

**TOWN OF LINCOLN
MINUTES OF COMPREHENSIVE LONG RANGE PLAN
STEERING COMMITTEE
January 22, 2008**

PRESENT:

Tim Higgins	Town Administrator; FACTS subcommittee
Mark Whitehead	Town Planner
Anita Scheipers	Assistant Town Administrator
Peter Sugar	CHUG subcommittee
Mark Hochman	CHUG subcommittee
Sarah Guerrero	LUED subcommittee
Ken Bassett	LUED subcommittee
Ken Hurd	Planning Board; HOBE subcommittee
Judi Barrett	Community Opportunities Group
Patti Kelleher	Community Opportunities Group
Angela Seaborg	Conservation Planner, OSNR subcommittee
Jim Meadors	OSNR subcommittee

UPDATE FROM SUB-COMMITTEE CHAIRS

FACTS – Tim Higgins reported goals and objectives were not ready yet, but they have an upcoming meeting to discuss them.

CHUG – Peter Sugar discussed the interview status with the various groups in town. Mark Hochman discussed the survey and the need to mail to each adult individual (two per household). In addition the cost of the mailing and whether return postage should be included was discussed. The SC voted to mail one survey per household and not to include return postage. The SC discussed placing of ballot boxes around and putting the survey on the website.

OSNR – Jim Meadors reported that his committee had some people lined up to do the Feb 9th meeting.

LUED – Ken Bassett reported that his group was working on their goals and objectives and just needed to finalize the wording.

HOBE – Ken Hurd reported that his group has realized the scope of their work plan maybe too much for the group to handle and some of the responsibilities may need to fall back to the consultant team.

NEXT STEPS/ SCHEDULE REVIEW:

This agenda item was skipped.

GOALS AND OBJECTIVES REVIEW AND COMPARISON FOR FEB 9TH:

Goals and objectives of the various groups except for FACTs were distributed. Judy noted that many of the goals had too much “jargon” in them or phrases the public might not understand. The suggestion was made to email Judy for suggestions for phrases that

should be changed. All groups were asked to identify overlaps if there are concerns or if there is a need to balance with other subcommittee's goals. Due to the tight time frame, each group should limit the discussion to four main points in the breakout groups. Groups should also discuss the goals and then ask if "we forgot anything" or "are we on the right track?" All final goals to be sent to Judi by February 4th.

PREPARATION FOR FEB 8TH AND 9TH

Ken Bassett is to follow up with Armando on his needs for Friday night. Jim Cunningham will film Armando's lecture.

For the public forum, Judy will supply maps and other visuals for the auditorium. Packets will be given to each participant that will include an agenda, room map, goals, Lincoln basic facts, maps, name tag with a number (1-6). Mark has placed notices in the Calendar section of the Lincoln Journal for the 31st and the 7th as well as cable ads and the town website. Ken Hurd is writing a letter to the editor. Sandwich boards will go up next week. A meeting was set up for Friday night (6:45 PM) prior to the Armando lecture for a short facilitator training session. The groups were asked to pick two facilitators for the breakout sessions, one to facilitate the discussion while the other takes notes and keeps track of the time. We will need volunteers to work the sign-in table.

DISCUSSION OF SURVEY ANALYSIS: (See above discussion)

SC MEETING SCHEDULE:

This agenda item was skipped.

Submitted by Mark Whitehead