

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

**Held on May 20, 2008 in the Lower Conference Room, Lincoln Town Offices**

**PRESENT:**

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

**FINANCE REVIEW**

The Steering Committee received an invoice from COG for \$11,675 for work done relating to the February public forum and attendance at various other meetings. Mr. Whitehead reported that only small bills (totaling \$2,500) have been paid from the consultant budget so far.

A motion was proposed by Peter Sugar and seconded by Ken Bassett, to approve the invoice for payment. The motion was passed unanimously.

**SUB-COMMITTEE REPORTS**

**FACTS:** Noah Eckhouse introduced Peter Braun who has joined the sub-committee, and mentioned that Alaric Naiman is acting as the group's liaison to the survey group. FACTS has recently received the draft working paper on facilities.

CHUG previously responded to COG's draft working paper on cultural and historic resources. The sub-committee has summarized its goals and is working through some hypotheses/ questions on governance to see if the survey supports them. The sub-committee has met with Angela Meehan of COG.

LUED is awaiting draft working papers from COG. It has scheduled a meeting for next Tuesday. Patti Kelleher reported that the draft working paper on economic development will be available in time for discussion at the meeting.

OSNR had nothing to report. A small sub-committee based on the committee that produced the Open Space Plan will convene when the draft working paper is available.

HOBE has provided a response to COG on the draft working paper on the built environment.

## **SURVEY UPDATE**

The survey analysis group has met. Mark Hochman reported that Chris Hamilton has been able to run programs to add to the analyses, and a few more insights have been gained. The focus has been on participation and factors that drive it. There will be sufficient material available by the next Steering Committee meeting to produce a summary presentation for the Selectmen's meeting on June 23<sup>rd</sup>.

Judi Barrett asked about the status of the survey of local board members. Peter Sugar reported that the results have been tabulated but are not available in as flexible a form as the town-wide survey results. Mr. Sugar agreed to supply copies to Ms. Barrett and Mr. Whitehead.

## **WORKING PAPERS REVIEW**

The sub-committee expressed concern about delays in the production of draft working papers. It requested clarification of the reasons for the delays and asked if it could assist in overcoming obstacles. It also asked for realistic dates so that meetings are not scheduled abortively. Judi Barrett explained that several papers are awaiting inputs from VHB. The transportation paper which is most dependent on this sub-contractor has been scheduled last, and COG is considering whether to change the composition of the team. Ms. Barrett also mentioned that the 'do nothing' analyses are proving time-consuming and asked whether it would be acceptable to provide a set of questions covering this aspect at the draft stage and to incorporate the sub-committees' feedback in the final versions. The Steering Committee was amenable to this approach.

A reminder was issued to sub-committees to copy Mark Whitehead on communications with COG (especially copies of any key documents). HOBE's comments on a draft working paper will be circulated to other sub-committees as an example.

## **JUNE 23 BOARD OF SELECTMEN MEETING**

Mr. Higgins reported that the major portion of the BOS meeting will be dedicated to the CLRP presentation, and the Lincoln Journal will be encouraged to cover the event. It was agreed that the Steering Committee as a whole will attend, and other members of sub-committees are also welcome. It was agreed that Judi Barrett does not need to attend. Working papers that have reached second draft stage will be posted on the website; some will be posted prior to the BOS meeting and others will follow after.

It was agreed that Ken Hurd will give an introduction and then each sub-committee will have five minutes to draw attention to its main ideas and directions. Power Point slides will highlight the key talking points, and one main speaker should be selected from each sub-committee. There will also be a wrap-up summary. The Selectmen can be expected to ask questions.

Sub-committees were asked to send ideas for Power Point slides to Mark Whitehead for compilation.

## **TIMELINE FOR COMPLETION OF PLAN**

Mr. Whitehead distributed copies of a timeline for comprehensive plan completion setting out nine steps in reverse order from presentation of the plan at the March 2009

Town Meeting to the present. He noted that point 9, working papers completion, refers to production of draft working papers.

Submitted by Catherine Perry