

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

Held on October 21, 2008

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

PRESENT:

Ken Hurd	HOBE sub-committee; Planning Board (Chairman)
Mark Whitehead	Town Planner
Peter Sugar	CHUG sub-committee
Mark Hochman	Survey group
Chris Hamilton	Survey group
Ken Bassett	LUED sub-committee
Sarah Guerrero	LUED sub-committee
Angela Seaborg	Conservation Planner
Patti Kelleher	Community Opportunities Group
Anita Scheipers	Assistant Town Administrator
Catherine Perry	Planning admin.

SURVEY REPORT PRESENTATION

The draft survey report was circulated in advance so that committee members had time to read it. Mark Hochman explained that it has a brief summary at the front, and more detailed findings are interspersed with data in the body of the document. The analysis has been geared to areas where it may be useful, as guided by the sub-committees. He reported that the findings on participation are proving of interest to CHUG and the selectmen.

The Chairman commented that a large amount of work had gone into the survey and that the report was very well done. Ken Bassett welcomed the fact that the report acknowledges the survey's limitations and agreed that it was well written.

Mr. Hochman mentioned that some questions were framed in a limited way and had caused some respondents to write in responses, for example on commercial development and the need for tax revenue. He suggested that it may be useful to write up these comments to feed into debate.

Sarah Guerrero suggested that LUED's session at the follow-on meeting after the State of the Town Meeting could cover the commercial development/ tax revenue debate but Peter Sugar felt that the governance implications of revenue needed to be represented in discussions. The Steering Committee agreed that this is a higher level topic that needs to involve the whole town.

Mr. Hurd suggested that further surveys should be carried out in future to test the pulse of the town. It was agreed that there does not need to be a session on the survey itself at the follow-up meeting, although it would be useful if members of the survey group could attend the most relevant sessions.

Mr. Hurd thanked the survey group for its effort. He asked for any minor editorial comments to be sent to Chris Hamilton or Mark Hochman by the next day.

SOTT MEETING PREPARATION– REPORT AND PRESENTATION

Mr. Whitehead reported that a set of PowerPoint slides has been prepared (drafted by Ms. Seaborg and revised by himself). Although the number of slides has been reduced, there is some concern about the length. It was agreed to reduce the number of bullet points presented in the slides and to highlight these ones within the full report that will be handed out. Angela Seaborg, Mark Whitehead and Anita Scheipers will draft a shorter version of the slides for one topic and circulate them as an example.

It was also agreed to make the full report available in advance in Town Offices, the library and Bemis Hall and on the website. The report still needs editing (it is too late for major changes). Copying can be done in-house; Thursday 30th was set for this.

TIMETABLE BEYOND SOTT

Mr. Whitehead pointed out that the language used in the goals and recommendations so far includes a lot of “e words” (explore, examine, encourage...) and it will be desirable to produce more specific recommendations where possible. Work on the implementation plan may help with this. It was agreed that in some cases it will be appropriate to define a topic, or a set of interconnected topics with a clear focus, for further study, but in such cases the products and timing should be specified.

Sara Guerrero commented that LUED has been looking at issues at the policy level rather than specific sites. Peter Sugar mentioned that CHUG has “targeted commercial development” as one of its recommendations for discussion, and reported that CHUG feels there needs to be further discussion and a firmer foundation for site-specific discussions.

Patti Kelleher discussed COG’s work schedule. She said that it seemed premature to revise the draft working papers until input from SOTT has been received. She was unsure if COG has received the final versions of the sets of issues and goals yet. The latest timetable sets November 21st for submission of final, post-SOTT issues and goals to COG.

The details of the SOTT follow-up meeting on November 18th need to be planned. It was agreed that staff will address this.

The next Steering Committee meeting will be on December 2nd at 8:00 AM.

FINANCE REVIEW

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

The meeting was adjourned at 9:15 AM.

Submitted by Catherine Perry