

**TOWN OF LINCOLN  
MINUTES OF COMPREHENSIVE LONG RANGE PLAN  
STEERING COMMITTEE  
Held on August 5, 2009 at 2:00 PM  
In the Donaldson Room, Lincoln Town Offices**

**PRESENT:** Ken Hurd, Peter Sugar, Bryce Wolf, Mark Whitehead, Tim Higgins, Judi Barrett, Catherine Perry

**REVIEW OF DRAFT PLAN**

Ken Hurd and Bryce Wolf reported that, following the last Steering Committee meeting and the Planning Board hearing on July 21<sup>st</sup>, they have worked further on the Plan and produced Version 8. Copies were distributed. They noted that they received further comments from Jason Felsch.

Mr.Hurd and Mrs. Wolf outlined the latest revisions and they were discussed. The main points were:

Traffic management

The text has been adjusted to reflect recent data and to mention the intention to conduct more systematic monitoring of traffic in future, and for the Selectmen to establish a committee/ process to look at the broader picture beyond the current repaving project.

Lincoln Station area

The recommendations have been expanded. Mr. Hurd asked Judi Barrett to insert suitable supporting text (probably drawn from elsewhere). The discussion of the DPW area at the end of the open space chapter was reviewed by the Steering Committee and the wording adjusted to relate more clearly to recreation fields.

Volunteer government

The discussion about newcomers has been rewritten with a quotation from Emerson. Peter Sugar raised a question about whether the previous CHUG committee's thinking was sufficiently reflected in the text, in particular on active recruitment of volunteers and improving election turnout. He asked how the results of the survey of residents would be presented in the appendix. It was agreed that the summary that has already been written would be included, together with a 'blank' of the questionnaire form. Mr. Sugar will check whether a summary of the survey of boards was produced.

Regional activities

The Town's existing regional activities are now more fully recognized in the chapters on governance and on facilities and services.

Commuting data

The Steering Committee asked about the data presented on travel-to-work patterns, which is affected by the inclusion of Hanscom. Ms. Barrett agreed to add a note explaining that Hanscom's military housing is in Lincoln but the employment is in Bedford.

Agriculture

No additional content on agriculture was provided in time for the deadline but it was noted that the Plan acknowledges the importance of this topic and the recent

establishment of an Agricultural Commission. Representatives will be welcome to participate in the Implementation Committee.

### **TIMETABLE TO COMPLETION**

It was agreed to try to have Version 9 of the Plan available for the Planning Board's discussion on Tuesday. The Board's formal vote is scheduled for September 22<sup>nd</sup>.

Ms. Barrett hopes to begin work shortly on the layout using In Design software, and explained that she needs to be confident about the text before starting. It was agreed that the intention is for the Town Meeting vote to be on acceptance of the Plan as presented, and that if late changes do occur, they could be written up as an addendum to the document. Ms. Barrett will send a formatted chapter by Monday August 17<sup>th</sup> for the Steering Committee to preview and respond by Thursday August 20<sup>th</sup>. The formatted Plan will be produced by September 14<sup>th</sup>.

The need for a preface was discussed. It was agreed that this can be brief, as the history has already been summarized at the beginning of the Executive Summary.

Ms. Barrett asked about the status of the implementation Plan. She reminded the Steering Committee that the draft Implementation Plan includes detailed action items which may or may not need further discussion, and that priorities need to be added. The table and summary paragraph appeared at the end of earlier versions of the Plan. The priorities can be adjusted in future if necessary. It was agreed that Steering Committee members would each consider how they would prioritize the action items as high, medium and low, and send their suggestions to Mr. Whitehead who will see if there is a consensus. Ms. Barrett agreed to adjust the numbering in the table to bring it into line with the revised goals and recommendations.

It was further agreed that any final editorial changes should be sent to Mr. Hurd by Monday. Mr. Whitehead will send an email reminder to everyone.

The Special Town Meeting is expected to be on Saturday October 17<sup>th</sup>. The CLRP may be the first item, with a budget rebalancing item following. Mr. Higgins will draft the warrant.

Final printing of the Plan was discussed. COG's contract provides for a certain number of copies which will be in color. Ms. Barrett offered to provide a version of the Executive Summary in a format suitable for black and white copying and this was welcomed. A town-wide mailing will be considered.

### **FINANCIAL REVIEW**

No new invoices had been submitted.

The meeting was adjourned at 3:45 PM.

Submitted by Catherine Perry