

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

Held on April 10, 2008 in the Lower Conference Room, Lincoln Town Offices

PRESENT:

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

UPDATE FROM SUB-COMMITTEE CHAIRS

HOBE has met since Town Meeting with COG and Bob Ballou of VHB. They discussed built environment issues. The sub-committee is working towards a visual preference document to influence developers. Sarah Guerrero suggested inviting residents to submit photographs of building examples that they like on line. Ken Hurd said that the group would welcome suggestions for technology to use to facilitate public sharing of such materials. CHUG asked for possible overlap between its work and HOBE's to be addressed. Mr. Hurd did not think this was a problem at present but agreed to check as things progress.

OSNR has published the Open Space Plan.

FACTS has had a change of membership since the public forum, with three new members. Noah Eckhouse reported that some good discussions have been held and new work allocations made.

LUED reported renewed energy. Its third meeting with COG will be held tonight. Goals have been discussed further and the next step will be to look at model land use processes and tools.

CHUG has received the draft working paper on cultural and historic resources from COG. It has provided edits and a final draft is now near completion. On governance, a spirited discussion took place with the Selectmen. Judi Barrett is writing a note on the 'do nothing' scenario. Public discussion had been found useful. The survey of town boards has been partially analyzed but needs further work. The sub-committee hopes to organize a forum for board representatives to discuss governance.

Catherine Perry asked the sub-committee chairs to supply updated membership lists.

UPDATE ON SURVEY ANALYSIS

Mark Hochman reported that the survey data has now been tabulated. Mr. Hochman produced a preliminary report shortly before Town Meeting but the Chairman decided that it would be wise to allow more time for it to be absorbed and discussed by the Steering Committee before release. Copies of the Preliminary Top Line Report were distributed and Mr. Hochman summarized the initial results. He said that some tentative conclusions are that presentation and communication are important in delivering town services, and that there is potential to improve the appeal of Town Meeting and the quality of the website. The issue of commercial development attracted many comments.

Some committee members were eager to have access to the full data, which is in the form of frequencies, means and t-tests. Mr. Hochman added that he has been working on cross-tabulations and is developing a 'participation index' to investigate the drivers of residents' participation.

The committee discussed the timing and format for releasing the results to the public. Some people will have more need for packaging or interpretation of the results than others, but extensive public debates about interpretation could distract from progress on the plan. Potential vehicles for publicizing the results are the newspaper and the website. Mr. Hochman mentioned that blogs are used for discussion in some other towns and may have potential for Lincoln. He asked Mr. Whitehead to distribute information on some examples.

Ms. Barrett suggested setting up a small sub-group to work on distilling and interpreting the data. It was agreed that each sub-committee nominate someone to assist and to bring the results of the survey to their group.

The committee thanked Mr. Hochman for his hard work.

WORKING PAPERS UPDATE

Judi Barrett reported that the production of working papers is behind schedule. It may be necessary to change the order, moving natural resources and transportation to the end. The papers on built environment and community facilities are making good progress and should be ready in about a week. Housing will be complete once the sub-committee's input is received. The timing of land use and economic development needs to be resolved. There may be an overlap between land use and built environment.

The end date for production is now May 16th. Ms. Barrett said she would like to circulate the reports to everyone on the Steering Committee. This may help to resolve potential overlaps.

OVERALL SCHEDULE REVIEW

Ms. Barrett outlined the process of transition from working papers to implementation plan. The papers will be checked and refined, and then recommendations will be drawn up. These will be sifted and worked up for the implementation plan.

The 'do nothing' analyses are intended to help to inform the conversation about choices. The Steering Committee agreed to discuss further how to build on the public discussions begun at the February forum.

It was agreed to aim to finalize the working papers with input from the sub-committees and the Steering Committee by late June. At that point, the working papers and the survey results will be presented in a public meeting, allowing public discussion to take place over the summer.

In September, public discussions will be held, focusing more on trade-offs and implementation than previously. The difficulty of achieving small groups to encourage discussion without limiting attendance was discussed. Meetings may be held in different locations around town.

In November, the State of the Town meeting will review the fall discussions and present some broad ideas for implementation, possibly limited to one recommendation from each sub-committee.

FINANCE REVIEW

The bill from Data Star for survey data analysis came in a little higher than anticipated. The Steering Committee voted unanimously to approve it for payment. It was noted that further analysis work will be done by volunteers.

Submitted by Catherine Perry