

**BOARD OF SELECTMEN MEETING MINUTES – Final
DONALDSON ROOM
Wednesday July 13, 2016 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:

- Ms. Fredriksen announced that at Bemis Hall at 11:00 AM on July 28, 2016, the Housing Coalition will be holding a forum on accessory apartments and the option of making them available as part of the Town's affordable housing program. Anyone interested in attending should RSVP to Carolyn Bottum at the Council on Aging.
- Mr. Craig congratulated the Parks and Recreation Department and Public Safety on another great Fourth of July celebration.

APPOINTMENTS:

- Garden Club & DPW – Agnes Wiggin (representing the Garden Club) and Chris Bibbo (DPW Director) joined the meeting. Ms. Wiggin and Mr. Bibbo have been working together to explore the possibility of installing a hydration station at the town-owned park in South Lincoln across the road from the former AKA Bistro site. The Garden Club would like to donate \$5000 to the cost of the project and is seeking the Selectmen's support for the project. They have also investigated the costs of installation and maintenance and reviewed similar installations in other towns, as well as consulted with the Water Commission. The Water Commission has volunteered to cover the costs of the water hook-up. The balance of funds would be paid out of the DPW operating budget. Mr. Bibbo has helped the Garden Club select the best location and to provide advice on the installation. Mr. Craig moved that the Board accept the Garden Club's gift of \$5000 to be used for a hydration station to be installed at Lincoln Station Park and that the Board authorize the DPW Superintendent to proceed with its installation. Ms. Fredriksen seconded. It was unanimously approved. The Board thanked Ms. Wiggin and the Garden Club for their efforts on this project and for all of the work they do on an ongoing basis to maintain landscaping at various locations around Town.
- Chief Kennedy -
 - Departmental Rules & Regulations – Chief Kennedy joined the meeting to continue the discussion and review of the proposed Rules & Regulations. The Chief reported that he has incorporated input from Town Counsel. Chief Kennedy explained his

motivation for developing a separate set of Rules and Regulations to serve as an officer code of conduct for on and off-duty behavior, as well as to enable the Department to comply with an accreditation status it is seeking. The Chief stated that the document was based on a template developed by the state police chiefs association and that he had received the cooperation and support of the Police Officers' Union. The Chief recommended, given the complexity of the document, that the Board take the matter under advisement until its next meeting. The Board thanked the Chief for the care he had shown in developing such a comprehensive proposal. The Board agreed to continue its review and discussion until its next meeting.

- 4th Sergeant Promotion – Chief Kennedy commented that as a result of the Town Meeting vote, additional funds would be made available to allow the promotion of one of the current officers to serve as the Department's 4th Sergeant. The purpose of adding a 4th Sergeant would be to ensure that all shifts are supervised by a properly trained and empowered Sergeant. The Chief reviewed the promotional process that the four candidates went through which ultimately resulted in the recommendation before the Board this evening: that Anthony Moran be promoted to the position of Sergeant. Chief Kennedy spoke of the qualities that were apparent when they first met Anthony: His leadership abilities, that he was wise beyond his years, and that he was took an active role in the school. The Chief added that Anthony has continued to demonstrate these qualities. He is very active in the Department. He has done everything he could do to better himself, including getting his Master's degree. Ms. Fredriksen commented that she was very impressed with the level and quantity of training that he has undertaken. Mr. Braun thanked Anthony for his efforts and Chief Kennedy for the thoroughness of the process. Chief Kennedy then recognized Officer Bob Surette and Officer Andrew Davis. Officer Surette will be taking over the Safety Officer role in the Department and Officer Davis will be attending Training the Trainer program. Mr. Craig added that he too was very impressed with Anthony Moran and his qualifications. Mr. Braun added that, in view of the events involving policing nationwide, it was appropriate for the Board to mention once again that they never lose sight of the risks faced daily by the Police and appreciate the Department's thoughtful approach to enhancing officer training, safety, and sensitivity. Ms. Fredriksen moved to appoint Anthony C. Moran to the position of Sergeant. Mr. Craig seconded. It was unanimously approved.
- Dispatch Appointment – The Chief asked the Board to vote to appoint a new Dispatcher to replace one of our full-time Dispatchers who recently resigned to take a position in another community. He asked the Board to appoint Michael Harriman to the position of Dispatcher and described his credentials. Mr. Craig moved to appoint Michael Harriman to the position of Dispatcher. Ms. Fredriksen seconded. It was unanimously approved.

