

**BOARD OF SELECTMEN MEETING MINUTES – FINAL
DONALDSON ROOM
Monday April 4, 2016 7:30 P.M.**

PRESENT: Peter Braun (Chair), James Craig

STAFF: Timothy Higgins, Town Administrator; Peggy Elder, Administrative Assistant

WELCOME & INTRODUCTIONS:

- Mr. Craig made a motion to appoint Peter Braun as Chairperson. Mr. Braun seconded. The motion was approved. Mr. Braun welcomed Mr. Craig to the Board.

ANNOUNCEMENTS:

- None

APPOINTMENTS:

- Graffiti at Brooks School - Lincoln School Superintendent Becky McFall, School Committee Chair Jennifer Glass, Detective Ian Spencer and Police Chief Kennedy joined the meeting. Mr. Craig reported that he attended the recent meeting in regards to the graffiti incident at the Brooks School. He then asked Superintendent McFall and Chief Kennedy to give an overview of the incident. Ms. McFall explained what had happened and said that given many reasons, they are taking it very seriously. There has been an increased Police presence at the School as well as locking the front door in an effort to tighten up security while maintaining a welcoming feeling on campus. She continued that initial steps have been taken and that conversations are ongoing. Chief Kennedy started by explaining that for 30 years the Lincoln Police Department has had a good working relationship with the schools. All Juvenile Officers have been to Threat Assessment training. It is a nationally recognized model to follow. He went on to say that there is a best practices guide that is used in crisis situations. Detective Ian Spencer commented that on Monday morning there was a rollout. The students were informed about what happened and were asked if anyone had any information about the incident. Chief Kennedy mentioned that the Lincoln Police Department has put out the incident on a "Police Only" email list to see if any other communities had anything similar happen. There has been no response. Supt. McFall reported that the graffiti has been mostly removed, but there might need to be some sandblasting done. She went on to thank the Police Department for their response and continued efforts in finding the responsible party. Mr. Braun commented that the Selectmen are here to help if needed. He added that it is gratifying to see the School Department and Police Department collaborating in such a positive way.
- MSBA Statement of Interest – Superintendent McFall, School Committee Chair Jennifer Glass, and School Business Manager Buck Creel joined the meeting. Superintendent McFall started by saying that the Statement of Interest (SOI) has been updated to include the work of the Campus Master Planning Committee (CMPC). Mr. Craig asked if they could give an overview of what happens when the SOI is submitted to MSBA. Mr. Creel explained the process. Mr. Braun made a motion to approve the resolution to

approve and execute the SOI as presented. Mr. Craig seconded. It was unanimously approved.

OPEN FORUM:

- Mr. Craig took a moment to thank the members of the Department of Public Works who are and will be working tonight to keep the roads safe during the current snow storm.

TOWN ADMINISTRATOR'S REPORT:

- Planning Director – Mr. Higgins reported that he has established a good working relationship with Jennifer Burney. He reports that she is doing great work and is learning the issues. He is looking forward to her coming to report on her activities at a Board meeting in May.
- Annual Re-Appointments – Mr. Higgins commented that the annual consent list is being developed and will be covered during Discussion.
- Landfill Solar Group – Mr. Higgins reported that the Group is actively working towards the goal of indentifying issues and potential solutions to enable the possibility of a solar panel installation at the Landfill. They have met five times. Mr. Eckhouse was BOS representative, but Ms. Fredriksen has volunteered to take that seat.

Key Issues & Focus:

- Solar Blueprint
 - o Plan to guide short-term and longer-term Town investments in solar
 - o Will includes solar suitability analysis of a dozen or so properties, primarily those that are owned by the Town
 - o Will help Conservation Commission answer two key questions: 1) are there any sites that are more suitable for solar than the landfill, and 2) what parcels might be considered in trade for the landfill that are of equivalent conservation value
- Financial & Energy Incentive Caps
 - o Until the Legislature acts to increase the caps, municipal solar projects are on hold.
 - o Our plan is to continue working on the Blueprint and to complete our due diligence while waiting for the Legislature to act.

Mr. Braun thanked Mr. Higgins for his continued work on this issue.

- Bemis Basement Renovation – Mr. Higgins reported that he hoped that in the next month or so there will be a ribbon cutting to celebrate the new usable space in Bemis Hall. He voices a special thanks and acknowledgment to Carolyn Bottum for her role in the project, as well as Michael Haines for jumping in both at the planning stage, and then

in the role of General Contractor, to get this important project completed within the budget. It will be a great space to be used in many ways. Mr. Braun added his thanks to Mr. Haines and said it's another great reason to have Mr. Haines available for Town projects as Facilities Manager.

- IT Director Search – With Chuck Miller expected to retire as of early July, Mr. Higgins recommended that the Board appoint a Search Committee to organize the recruitment and interview process and to recommend a preferred candidate for appointment by the Board. He recommended that Ms. Fredriksen serve as the Board's representative on the Search Committee, since she has served as the Board's liaison to IT-related matters in the past, as well as served on the IT Planning Committee and on the Web Site Development Committee.

