

**TOWN OF LINCOLN  
MINUTES OF COMPREHENSIVE LONG RANGE PLAN  
STEERING COMMITTEE  
December 18, 2007**

**PRESENT:**

Ken Hurd	Planning Board; HOBE sub-committee
Mark Whitehead	Town Planner
Anita Scheipers	Assistant Town Administrator
Patti Kelleher	Community Opportunities Group
Sarah Guerrero	LUED sub-committee
Jim Meadors	OSNR sub-committee
Ken Bassett	LUED sub-committee
Peter Sugar	CHUG sub-committee
Noah Eckhouse	FACTS sub-committee
Mark Hochman	CHUG sub-committee
Catherine Perry	Planning admin.

**UPDATE FROM SUB-COMMITTEE CHAIRS**

The sub-committee chairs reported on their meetings with COG to discuss work plans and goal formulation. Judi Barrett will provide some follow-up shortly.

HOBE is seeking a replacement representative from the school committee. CHUG has sent out its survey of town board members, which can be completed on paper or via the website. Most of the institutional interviews have been carried out but a few remain. FACTS is considering using focus groups to develop a sense of town priorities.

**DISCUSSION OF SURVEY QUESTIONS**

The town-wide survey, initiated by CHUG, will be finalized soon with a view to issuing it in early January. Mark Hochman distributed copies (however, some of the input received was inadvertently omitted; the latest version would be emailed). Mark asked the steering committee members to test the survey questions and send him comments on how well they work, together with any corrections or additional questions, within the next three days.

On the governance topic, Mark reported that the school committee is also pondering a fall-off in participation by school parents. Ken Hurd asked if the survey would shed light on people's time commitments/ availability. This is addressed in relation to Town Meeting, but not more broadly.

The survey is to be reworded to come from Ken Hurd as Chairman of the CLRP Committee.

Mark Hochman will try to arrange for an article in the newspaper drawing attention to the survey.

**FEBRUARY PUBLIC FORUM**

Mark Whitehead distributed copies of a draft agenda for the proposed public forum. The suitability of Bemis Hall for break-out discussion groups was questioned, and it was agreed to check the availability of the school auditorium plus classrooms as a better

alternative. Passing time will need to be built into the schedule. An 8:45am start was preferred to 8:30am.

Noah Eckhouse drew attention to Winter Carnival events on February 2 and it was agreed to schedule the public forum for February 9 instead.

Steering Committee members asked for care to be taken in testing the audio system and ensuring that visual materials are sufficiently clear from a distance. Noah Eckhouse agreed to type audience input into a power point format for sharing and saving.

The plan for the group discussions is to allocate people randomly to topic groups for the first one and allow them to self-select for the second one. Patti Kelleher asked where the sub-committees' goals will be presented. The Steering Committee thought this could be done at each of the discussion groups. At least two people from the CLRP Committee will be needed at each, to explain the work that has been undertaken so far.

The nature of the introductory, plenary session was discussed. There was some support for beginning with a speech by a leader or expert to set the tone and draw attention to broad trends and trade-offs faced by the town. The procedure for the event will also need to be explained. One option may be to have a kick-off event on the Friday evening, as was done for the South Lincoln charrette. Suggestions for guest speakers should be given to Mark Whitehead or Ken Hurd. Some alternative or supplementary options are separate lectures, and articles in the newspaper and on the website.

COG will need clarification of its role in the event, and hopes to be able to use it to hear the community's issues and concerns.

#### **INVOICE APPROVAL**

Mr. Whitehead reported that COG has submitted an invoice for \$1,000 for work relating to two meetings in October.

A motion was proposed by Mr. Hurd and seconded by Mr. Bassett, to approve payment of the invoice. The motion was passed unanimously.

Submitted by Catherine Perry