoln and Sudbury. It was agreed that these need to be acknowledged in the Plan, possibly followed by a discussion of options and relevant considerations. The town's Lincoln-Sudbury representatives will be given the opportunity to write the initial draft.

Material for the Economic Development chapter has not yet been received by COG from the sub-committee. Judi Barrett recalled that the goals needed work. Sarah Guerrero will pursue this with Anna Hardman and David Levy by Friday. COG can add some thoughts. Ms. Barrett congratulated the other sub-committees on the speed with which they produced their responses to the second drafts. COG has responded promptly in turn where appropriate.

Ms. Barrett suggested that the subcommittees' work should be drawn to a close at this point and overall priorities worked out. She said that COG is agreeable to extending the timeframe of its contract but recognizing that the budget is fixed, communications need to be channeled through a small group to achieve efficiency. The Steering Committee agreed to this approach. It appointed Ken Hurd and Peter Sugar as the editing committee. Ms. Barrett offered to do the first edit based on comments already received, while the Town works on the missing pieces.

Point 2 of Ms. Barrett's memo raised the question of involvement of Town departments. She explained that she felt coverage of service operations and needs was weak and that more staff input could have been incorporated. Noah Eckhouse responded that he spoke with departments but did not see major operational problems. COG also received some information from staff but recognized that follow-up may have been weak. Ms. Barrett offered to suggest some matters that could be included.

Point 3 related to overlapping content between CHUG and FACTS. COG's editing will try to resolve this problem.

Point 5 discussed the Land Use assessment criteria. Ms. Barrett feels that in their current form they lack clarity for guiding potential developers as to what are essential requirements and what are potential trade-offs or mitigation measures, and that such guidance is essential for 'smart growth'. Peter Braun considered that it may be sufficient to be more specific about development in South Lincoln (the area around the station) and to use the criteria as a list of considerations elsewhere. Others were interested in ways to take the current work further. Ms. Barrett suggested that it may be helpful to review the positive factors and trade-offs that led the Town to approve past overlay district developments and try to describe them. She agreed to put forward a way to proceed prior to the all-subcommittees meeting.

Point 7 drew attention to the need to address active recreation in the Community Facilities chapter. This was agreed upon and Noah Eckhouse offered to assist.

Other points in the memo were covered in the earlier discussion.

### **“FIVE MAJOR ISSUES” LISTS**

Mark Whitehead reported that he has received lists of suggested major cross-cutting issues from three of the sub-committees. FACTS’ list was agreed to identify most of the important themes in the Plan. Peter Braun suggested ways of posing them more as trade-offs (often against cost). This was agreed to be helpful. Mr. Braun will email his list to Mark Whitehead. One of the points on FACTS’ list was the move from open space acquisition to management. Jim Meadors clarified that OSNR did not intend to imply that there would be no more land acquisitions but rather that there would be a need for more resources for management. Other sub-committees will also send in their lists of issues.

The All Sub-committees meeting will be held on January 21<sup>st</sup> at 7:30 PM to discuss the issues. It was agreed that the end of the meeting would be a good time to thank the sub-committee members and disband these groups but mention further Plan-related work to come.

Sarah Guerrero suggested inviting potential members of the future Implementation Committee to the meeting to ensure continuity. Judi Barrett clarified that an Implementation Committee mainly advocates for and monitors progress on the Plan’s recommendations rather than pursuing particular goals. A charge will need to be written for the committee. Members of the disbanded sub-committees will still be able to respond to consultation, and the Steering Committee will continue.

### **ALL BOARDS MEETING**

An All Boards meeting is proposed in Bemis Hall to discuss major cross-cutting issues. This was scheduled for February 11<sup>th</sup> but Judi Barrett cannot attend on that date. It was agreed that it would be desirable to have her to moderate the meeting. Mr. Whitehead will try to rearrange the meeting for February 10<sup>th</sup>.

The posting of documents on the website was discussed. The SOTT document has been made available but some of the goals have changed. Mr. Hurd suggested that it may be possible to edit and reorganize the goals first, circulate them and make them available. The All Sub-committees meeting will pass its understanding of the big issues on to the All Boards meeting, which may confirm or add to them.

### **FINANCE REPORT/ CONSULTANT BILLS**

Mr. Whitehead reported that no new bills were received.

The meeting was adjourned at 10:30 AM.

Submitted by Catherine Perry