

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

Held on April 29, 2008 in the Lower Conference Room, Lincoln Town Offices

PRESENT:

Ken Hurd	Planning Board; HOBE sub-committee (Chairman)
Tim Higgins	Town Administrator
Anita Scheipers	Assistant Town Administrator
Patti Kelleher	Community Opportunities Group
Peter Sugar	CHUG sub-committee
Mark Hochman	CHUG sub-committee
Mark Whitehead	Town Planner
Ken Bassett	LUED sub-committee
Jim Meadors	OSNR sub-committee
Sarah Cannon Holden	Selectman
Catherine Perry	Planning admin.

UPDATE FROM SUB-COMMITTEE CHAIRS

HOBE reported that it met the previous day with Judi Barrett and had a useful meeting in which housing was discussed and the paper on the built environment was presented. Feedback on the paper will be given to COG within two weeks. The sub-committee has been working on its visual preference document. Bob Ballou has provided some images which may be merged with the draft document. The Lincoln Garden Club has produced a paper on roadsides which may be usefully linked into the group's work; the club has requested feedback. The Steering Committee requested that the Garden Club's paper be circulated.

CHUG's meeting with Judi Barrett on governance has been rescheduled to May 14th. The sub-committee's comments on the cultural and historic resources paper have been sent to COG. The governance paper will now be the last one produced, in late May. The sub-committee has done more work on governance issues, including framing some hypotheses to test against the survey results. It is awaiting input from Tim Higgins and Susan Brooks, who have agreed to ask their peers in other towns about participation rates.

LUED met with Judi Barrett following the last Steering Committee meeting. Bob Domnitz (Chair of the Planning Board) has been sitting in on meetings. The sub-committee did further work on objectives and gave input to Judi. It is now waiting for COG's papers, to be produced in May.

FACTS has gained three new members and reported making renewed progress. It has drawn up a list of town buildings to assess utilization. Judi Barrett has prepared a mini-survey of town departments concerning services. On transportation, efforts are being made to pull together the work of the Selectmen's committee with that of FACTS. Pedestrian provision and traffic calming seem to be important issues. The garden club's work on roadsides may also have relevance, and the 1997 study of road design by VHB can be reviewed. The \$5½ million road improvement plan is proceeding in parallel, with some overlap of committee membership.

OSNR has not met. Patti Kelleher reported that Judi Barrett's view is that the Open Space Plan will form the core of the working paper, with some further research by COG added.

UPDATE ON SURVEY ANALYSIS

Mark Hochman has been notified of skilled volunteers to help with analysis and reporting of the survey results: Chris Hamilton, Phyllis Mutschler and Alaric Naiman, and he is contacting them. Judi Barrett may also be able to offer some assistance. The data is available in Excel and ASCII formats. Mark Whitehead agreed to circulate it to all Steering Committee members.

Ken Hurd suggested that an expanded results paper will be needed fairly soon in order to prepare for a public presentation in June. Mr. Hochman agreed to aim for such a paper in a few weeks, and said that he would welcome comments on the preliminary paper that was circulated.

WORKING PAPERS UPDATE

Judi Barrett was reported to be working on the facilities and services paper, aiming to provide it next week. COG has received VHB's work for the transportation paper and is working to complete that. The housing and land use papers will be the next to appear and the paper on open space, recreation and natural resources will follow shortly after, with the remainder by late May. Sub-committees were reminded to produce a single version of edits for COG.

OVERALL SCHEDULE REVIEW

The nature of a June event was discussed. There was concern that organizing a major forum could take time away from work that the sub-committees needed to do in evaluating the survey results and responding to draft papers from COG. It was agreed, however, that there is a need to present the results of the survey and the working papers. Use of various media was discussed. An interim letter to the newspaper was suggested, to let the public know what is happening to their survey responses. It was agreed to use the June 23rd Board of Selectmen's meeting (which will be televised and reported in the newspaper) to give a presentation on the main issues from the working papers and on the survey results. It was further agreed to post the working papers on the town website after COG has revised them following edits from the sub-committees. Feedback by email could be invited. The Steering Committee meetings on May 20th and June 17th will be used for preparation.

There was support for the idea of a forum in September to receive public feedback and allow some discussion prior to the State of the Town meeting in November at which a preliminary draft plan will be presented.

FINANCE REVIEW

Mark Whitehead reported that the Data Star bill has been processed. No other invoices have been received.

Submitted by Catherine Perry