

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

**Held on March 11, 2009**

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

**PRESENT:** Ken Hurd, Mark Whitehead, Peter Sugar, Ken Bassett, Angela Kearney, Patti Kelleher, Peter Braun, Tim Higgins, Anita Scheipers, Catherine Perry

**TIMELINE TO COMPLETION**

Mark Whitehead reviewed recent progress on the Plan. A small group (Ken Hurd, Mark Whitehead, Tim Higgins and Peter Sugar) has been meeting to do further editing of the goals, objectives and action items. There will be a further session the next day. Catherine Perry offered some comments for the transportation section. The revised sets of goals, objectives and action items will be circulated and should be on target to be made available as background for the report to Town Meeting.

The Planning Board hearing is proposed to be in May. If the Implementation Plan is produced at the end of April, the public can react to it at the hearing. COG will also write the Executive Summary.

Mr. Whitehead will produce an updated schedule.

**TOWN MEETING PREPARATION**

Ken Hurd suggested that the Town Meeting presentation should be fairly short and should mention the number of people who have participated in the plan's preparation and the number of outreach activities. The committee agreed to have a small number of PowerPoint slides showing the goals, but not to speak to all of them. The handouts will provide more detail. A further slide could list four or five issues. The presentation should lead into the subject of implementation, with a call for volunteers for the Implementation Committee. People can be given a further opportunity to comment on the issues at a subsequent Board of Selectmen's meeting, possibly on April 13<sup>th</sup>. Comments can also be invited via the website; Chuck Miller will be asked to set this up. Mr. Whitehead was asked to prepare the slides.

**DRAFT CHAPTERS UPDATE**

Mr. Whitehead reported that the text of the plan chapters is also being fleshed out using town professionals and COG. Mr. Whitehead has provided an outline of the background to Hanscom-related issues, referencing key documents, and Mr. Higgins has prepared something similar on finance. The financial context will be important for consideration of the Implementation Plan. Drafts will be circulated to the Steering Committee. Ken Bassett mentioned that he has discussed the land use chapter further with Judi Barrett following the Bemis Hall discussion. The Steering Committee felt that it may need to discuss the land use issues further, including the relationship with economic development.

Patti Kelleher reported that some of the original action items are not easy to incorporate in the chapters and these will need to be finalized before the chapters can be finalized. The current work on the goals and objectives is helpful, however.

## **IMPLEMENTATION PLAN**

Patti Kelleher noted that COG has not yet received any feedback on the Implementation Plan. Most people have been busy with other plan work. Ken Bassett commented that the Implementation Plan is helpful in beginning to pull matters together. The Implementation Plan needs to be firmed up for the June deadline and feedback is needed. COG is considering removing the action items for now. Ken Hurd suggested that the key issues need to come forward more, leaving the details to be more easily revised in future. Patti Kelleher offered to make some suggestions on the timing of redrafts. It was agreed to aim for a redraft for internal use by the end of March.

## **FINANCE REPORT/CONSULTANT BILLS**

Mr. Whitehead reported that no new bills have been received.

## **OTHER BUSINESS: IMPLEMENTATION COMMITTEE**

It was agreed that for the Implementation Committee to be successful, it will need 'buy in' to its work. There is also a need for its role to be defined and the charge written, so that volunteers do not misunderstand the job. Mr. Higgins reported that he has spoken with Concord's Town Manager about that town's experience.

The Steering Committee suggested that a suitable number of members for the Implementation Committee would be seven. The committee will report to the Planning Board. The Steering Committee asked COG to make some recommendations on composition and reporting procedures.

## **NEXT MEETING**

The next Steering Committee meeting will be on April 8th at 8:00 AM.

Submitted by Catherine Perry