Mr. Higgins proposed the following Search Committee membership:

- 1) Renel Fredriksen – Board of Selectmen
- 2) Tim Higgins – Board of Selectmen/Town Administrator
- 3) Rob Ford, School IT Director
- 4) Jaki Apsler, Library Board
- 5) Colleen Wilkins, Finance Director
- 6) Susan Brooks, Town Clerk
- 7) Kevin Kennedy, Police Chief

Mr. Craig made a motion to approve the IT Search Committee as described. Mr. Braun seconded. It was unanimously approved.

- Lincoln-Sudbury Fields Project – Mr. Higgins reported that the Lincoln-Sudbury School Committee voted last week to amend their FY'16 budget, with the intent of transferring funds from their Excess & Deficiency Fund to their Stabilization Fund. Under state law, the amendment becomes effective in 45 days if the Town does not call a Town Meeting to vote to block the action. The Lincoln Finance Committee will be meeting with Lincoln-Sudbury to discuss the process. It is highly likely that the Lincoln Finance Committee will recommend that the Selectmen take no action, and by our inaction (not voting to call a special town meeting), allow the internal transfer of funds to occur. The Finance Committee will present its recommendation to the Board during the April 25th meeting. In the longer-term, Lincoln-Sudbury will be asked to prepare a comprehensive plan for the fields and to review its plan with the Lincoln Capital Planning and Finance Committees, through our customary procedures this fall.
- MBTA Plan to Install Monopoles - The MBTA announced plans to install cell towers/monopoles along the Fitchburg line to comply with a federal mandate requiring remote control emergency stopping technology to prevent run-away trains as well as providing better WIFI for its passengers. The Planning Board has invited the MBTA to a meeting on April 26th, at 7:30 p.m. to review the plan and the specific sites that have been selected by the MBTA. It appears that MBTA has the ability to move forward with

the project without the need for local approval. Although, they have informally given the Planning Department assurances that they would be willing to consider moving the tower locations if less impactful sites were identified. Mr. Craig opined that a positive development from this project would be the fact that existing cell coverage deficiencies in the Walden and 117 corridor could be significantly improved. Jennifer Burney has been our point person. Ms. Burney has set up a page on the web site where more detailed information is available.

- Open Meeting Law Refresher – Mr. Higgins reported that each year he is invited by the Town Clerk to provide an overview of these laws during the Swearing-In Ceremony for new officials, which was held on March 31st this year. If anyone is interested in this topic, please contact him and he will e-mail the slides.
- Traffic Impact – Mr. Higgins began by saying that it is not unusual for the Selectmen's Office to receive calls from residents regarding traffic. He said that people should feel free to bring their concerns to either the Town Administrator or the Board of Selectmen. Mr. Braun read a letter from the Board of Selectmen to be published in The Squirrel as well as posted to the email discussion forum Lincoln Talk.

DISCUSSION

- Town Meeting Follow-up – Mr. Higgins reported that his post Town Meeting action list has been distributed, reminding Departments of their responsibilities to carry out the votes of Town Meeting.
- Annual Re-Appointment/Appointment Process – The Consent List has been updated to reflect the feedback provided at Thursday morning's workshop.

Mr. Braun added that there is an opening on the Capital Planning Committee. While it is a Moderator-appointed position, he encourages anyone interested to contact Tim Higgins or Peggy Elder in the Selectmen's Office.

- Route 2 Update/Status – Mr. Braun reports that MDOT is on schedule to complete the project this Fall. Remaining work primarily is landscape in nature. Mr. Higgins commented that the Town has negotiated over \$500,000 in additional landscaping to be installed between some of the highway and residential areas. Mr. Braun hopes to have a ribbon cutting ceremony upon completion of this project.
- Liaison Reports – Mr. Braun reported that he and Mr. Higgins attended the opening of the new Health Center at The Commons. He added that he would like the Commons management to be added to the list of annual appointments to come to a Selectmen's meeting and give the Board an update. He also reported that the Commons' residential units are over 90% full.

ACTION ITEMS:

- Vote to Execute the Bedford Agreement (Hanscom Retiree Dependents) – Mr. Higgins reported that two years ago Lincoln and Bedford came to an agreement regarding who was responsible for the education of the high school children of certain retired-military tenants living at Hanscom. At that time, Bedford and Lincoln agreed that the students would attend Bedford High School and Lincoln would pay for the students for FY15. A similar agreement was negotiated and executed by Lincoln for FY'16 but had not been executed by Bedford. The Finance Committee understands the options and our preferred strategy and has agreed to cover the cost of the Agreement (\$17,000 x 3 = \$51,000) through a transfer from the Reserve Fund. Bedford has put us on notice that they will not continue this arrangement beyond the current school year. Mr. Braun made a motion to execute the Bedford Agreement for FY16. Mr. Craig seconded. It was unanimously approved.

CORRESPONDENCE:

- Diversity Group – Mr. Higgins mentioned that on May 2, 2016 at Bemis Hall there will be a program on diversity. It will be a panel presentation including the School Superintendent and the Police Chief. He said more information could be found on the Town website.
- Town Election Locations – Mr. Craig mentioned that there has been some concern about the current voting location. Mr. Higgins explained that the Town Clerk goes to great length to ensure the polling place does not interfere with school activities or cause any security risks. He continued that the Selectmen welcome further discussion on this topic.

MEETING MINUTES:

- None.

A motion was made by Mr. Craig to adjourn. Mr. Braun seconded. It was unanimously approved. The Meeting adjourned at 9:25 P.M.

Submitted by Peggy Elder
Approved 5/23/16