

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

Held on December 16, 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
Noah Eckhouse	FACTS sub-committee
Sarah Guerrero	LUED sub-committee
Ken Bassett	LUED sub-committee
Jim Meadors	OSNR sub-committee
Tim Higgins	Town Administrator
Patti Kelleher	Community Opportunities Group
Anita Scheipers	Assistant Town Administrator
Sarah Cannon Holden	Selectman

Apologies were received from Judi Barrett.

SUB-COMMITTEE REPORTS

The sub-committees have been reviewing the draft chapters of the Plan which were received from COG at the end of November. Several sub-committee chairs commented that the text lacks a “Lincoln voice” and has inconsistencies in style. CHUG saw a need to pick up and reflect the “vision” that the sub-committee established early on. HOBE noted that some of the discussion under the recommendations is in the form of interim comment, not draft final wording. Patti Kelleher confirmed that some of it is comment or discussion points from COG to the sub-committees, needing resolution prior to final wording. In a few cases the legal basis of draft recommendations has needed to be questioned. Tim Higgins suggested that if the “Lincoln voice” is missing, sub-committees may need to provide appropriate text.

FACTS had found that the structure of the chapter made it unlikely that a reader with limited time would reach the core content. The structure was discussed previously and Judi Barrett does not consider a restructuring to be practical at this point. FACTS has therefore tried to adjust the wording in the early sections such as findings to reflect important issues better. The addition of the executive summary at the front of the Plan may help.

DRAFT IMPLEMENTATION PLAN

As Ms. Barrett was unable to attend, the draft Implementation Plan was not presented. However it has been emailed to sub-committee chairs and paper copies were distributed at the meeting. It will be important for relevant town boards to review the draft and be involved in discussions.

CRITICAL POLICY ISSUES AND COMPETING GOALS

Mark Whitehead reported that he has provided paper copies of both the draft topic-based chapters and the Implementation Plan to members of the Planning Board, who are beginning to review them. Sarah Cannon Holden requested a paper copy of the chapters.

Mr. Whitehead also reported that a joint meeting of the land use boards and Board of Selectmen has been proposed, to discuss key issues such as zoning policy and South Lincoln. COG suggested including the following key issues: facilities manager versus committee; recreation land versus open space; and the role of town government in increasing participation. Sarah Guerrero suggested the land use assessment criteria and budget outlook/resources. Ken Hurd suggested items that will need significant funding (such as South Lincoln, services, affordable housing) and potential bylaw changes. The draft Implementation Plan was seen as a useful document in pulling together some key themes/ issues and Mr. Whitehead agreed to re-circulate it by email. He will try to schedule the meeting in Bemis Hall.

UPCOMING SCHEDULE

There was general concern about the amount of work remaining to be done on revising the chapters as well as on the Implementation Plan, which casts doubt on the proposed timeline. It was considered preferable to have a delay and to produce a carefully worded plan with agreement on implementation responsibilities, than to rush the final stages. Options were discussed. The committee voted to report on the Plan at March Town Meeting and to distribute the Executive Summary at that point, but to allow more time for finalization of the Implementation Plan and to hold a Special Town Meeting (subject to approval of the Board of Selectmen) in late May or early June for a Town vote on the Plan including the Implementation Plan.

It was agreed that the momentum needs to be maintained on the revision of the chapters, with sub-committees' comments to COG by December 19th and a final deadline of January 23rd but acknowledging that sub-committees will need to read each others' chapters and that there may be further changes coming out of joint discussions. Sarah Guerrero said she would welcome a further full CLRPC discussion like the one in September. Ken Hurd noted that some of COG's cautions about the practicality of some of the recommendations will need discussion. It was agreed to try to schedule a meeting in late January with Judi Barrett in attendance.

Ms. Guerrero also suggested that recruitment of people for the Implementation Committee should begin now to facilitate a handover period.

Mr. Whitehead and Ms. Scheipers agreed to coordinate a revised schedule. The Planning Board hearing will no longer be held before the March Town Meeting; it will be postponed to be closer to the final Town vote.

FORMAT OF PLAN AND TOWN MEETING PRESENTATION

On the budget/resources issue, it was felt that there may be a need to add an extra cross-topic section to the Plan, similar to the population section, perhaps based on a report by the Finance Committee.

It was agreed that it would not be practical to present the whole Plan in detail at Town Meeting. It could be made available for reference and the Executive Summary be

distributed. The Town will need to know that the Plan has been vetted by a core of involved people; the presentation could then concentrate on major recommendations.

FINANCE REPORT

Mr. Whitehead reported that a bill has been received from COG for \$19,030 which is in line with the amount payable on receipt of the second draft of the working papers/chapters. The amount remaining in the consultant budget is approximately \$30,000.

The committee voted unanimously to approve payment of the bill.

NEXT MEETING

The next Steering Committee meeting will be on January 13th at 8:00 AM.

Submitted by Catherine Perry