OPEN FORUM:

- None

TOWN ADMINISTRATOR'S REPORT:

New Business:

- Congresswoman Clark Meeting – Mr. Higgins reported that he attended a meeting hosted by the Congresswoman on June 27th at Brandeis University, to discuss the leading issues of concern to cities and towns, with Town Managers, Town Administrators, and Mayors from around the 5th District. The topics covered included transportation and infrastructure needs, the opioid crisis, gun control efforts and economic development. It was a nice opportunity to learn about efforts throughout the District, and to hear the Congresswoman's perspective on the Federal government's role in it all. Mr. Braun noted Congresswoman Clark's admirable and appreciated continued focus on local community issues.
- Minuteman Building Project – Mr. Higgins reported that the Minuteman School Committee voted on June 27th to pursue a district-wide election. He continued that it was scheduled for September 20th. He reported that Town Clerk, Susan Brooks, has been briefed and is working with her colleagues in the other towns to finalize the plans/logistics for the meeting. Minuteman is required to reimburse the towns for the cost of the election. The majority of all votes cast in all sixteen towns will determine the outcome.
- Community Preservation Act Changes – Mr. Higgins reported that an interesting article appeared in the Journal recently reporting on the likely shrinking amount of state matching funds as more cities and towns join or consider joining. Boston is scheduled to vote to join shortly. If they join, it is estimated that they will absorb as much as 25% of total available state funds. He continued that Lincoln received a 100% match in the early years of the program, but it has been reduced to between 30% - 40% since the time of the real estate market correction in 2008. He believes that most of the members of the Town's financial leadership team continue to believe that a 30-40% return on investment is quite positive. Mr. Braun pointed out that the Town Offices construction project is a good example of how CPA funds helped to reduce the cost to the taxpayers, including the initial \$1 million of construction funds and the full debt service to date. Ms. Fredriksen pointed out several other uses of the funds including affordable housing, land acquisition, and the Bemis Hall basement renovation project recently completed.

Updates:

- McLean Hospital Proposed Development – Mr. Higgins reported that the Planning Board's full site plan review hearing was opened on June 28th and continued until July 26th. The Planning Board seems to be focusing its review on screening and parking, and it has asked McLean to lead a discussion with abutters to see what consensus exists around fencing and landscaping. McLean presented a parking plan that attempted to answer questions raised in the earlier meeting. In the meantime, the Board of Health has given its approval of the septic system. The Attorney for McLean has requested that the Building Inspector issue a formal determination regarding the project's eligibility as a "Dover protected use." The Building Inspector will be taking input from Town Counsel, from the Attorney representing the abutters and from the Attorney on behalf of McLean and is expected to render his opinion shortly. Regardless of which way the Inspector

decides the matter, there is likely to be an appeal filed with the ZBA.

