

**TOWN OF LINCOLN
MINUTES OF COMPREHENSIVE LONG RANGE PLAN
STEERING COMMITTEE
March 11, 2008**

PRESENT:

Anita Scheipers	Assistant Town Administrator
Mark Whitehead	Town Planner
Angela Seaborg	Conservation Planner
Peter Sugar	CHUG sub-committee
Sarah Guerrero	LUED sub-committee
Al Schmertzler	School Committee
Jim Meadors	OSNR sub-committee
Patti Kelleher	Community Opportunities Group
Ken Hurd	Planning Board; HOBE sub-committee (Chair)
Ken Bassett	LUED sub-committee
Tim Higgins	Town Administrator (part of meeting)
Catherine Perry	Planning admin.

UPDATE FROM SUB-COMMITTEE CHAIRS

CHUG has met with VHB and Patti Kelleher to discuss historic resources. The working paper discussion on this aspect has been scheduled for just before Town Meeting. The sub-committee will discuss governance next. The results of the survey of boards are being tabulated, and may be available for Town Meeting.

LUED will meet this Thursday.

HOBE has met and shared out its work. A meeting with Patti Kelleher and Bob Ballou is scheduled for March 31, when the housing paper is due.

FACTS was not represented at the time of this discussion, and OSNR had nothing to report.

Al Schmertzler introduced himself as the new representative from the School Committee. He drew attention to the need for coordination with the Lincoln schools' building plans and their budget implications. He also wished to ensure that school enrolments are fully considered in looking at potential development in the Winter Street area, and at the effects of the Deaconess development. Tim Higgins mentioned that the At Risk Properties Committee would be meeting the next day to receive a consultant's report on the effects of various development scenarios for the Winter Street sites. Mr. Schmertzler said he would try to attend and report back to the School Committee. Mr. Higgins also explained that the main sub-committee that needs to connect with the school planning work is FACTS, chaired by Noah Eckhouse.

UPDATE ON SURVEY ANALYSIS

Mark Whitehead reported that he dropped off the 379 completed paper survey forms that were received by last Wednesday, for analysis. On the basis of the number of paper and electronic survey responses, a total cost of \$4427 has been quoted for the data input and analysis. It has been proposed that approximately \$600 will come from the remainder of the \$3,000 voted by the Planning Board and approximately \$3,800 from the

Town Administrator's budget. The printing receipt will be submitted for reimbursement today. The analysis is expected to take 2-3 weeks.

WORKING PAPERS UPDATE

Patti Kelleher reported that work on natural resources has been received from VHB. VHB discussed the 'do nothing' scenario with Angela Seaborg. Work on cultural and historic resources is expected soon from VHB. The other papers are on schedule.

Ms. Kelleher was asked to check whether COG has received a copy of Lincoln's previous housing plan.

She reported that Judi Barrett hopes to set up a meeting with LUED, and also one with FACTS together with VHB.

Angela Seaborg asked about the appropriate form for edits to the working papers. COG would prefer to receive one coordinated set of edits/ comments from the sub-committee.

TOWN MEETING

The Chairman is expected to give a short presentation. It was agreed that this could review outreach to date, including the June 19, 2007 meeting. It should also set out the timeline going forward, possibly with a Power Point presentation.

The sub-committees should consider if they wish to provide any papers for distribution.

OVERALL SCHEDULE REVIEW

Future outreach was discussed. It was agreed that some public discussion prior to the State of the Town Meeting would help to ensure that people do not go into it 'cold'. Mr. Higgins suggested that small group conversations are most effective for addressing issues, whether held as part of a big event or a series of meetings.

Sarah Guerrero said that LUED is planning a public meeting in the near future to continue the discussion on its topics from the forum. The Chairman asked sub-committees to keep the Steering Committee informed on such events. Ken Bassett suggested that if another event similar to the forum is planned, the breakout sessions be made longer.

Ms. Guerrero suggested that an email distribution list be established for informing interested members of the public about CLRP related events. People could be invited to give their email addresses at the next large event. The distribution would need to be managed centrally and a blind copy system used.

FINANCE REVIEW

There were no new invoices for approval.

Mr. Higgins reviewed the budget situation for the total plan preparation project. He will circulate a report setting out the figures.

NEXT MEETING

The next Steering Committee meeting will be on April 8, 2008 at 8:00AM in the Lower Conference Room.

Submitted by Catherine Perry