

**TOWN OF LINCOLN
MINUTES OF COMPREHENSIVE LONG RANGE PLAN
STEERING COMMITTEE
February 26, 2008**

PRESENT:

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

UPDATE FROM SUB-COMMITTEE CHAIRS/ FEEDBACK FROM PUBLIC FORUM ON FEBRUARY 9th

The sub-committee chairs commented on the feedback they had received both at and since the public forum. This was generally reported as positive. The FACTS group gained two new volunteers, and the LUED group had a participant who expressed interest in continuing the conversation. The main direction emerging from the FACTS discussion groups was that service growth needs should be accommodated in an economical manner.

Tim Higgins identified a desire for improved communications, especially via the website, as a recurring theme. Jim Meadors suggested establishing a website review committee.

Anita Scheipers said that she hoped to have the written notes from the forum available the next day.

CHUG reported that it has completed its survey of board members, receiving 60 responses out of 120. It has tabulated the results and is planning to interview some participants further by the end of June. A separate sub-committee is looking at cultural and historic resources, identifying topics of common interest to the various organizations and hoping to set up focus groups.

DISCUSSION OF SURVEY ANALYSIS AND BUDGET

The Chairman reported that he had received positive feedback about the quality of the survey questionnaire. The status of its funding needs to be reviewed. The Planning Board has voted to fund the printing and postage costs, up to \$3,000, from its consultancy budget. Funding of the analysis remains to be settled. The money voted at Town Meeting was purely for the consultant contract, awarded to COG. No clear provision was made for additional items at that time, although Mr. Higgins felt it was recognized that there was

potential to fund ancillary costs from existing budgets. The costs of the survey were not identified clearly early in the process and the likely cost of the analysis has increased, partly because it is dependent on the numbers of questions and responses. The situation was reviewed early in 2008 and it was decided to go ahead with the mailing, without return postage to contain costs. It was also decided to discuss volunteer analysis as an option. The printing and mailing costs came in at a little under \$2,400. The current estimate for professional analysis is \$4,000-5,000.

Several steering committee members spoke in support of the importance of the survey. The idea of using volunteers for data input was discussed but there were strong doubts about its feasibility and reliability. Mr. Hurd suggested obtaining firm estimates for the cost of professional analysis both with and without volunteer data input. A MOTION was proposed, seconded and passed unanimously, to approve payment of the printing and mailing costs of up to \$2,400 from the Planning Board budget.

Potential funding sources for the analysis were identified as the Town Administrator's budget, the Planning Board's budget, and a reserve funds transfer. Bob Domnitz requested that any recommendation for the funding and its source be channeled through the Planning Board.

A MOTION was proposed by Sarah Guerrero and seconded by Ken Bassett, to authorize a sub-committee comprising Tim Higgins, Ken Hurd, Mark Whitehead, Peter Sugar and Noah Eckhouse to discuss the funding of the survey analysis further and propose a way forward. The motion was passed unanimously.

WORKING PAPERS SCHEDULE REVIEW

Copies of a draft revised schedule for production of topic working papers by COG were distributed. The revision allows a little more time, especially for the first few papers.

The Steering Committee asked Judi Barrett to explain the process surrounding the working papers. She explained that the papers will form the basis of chapters of the plan. COG has been doing foundation work on them, and will make use of the recent public forum for some input. The papers will set out background for the policy decisions and examine a 'do nothing' scenario. Ms. Barrett may ask for some input from the sub-committees on the 'do nothing' scenarios, but mainly expects the sub-committees to suggest revisions to the papers once they are produced. She hopes for feedback on the information sources used, responses to questions posed, and any questions to add.

Ms. Barrett said she considers she has sufficient information from the town on land use; she is not sure on the built environment topic and is concerned about transportation. She commented that the town appears to have a body of expertise on housing but she was unsure of its capacity on transportation.

It was agreed that the papers will be supplied in both pdf and editable formats; only the pdf version should go on the website. Sarah Guerrero suggested that the post-paper discussion meetings should be scheduled as early as possible.

The Chairman suggested that sub-committees should do some work looking at the results of the forum break-out sessions. Ms. Barrett thought it would be helpful to COG to have the sub-committee's interpretations as well as the recorded notes.

FUTURE PUBLIC OUTREACH

The Chairman said that the next stage of outreach is to report to Town Meeting on March 29. The sub-committees can consider whether any further outreach exercises will be appropriate for their topics.

NEXT STEPS

Noah Eckhouse expressed optimism that receiving COG's background papers and building on a firm platform will put the CLRP in good shape by the State of the Town Meeting in fall.

FINANCE REVIEW

The flexibility to accommodate future miscellaneous costs outside the consultant contract was discussed. Mr. Higgins agreed to give consideration to developing a revenue budget for such costs for the remainder of the plan project.

NEXT MEETING

The next Steering Committee meeting will be on March 11, starting at 8:00am and ending at 9:00AM.

Submitted by Catherine Perry