

**TOWN OF LINCOLN
MINUTES OF COMPREHENSIVE LONG RANGE PLAN
STEERING COMMITTEE
November 27, 2007**

PRESENT:

Ken Hurd	Planning Board; HOBE sub-committee
Mark Whitehead	Town Planner
Ken Bassett	LUED sub-committee
Peter Sugar	CHUG sub-committee
Jim Meadors	OSNR sub-committee
Tom Gumbart	Conservation Officer
Sarah Guerrero	LUED sub-committee
Anita Scheipers	Assistant Town Administrator
Noah Eckhouse	FACTS sub-committee
Harriett Todd	CHUG sub-committee
Mark Hochman	CHUG sub-committee
Paul Giese	CHUG sub-committee
Catherine Perry	Planning Admin.

UPDATE FROM SUB-COMMITTEE CHAIRS

Housing and Built Environment

Ken Hurd reported that Patti Kelleher and Bob Ballou attended HOBE's recent meeting. Housing issues were discussed. The sub-committee revised its work plan and briefly discussed surveys, and goals and policies.

Land Use and Economic Development

Ken Bassett and Sarah Guerrero are currently co-chairing this sub-committee. It met recently to review the work plan drafted by Chris Klem, and had a productive meeting.

Cultural and Historic Resources and Governance

Peter Sugar reported that the sub-committee has drafted sections on policy and goals to add to the work plan. In some cases it feels that its research work will firm up the goals. CHUG's interview work with cultural organizations is continuing. Also it has drafted a public survey to be conducted in January (subject to the input of other groups) and a second one for Town board members, past and present, on governance.

Open Space and Natural Resources

Jim Meadors reported that the sub-committee is not currently meeting due to having completed work on the Open Space Plan. It hopes that it will be possible to incorporate this with a few changes in the CLRP. Previous survey work was used to inform the Open Space Plan.

Services, Facilities, Services and Transportation

Noah Eckhouse reported that the sub-committee has been communicating by email recently and has had some discussion about surveys.

DISCUSSION: GOALS AND POLICIES

Some attendees felt there was a need for clearer guidance, or a common understanding, on how detailed and firm the sub-committees' goals should be at this stage. The committee recalled that Judi Barrett's advice was to ensure that the 'big picture' issues are identified, and to put out some draft goals at the public forum in early February. Formation of goals was discussed, including the possibility of relating them to hypotheses that may be subject to further research.

The current aim is to produce preliminary goals and objectives by the first week in January. These will help to inform COG in producing its working papers. There can be discussion on coordinating the goals of the various sub-committees in January prior to the public forum.

UPDATE ON FEBRUARY 2 PUBLIC FORUM AT BEMIS HALL

The event is scheduled for a Saturday morning. Mr. Whitehead explained that the current plan is to start with some broad questions to get people thinking, and then present the draft ideas. Discussion will follow, first in small groups and then together.

It was suggested that there could be two sets of small discussion groups: one where people are randomly allocated to a topic, to help to get balanced groups and to expose people to a range of aspects, and one where people can select their topic of interest. It was agreed that good facilitators will be important, to explain the background to the draft goals and to help people to formulate alternatives where appropriate. Some explanation of the thought process behind the draft ideas should also be included in the initial presentation. Reference could be made to the potential need to research some ideas further, perhaps with COG's assistance.

The format of the public forum will be finalized in January. Ken Hurd suggested that background information be provided to the Lincoln Journal in January to help to ensure an informed discussion.

DISCUSSION: SURVEY

Copies of the public survey of Lincoln citizens' needs and interests, drafted by CHUG, were circulated. Mark Hochman explained that it aims to get a sense of people's values as well as more specific responses to town governance questions. It tries to avoid asking for people's attitudes to ideas that they have not experienced. Demographic questions are included to test whether respondents represent a cross-section of the community and to help analyze variations in answers. CHUG is open to adding questions from other sub-committees.

The FACTS sub-committee expressed interest in participating, on issues relating to services. Ideas from sub-committees wishing to have questions added to the survey should be sent by December 11th to Mark Whitehead who will forward them to Peter Sugar and Mark Hochman.

Some attendees expressed concern about the extent of personal data being requested on the survey form, as there is a danger that it could compromise anonymity and deter some people from responding. This will be reconsidered, together with the question of who the introductory letter should come from. Mark Whitehead will send out a revised draft of the survey via sub-committee chairs.

The timing of the survey was discussed. As some of the sub-committees are eager to obtain an early ‘values check’ to inform their work, it was agreed to proceed in January. CHUG does not foresee a need for much help from COG with the survey. It should be possible to do some initial analysis of the results in time for the February public forum.

Copies of the second draft survey, for current and former Town board members, were also distributed. Harriett Todd explained this survey. CHUG intends to distribute it by mail, to approximately 120 people. An additional website version may be explored. The Steering Committee was happy with the survey.

SUB-COMMITTEES MEETINGS WITH JUDI BARRETT

These are scheduled as follows:

December 4 - 4:00pm CHUG, 7:30pm LUED

December 10 - 4:00pm FACTS, 7:30pm HOBE

OTHER BUSINESS

Monitoring of the consultant budget was raised. Mark Whitehead receives and checks the invoices; one has been received so far.

NEXT MEETING

The next Steering Committee meeting will be on December 18th at 8:00am in the Lower Conference Room.

Submitted by Catherine Perry