

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

Held on October 7, 2008

At 8:00 AM in the Lower Conference Room, Lincoln Town Offices

PRESENT:

Ken Hurd	HOBE sub-committee; Planning Board (Chairman)
Peter Sugar	CHUG sub-committee
Ken Bassett	LUED sub-committee
Peter Von Mertens	OSNR sub-committee
Noah Eckhouse	FACTS sub-committee
Mark Whitehead	Town Planner
Angela Seaborg	Conservation Planner
Patti Kelleher	Community Opportunities Group
Catherine Perry	Planning admin.

SUB-COMMITTEE REPORTS

LUED: Ken Bassett reported that the number of active members has declined.

CHUG: Peter Sugar reported that it has maintained a high level of involvement. Some members want to do further work on the goals and objectives following the focus group sessions but others felt less strongly about this – some modifications could be taken up while working on the implementation plan. The sub-committee has not discussed the survey report yet. School surveys have been done and will be written up.

OSNR: Peter Von Mertens expressed uncertainty about the recreation component. Noah Eckhouse said that he has given comments to Angela Seaborg about this; he felt it was important for OSNR and FACTS to ensure that active as well as passive recreation is covered.

FACTS: Mr. Eckhouse reported that the members of the group are still engaged.

HOBE: Ken Hurd reported that the sub-committee's work is coming together well.

PREPARATION FOR STATE OF THE TOWN MEETING

Each sub-committee has produced a set of its key issues, goals and recommendations to be incorporated in the SOTT document. Judi Barrett is producing the handout document, which will also include background information and maps for each element.

PowerPoint slides

It was agreed that Mark Whitehead and Angela Seaborg will work on preparing PowerPoint slides with a shortened version of the submitted Issues/ Goals/ Recommendations for each element. It was suggested that on the slides, issues and goals could be shown as headings with recommendations under them. Points will be numbered for easy reference. There is a need to coordinate with Judi Barrett on the order and numbering. The first slide for each sub-committee can list its members, over its whole timespan.

Maps

It was suggested that maps be displayed alongside the PowerPoint slides – possibly GIS maps projected separately from computer (Ms. Seaborg will check with Mr. Miller about this). Mrs. Perry mentioned that the depiction of overlay districts in the GIS needs some amendments. Ms. Barrett may also be preparing some maps.

Order of presentation

It was agreed that sub-committees would present their material in the following order:

OSNR
LUED
HOBE
FACTS
CHUG

The presentations should be concise, like those at the CLRP Committee meeting, with twelve minutes allocated for each. CHUG's presentation will have a few extra minutes to mention the survey results and refer people to the report which will be on the website.

Land use assessment criteria document

It was agreed to include this document, prepared by LUED, in the written SOTT document.

Question and answer session

It was agreed that after all the topics have been presented by sub-committee representatives, a forty minute question and answer session will take place. The Steering Committee's preference was for Judi Barrett to moderate this session, with sub-committees to answer questions as appropriate. It was agreed that they will sit at tables facing the audience.

Introduction and wrap-up

SOTT begins at 9:00 AM and it is expected that the CLRP will start closer to 9:30 AM, after a general introduction by the Selectmen. Mr. Hurd will introduce the CLRP presentation, with a review of the background to the present stage. Mr. Eckhouse suggested explaining that the summary document being presented is not the total work done on the plan, and also setting expectations of participants.

Mr. Hurd undertook to send an article to the newspaper ahead of time.

Mr. Eckhouse will do the wrap-up and summarize the timeline to completion of the plan, accompanied by a PowerPoint slide. People will be invited to attend the follow-up session on November 18th or to contact the current sub-committee chairmen or members, who will be listed on the poster board.

DRAFT SOTT REPORT

A draft committee report was circulated. The report will be submitted to the Selectmen for inclusion in an overall report to the town. It was agreed to re-word it as coming from the CLRP Committee rather than the Steering Committee, and to use bullet points to highlight the opportunities that have been offered for public input. Subject to these amendments, the report was approved.

TIMETABLE BEYOND SOTT

Mr. Whitehead distributed copies of a draft timeline for completion of the plan. Mr. Hurd mentioned that Planning Board is concerned that it will need time to review the plan prior to its vote on it in early March. Mr. Bassett suggested that the Board's review will need to include the land use assessment criteria. It was noted that two members of the Board have been involved in the LUED sub-committee.

Mr. Eckhouse saw a need, following SOTT, to ensure that a good, integrated plan is produced. He expressed a hope to see COG's re-write of the chapters sooner rather than later. Patti Kelleher explained that COG needed the latest version of the issues and goals, together with feedback from SOTT, to fill out the background narratives. The draft plan document can be expected around the end of November. Some Steering Committee members wondered if interim drafts could be provided by early November so that the Planning Board and sub-committees can read them and sub-committees can use them to begin thinking about implementation.

Work on the implementation portion of the plan is scheduled for December. This will focus on the allocation of responsibility for implementing proposals in the plan. It is likely to involve prioritizing items in terms of relevant resources such as time and money.

FINANCE REVIEW

No new invoices had been received.

OTHER BUSINESS:

TV Tapes

Mr. Sugar asked about the retention of TV tapes of CHUG forum sessions. Mrs. Perry agreed to inquire whether copies could be made to keep in the Planning Board office.

Survey

Mr. Whitehead reminded people to read the survey report that was circulated two weeks earlier, with a view to discussing it on October 21st prior to public release.

The Meeting was adjourned at 9:15 AM.

Submitted by Catherine Perry