

**BOARD OF SELECTMEN MEETING MINUTES – Final  
DONALDSON ROOM  
Monday January 9, 2017 7:30 P.M.**

**PRESENT:** Peter Braun (Chair), Renel Fredriksen, James Craig

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

**WELCOME & INTRODUCTIONS:**

- Mr. Braun opened the meeting and reviewed the agenda.

**ANNOUNCEMENTS:**

- Mr. Craig thanked the DPW for their great work during the snowstorm over the weekend.

**APPOINTMENTS:**

- MSBA Reply to 2016 Statement of Interest (SOI) – Jennifer Glass (School Committee Chair) joined the meeting to report on the MSBA's decision to not invite Lincoln into the MBTA pipeline. Ms. Glass reported that Lincoln was one of 89 schools that applied for a major project, but that only a few can be accepted each year due to the MSBA's limited funding. She explained that MSBA is required to evaluate and choose projects based on a statutorily-defined list of priority criteria. The first three priority-criteria are structural deficiencies, overcrowding, and possible loss of accreditation, and in recent years only projects within those criteria have been able to be accepted. Unfortunately, the Lincoln School's needs are not within these criteria. Ms. Glass said that there will be a multi-board meeting on January 30, 2017 to begin a more detailed discussion concerning whether the Town should proceed with a School project on its own by conducting a feasibility study with the funds already collected per the March 2015 Town Meeting vote and/or reapply to the MSBA. Ms. Glass asked that two articles be included on the Annual Town Meeting Warrant to enable voting on these questions.

Ms. Glass reported that the follow meetings will be held to seek public input on these questions:

- February 10, 2017: Presentation and discussion by School leadership at the Council on Aging
- March 8, 2017: Multi-Board public forum
- March 17, 2017: Additional presentation and discussion at the Council on Aging

Mr. Braun added that this was a good beginning and that the discussion will continue at a future Board meeting as well.

- Town Clerk Susan Brooks - Early Voting – Ms. Brooks joined the meeting to report on her assessment of the practical and financial implications of early voting based on her office’s first experience with it for the November 2016 election, as well as to recommend a policy regarding electioneering at the site where early voting is held.
  - Practical Implications – Early voting must be made available for two weeks for each even-year statewide election. The early voting site must have good parking, good handicapped access, be centrally located, and allow for at least one four-person voting station and related equipment. For the November 2016 election, nearly 41% of the votes cast were by early voting, which resulted in long lines at certain times and the need to install a second four-person station, which limited handicap access. In addition, it was noted that the stations and related equipment are heavy and not easily portable, that the equipment and voting area need to be fully secured at night, and that the supervising staff need to continue to have easy access to the Town Clerk’s office. Her office has evaluated potential sites and concluded that only the Donaldson Room is feasible. The Board noted that this would require the Donaldson Room to be locked at night and made unavailable for all other uses during the early-voting period.
  - Financial Implications – Ms. Brooks stated that she is still calculating the actual cost, but that it would likely involve additional equipment and additional paid staff. There is considerable workload involved in monitoring early voters’ eligibility and intake and storage of the completed ballots, while trying to provide normal Town Clerk services.
  - Electioneering Policy – Ms. Brooks explained that State law does not consider the site where early voting is held to be a polling place for the purposes of applying the usual limitations on electioneering activity. It was noted that at an official polling place, interior electioneering is prohibited and exterior electioneering can only occur beyond 150 feet of the entry door. She suggested that the Board therefore adopt a policy to define where electioneering would be permitted in relation to an early-voting site. With respect to the Donaldson Room, her initial proposal was to prohibit exterior electioneering within 16 feet of the Town Offices building entrances and to prohibit interior electioneering within certain defined spaces of the building. With respect to any other building that might be utilized, she proposed the same 16-foot exterior limit and prohibiting all interior electioneering. Mr. Braun noted that a complete interior prohibition at the Town Offices might be easier to enforce and help avoid any ambiguity whether electioneering was occurring in a protected space or not. During discussion, it was noted that the policy would only address the place where electioneering could occur and would rely on existing State law regarding what behaviors constitute electioneering. Mr. Craig moved that the Board adopt a policy to prohibit exterior electioneering within 16 feet of an early voting site’s entrances and to prohibit all interior electioneering within the building where early voting is occurring. Ms. Fredriksen seconded the motion. The motion was approved by Mr. Craig and Mr. Braun. Ms. Fredriksen voted against the motion.

