

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

Held on June 17, 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
Sarah Guerrero	LUED sub-committee
Angela Seaborg	Conservation Planner
Jim Meadors	Conservation Commission
Judi Barrett	Community Opportunities Group
Alaric Naiman	FACTS sub-committee
Mark Hochman	CHUG sub-committee
Jack Maclean	CHUG sub-committee
Catherine Perry	Planning admin.

SUB-COMMITTEE REPORTS

LUED: The sub-committee became dormant due to cancellation of meetings while the working papers were awaited. A meeting has been scheduled to discuss the economic development paper on June 23rd. There may be difficulty reassembling the relevant people at this time of year to provide a coordinated response on the land use paper.

CHUG: Comments were provided on the cultural and historic resources paper. The group is discussing the governance paper. It has also worked on the survey. It would like to include the schools in discussion, while recognizing that they are distinct from town government. Five meetings are planned from now until July 2nd and then the group will have a summer break.

OSNR: The chairmen received a draft working paper on open space, but felt that it needed additional work. COG is working on a revised draft.

FACTS: The sub-committee has received the three working papers and is preparing its responses. Receipt of the papers has revitalized the group. It expects to respond on facilities in two weeks, and on services and transportation within a few weeks. On transportation it needs to coordinate with the separate citizens' committee.

HOBE: Comments have been provided to COG on the two papers.

STATUS OF WORKING PAPERS

All of the draft working papers have been received from the consultants, with the exception of natural resources, and open space which is being reworked. Judi Barrett reported that these remaining papers will be completed in the next two weeks.

SUMMER SCHEDULE

Ms. Barrett circulated a set of "thoughts" on the next steps, together with draft outlines for the plan documents at "second draft" and final report stages. In order to allow a month's preparation before the State of the Town meeting, she suggested that the

deadline for comments on the first draft of the working papers needs to be August 11th. COG will need to work on revisions to the papers, including overlap areas. LUED's potential difficulties in providing its response in the summer were discussed and suggestions were made for: Sarah Guerrero to try to check members' availability; Ken Hurd to assist with rallying the group if this would be helpful; COG to accept individual responses for this topic if necessary.

Ms. Barrett proposed that there should be some sharing and discussion of comments between the sub-committees by the end of August, before COG prepares the second drafts.

The role and position of background material in the documents was discussed. COG considers it important to set out this material in the first drafts to ensure a common understanding of the starting point, but it could be reduced or repositioned in later documents.

The 'do nothing' scenarios will be included at second draft stage. It was agreed that they could be combined in order to begin to address interactions and trade-offs between topic areas.

Ms. Barrett suggested that there may be a need for some mini-meetings prior to SOTT, trying to target the relevant players on particular issues.

Mr. Higgins and Mr. Whitehead commented that they were broadly happy with the suggested schedule.

The differences between the June working papers, the "second draft" SOTT document and the final plan were discussed. Ms. Barrett said that the integrated implementation section is the key change in the final plan. In the second draft, the issues section for each topic is the place to highlight options and suggested action. The Steering Committee was concerned to make the key recommended directions clear at SOTT so that there are no major surprises at the March Town Meeting. It was agreed that the sub-committees need to be informing COG of any ideas for important policy suggestions that are known at this stage.

STATUS OF SURVEY REPORT

Copies of a "Top Line Report" of the citizens' survey results were distributed. This takes the drop-off in Town Meeting attendance as its key starting point, examines data that shed light on factors affecting participation and suggests addressing the situation as a marketing problem. Jim Meadors asked whether the lower attendance in the last two years represented a real trend or the lack of high interest articles in those years. Upon discussion it was agreed that the evidence does suggest a real trend.

Further work can be done to look at other topics covered by the survey.

PREPARATION FOR JUNE 23rd SELECTMEN'S MEETING

Mr. Hurd outlined the form of the televised presentation to the Selectmen. Each sub-committee will recap its work and introduce the key issues it has identified. The TV cameras will alternate between the presenter and the Power Point slides. Language for the slides should be provided to Mark Whitehead by Thursday morning. There will be a question and answer session. The survey results will be presented briefly by Mark Hochman. The "Top Line Results" report will be revised and presented as Power Point slides.

FINANCE REVIEW

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

NEXT STEPS/ NEXT MEETING

Mr. Higgins proposed that the Steering Committee continue meeting through the summer even if attendance is at a reduced level. This was agreed. Mr. Whitehead will follow up with email to keep people informed.

The next Steering Committee meeting will be on Tuesday July 1st at 8:00 AM in the Lower Conference Room.

Submitted by Catherine Perry