



# TOWN OF LINCOLN

MASSACHUSETTS

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## *Comprehensive Long Range Plan Committee*

### Notes of Steering Committee Meeting for July 17, 2007

Ken Hurd – Chair  
Sarah Cannon-Holden  
Tim Higgins  
Noah Eckhouse  
Paul Giese  
Chris Klem  
Bill Stason  
Bryce Wolf  
Mark Whitehead

#### 1) Recap of June 19<sup>th</sup> public forum

- a) Everyone felt the forum went very well. Very positive feedback from the public.
- b) Interactive role triggered enthusiasm and it was suggested similar types of activities would be beneficial at public events.
- c) The information gathered through the process was to be considered as just a preliminary sense of the town and not be considered as hard data.

#### 2) RFP

- a) Mark outlined the process for the consultant selection including the following dates:

Pre-Bid Conference	July 19	1-3 PM
Submission deadline	August 1	4 PM
Review of submissions	August 6-8	
Interviews for selected proposers	August 13-16	
Recommendation to SC	August 21	
SC recommendation to PB	August 22?	

- b) It was recommended that the interviews take place over two mornings

**ACTION ITEM: Subcommittee Chairs to try to get one member from each subcom for the review committee and the interview committee (can be the same person) if they have not already done so. Please send names to Mark.**

**CHuG: Peter Sugar with Mark Hochman as backup**

**ACTION ITEM: Mark to check with Anita to see if per hour consultant rates can be given to review and interview committees.**

3) Decision Making

a) Organizational Communication

- The group reaffirmed the role of Steering Committee as the decision authority with the chairs of the subcommittees responsible for making sure information is getting passed along to the subcoms and vice versa. All members to receive emails with Steering Committee notes once approved. The SC has agreed to meet every two weeks on Tuesday mornings at 8:00 AM starting on Sept 11<sup>th</sup>. Meetings will approximately one hour.
- The full CLRPC will consist of all members of the subcoms and the Steering Committee with the major role of the Committee being information dissemination and public participation programs. It is anticipated this larger group will meet quarterly.
- Subcommittees will be responsible for information gathering and issue development as previously discussed

b) Managing the Consultant and the Contract.

- The Steering Committee will approve all invoices with Mark and Tim keeping spreadsheets, tracking objectives and making recommendations to the SC.
- The Steering Committee will approve all subcommittee interaction with the consultant.

4) Starting the Consultant

a) The consultant will meet with Mark, Anita and/or Tim the first week in September to get briefed on the project

b) The consultant will meet with the Steering Committee Sept 11<sup>th</sup> to go over the expectations of the SC and to clarify any issues regarding the process.

c) The consultant will meet with each of the subcommittees to help determine their progress and priorities. It is anticipated each subcommittee would meet with the consultant for no more than 2 hours at this first meeting. Consultant will give progress reports to the SC.

d) The full CLRPC to meet with consultant in late October to prepare for State Of The Town (SOTT) meeting. The consultant will play an important part in organizing this meeting. SOTT may be later than usual in November or possibly early December to provide more time for the consultant and the committee to prepare.