## OPEN FORUM

- None

## TOWN ADMINISTRATOR'S REPORT:

- Planning Board Bylaw Hearing(s) – Mr. Higgins reported that the Planning Board is holding a public hearing tomorrow night regarding all proposed by-law amendments that may be considered at the Town Meeting, as required by State law, including the Selectmen's proposed moratorium on recreational marijuana retail establishments. Mr. Higgins has been working with Jennifer Burney (Director of Planning and Land Use) as well as Town Counsel and others in preparation for the Planning Board hearing. Mr. Higgins stated that he will be attending, as will Town Counsel, to answer all by-law proposal related questions. Ms. Fredriksen and Mr. Craig said that they both planned on attending the meeting as well. Ms. Fredriksen added that in addition to the moratorium proposal, the other by-law proposals that will be discussed at the hearing are: Solar panel-related land-use authorizations, Agricultural Commission right-to-farm bylaw revisions, and the Housing Commission's accessory apartment-related proposals. Ms. Fredriksen noted that once the bylaw proposal by the Housing Commission is approved by the State it will not be amendable at the Town Meeting.
- Complete Streets Planning Update: - Mr. Higgins reported that the program regulations seem to be evolving over time. Initially, we were advised by MDOT that Lincoln could apply for FY'17 grant funds as long as we submitted our policy and projects list in time, and identified projects that could be completed prior to June 30, 2017. Under recently announced deadlines, this will no longer be possible. Therefore Mr. Higgins and his team are working on a prioritized project list to be submitted for FY'18. He plans to have a proposed policy to put before the Board at the next meeting to seek its approval and has distributed his draft for their review and comments/questions.
- Economic Development Advisory Committee (EDAC) – Mr. Higgins reported that he, along with Mr. Craig and Ms. Burney, are compiling the feedback from their breakfast meeting and reviewing it carefully and plan to come back to the Board with it in February.

## DISCUSSION

- Cycling Safety Advisory Committee (CSAC) – Mr. Craig reported due to the input and work of many different groups, he feels that the Committee is ready to launch and was ready to ask the Board to consider approving its formation. Mr. Craig moved that the Board approve the formation of the Cycling Safety Advisory Committee with the charge as presented. Ms. Fredriksen seconded. It was unanimously approved.
- South Lincoln Planning Implementation Committee (SLPIC) – Mr. Craig reported that the formation of this committee is underway and that the composition of the committee has been decided and it will be ready to launch at the end of January. He said that he would be willing to be the Board's representative on the committee. Mr. Braun moved that Mr. Craig

be the Board's representative on the South Lincoln Planning Implementation Committee. Ms. Fredriksen seconded. It was unanimously approved. Ms. Fredriksen asked what has been done as far as outreach for the at-large positions on the committee. Mr. Craig reported that Ms. Burney has received a lot of interest in participating on the committee. In fact, there has been so much interest in the at-large positions that they are considering increasing the size of the committee from seven to nine members.

- Budget Discussion – Mr. Higgins reported there has been no change since the prior report to the Board. The only question that remains on the budget is whether or not the Board wants to support the DPW request for \$30,000 to do some additional emergency tree pruning. Not needing a motion, the consensus was that the Board supports the DPW's request. Mr. Higgins will present this preferred additional item at the Finance Committee's second budget workshop.
- Liaison Reports –
  - Housing – Ms. Fredriksen reported that there has been a resignation on the Housing Commission and another member who may not run for re-election. She added that she sent an email to the Chair to ask if they wanted to make an appointment or wait until after the Election. She encouraged those watching to consider either running or volunteering for the Commission as it is a very important to have the Commission filled.
  - Hanscom Retiree-Family Children Education Expense – Mr. Braun reported that he had continued to request a meeting with the Lt. Governor's office and that as a result there will be a meeting next week with a senior representative of the Governor's office. Mr. Braun, Mr. Higgins, Ms. Glass, and Superintendent McFall will be attending.

#### **ACTION ITEMS:**

- Open the Warrant – Mr. Higgins stated that all that is being asked is that the Board vote to open the Warrant, which triggers a two week period for applicants to come forward with article proposals. Ms. Fredriksen made a motion to open the Annual Town Meeting Warrant. Mr. Craig seconded. It was unanimously approved.
- Lincoln Kitchen Entertainment License - After a discussion regarding the type of Entertainment license that the Board would be able to grant Lincoln Kitchen at this time, in light of regulatory requirements and the information provided to date, Mr. Craig moved to grant Lincoln Kitchen, LLC an Entertainment License (E1 – Television and Background music only). Ms. Fredriksen seconded. It was unanimously approved.
- Call Firefighters – Ms. Fredriksen moved to appoint Zach Clements and Karl Lundgren to the position of Call Firefighter. Mr. Craig seconded. It was unanimously approved.
- Full-time Dispatcher – Mr. Craig moved to appoint Spencer Hughes to the position of Full-Time E911 dispatcher. Ms. Fredriksen seconded. It was unanimously approved.
- Special Police Officer – Mr. Craig moved to appoint Spencer Hughes to the position of Special Police Officer. Ms. Fredriksen seconded. It was unanimously approved.

- Walden Woods - Ms. Fredriksen moved to approve a letter of support for Walden Woods's application for a grant to develop an exhibit for the new Walden Reservation Visitor Center. Mr. Craig seconded. It was unanimously approved.
- Mass Audubon – Ms. Fredriksen moved to approve a letter of support for Mass Audubon's application for a grant to develop an exhibit for the new Walden Reservation Visitor Center. Mr. Craig seconded. It was unanimously approved.

**CORRESPONDENCE:**

- None

**MEETING MINUTES:**

- None

A motion was made by Mr. Craig to adjourn. Ms. Fredriksen seconded. The meeting adjourned at 9:00 P.M.

Submitted by Peggy Elder

*Approved 01/25/17*