

Thank you to all who were able to attend this morning's meeting. We covered a lot of ground, and while proper minutes will follow later, this quick meeting summary is intended to help expedite communication between all parties, and to clarify necessary action items coming up.

Present: Noah Eckhouse, Sarah Cannon Holden, Chris Klem, Mark Whitehead, Timothy Higgins, and Anita Scheipers

Also present: Paul Giese

Key issues discussed:

- 1) June 19<sup>th</sup> Public Meeting - There was a lot of discussion about the meeting agenda, and regarding who will handle which portions of the meeting. **See attached revised agenda.** Please call if you have any questions on this. Tim, Mark and Anita will continue to move this event ahead.

It's important to note that **each sub-committee rep/chair must provide their group's list of 6 or so bullets of "issues" to Mark Whitehead in final written form by June 8<sup>th</sup>** to allow the bullets to be printed on the boards in preparation for the meeting.

It was discussed whether we should schedule a full CLRPC meeting for a date shortly after the June 19<sup>th</sup> meeting to allow the sub-committees to have time to discuss progress, mutual issues, etc. No decision was made on this.

- 2) Draft Consultant RFP - The draft scope was reviewed, and several good comments were offered relative to providing more guidance language to the consultant relative to the Town's expectations for the project, the uniqueness of Lincoln, our need to maintain flexibility to shift resources between scope elements as the process unfolds and priorities change, making sure that the consultant is providing a supportive and not directive role to the subcommittees, and to emphasize the desired end product is an actionable plan – not just a report. **The attached draft RFP does not yet include those edits.**

**Each sub-committee rep/chair must seek feedback from their members as to the draft RFP document, and to provide this feedback back to Mark Whitehead by Thursday June 7<sup>th</sup>** at the latest to allow time to evaluate the input and to insert the edits as needed. Tim will coordinate with the Finance Committee to seek their promised input. It may be necessary to schedule a Strg Comm. Meeting to approve the suggested edits.

The RFP is scheduled to be on the streets by June 18<sup>th</sup>.

- 3) There was also in-depth discussion about the need to establish “common planning assumptions” to be used by each sub-group to ensure commonality in the sub-committees approaches to planning. This was agreed to be necessary, and likely to happen this fall when the consultant is on board.