- Liquor License (Blazes) – Mr. Higgins reported that the House and Senate have both approved the Bill. The Bill should be signed by the Governor and enacted into law shortly. The Town has been advised by Town Counsel that the Secretary of the Commonwealth will not allow this type of petition to appear on the State Election Ballot in November. So, instead, we will make a note to include the petition on the Ballot for next April.
- Bedford Agreement – Education of Hanscom Retiree Dependents. Mr. Higgins reported that the additional funds for Lincoln to help defray the cost of educating military retiree dependents outside of our contractual obligations remain in the State's FY'17 Budget through the House-Senate Conference Committee process, thanks to the continued strong advocacy of Representative Stanley. Although the line item was among hundreds of "earmarks" vetoed by the Governor, Rep. Stanley has continued to advocate for the veto to be overridden. Mr. Braun took the opportunity to again thank and compliment Representative Stanley and his staff for their understanding of the importance of Hanscom issues to the Town of Lincoln, to the other HATs communities and for the Commonwealth. Mr. Braun also expressed his disappointment that Senator Barrett did not give the measure his full support. In the meantime, Mr. Braun and Mr. Higgins are urging Senator Barrett to host a meeting with other Hanscom stakeholders, including the Congressional delegation, to help answer some of the funding and ideological questions that the Senator raised when we requested his support for the additional funds.
- Traffic Management – Mr. Higgins reported that he had developed a first draft of an article that attempts to explain the Town's approach to traffic management. The Board had previously agreed to make traffic management the focus of its next Newsletter. Mr. Braun commended Mr. Higgins on the quality of the first draft. Mr. Braun agreed to take the next cut at the draft and to have something available for his colleagues to review in August, in preparation for the Board's first meeting in September.
- Landfill Solar Working Group – Mr. Higgins reported that the consultant team had visited Lincoln earlier in the day and visited nine sites to assess their suitability to host a solar installation. The Solar Committee will be meeting again shortly to receive the consultant's initial assessment and to help frame the final report. We are on track to have the Blueprint completed in time to inform discussions regarding the landfill solar project for the fall SOTT and potential special town meeting.
- Complete Streets Application – Mr. Higgins reported that the DPW Superintendent and the consultant are working on the first phase, which is the analysis of the existing conditions of our roadways and roadsides. The existing conditions assessment, once completed, will then frame the discussion regarding roadway and roadside improvement possibilities. This stage will include the opportunity for extensive public input. The last step will be the development of project priorities and budgets – leading to the submission of construction funding grant application(s). He congratulated Mr. Bibbo and Ms. Burney for their initiative.
- State of the Town Date – Mr. Higgins reported that staff and other town boards are requesting that the Selectmen set the date for the State of the Town Meeting. The choices are: November 5th, which is the Saturday before the National Election;

November 12th, which is the weekend of Veteran's Day; and November 19th which is the Saturday before Thanksgiving. The consensus was that November 12th was the best choice, although none was ideal. Mr. Higgins said he would follow up with Superintendent McFall regarding school availability and report back at next meeting.

DISCUSSION

- Route 2 Update – Mr. Higgins reported he, the Town's consultant and Mr. Braun continue to monitor the "punch list" of remaining items and that stone walls, landscape fences and most of the planting have been completed. The remaining planting work will take place in the fall when planting conditions are more conducive, including replacing plantings that have died. Mr. Braun and Mr. Higgins reported that most residents within the Rt. 2 corridor seem pleased. We continue to work with MDOT to organize a ribbon cutting/project dedication at some point in the fall
- Liaison Reports -
 - Hanscom AFB – Mr. Braun reported that, as occurs every two years, a new Commander of the 66th Air Base Group, Colonel Roman Hund, will be installed at Hanscom on July 26th, and that he would be attending the change-of-command ceremony. He also reported that a new Military Assets Task Force director (John Beatty) has been appointed, with an office at MassDevelopment and improved direct reporting to the Governor's office.

ACTION ITEMS:

- Registrar of Voters Reappointment - The Town Clerk has requested that the Board vote to reappoint Chris Bursaw to the Board of Registrars of Voters. The term is for three years ending in 2019. Ms. Fredriksen moved to reappoint Chris Bursaw to the Board of Registrars of Voters for a three-year term ending in 2019. Mr. Craig seconded. It was unanimously approved.
- Chief Procurement Officer – Mr. Higgins reported that the Town is required to designate an employee to serve as its Chief Procurement Officer (CPO), with responsibilities for overseeing all purchasing activities and ensuring compliance with all relevant bid laws. He recommended that the Board vote to appoint the Assistant Town Administrator to fill this role, a role that is outlined in the job description. The IG's Office requires that we submit confirmation of the vote. The Board is voting to vest this authority in the position rather than the person. Mr. Craig moved to appoint the Assistant Town Administrator to serve as the Chief Procurement Officer for the Town. Ms. Fredriksen seconded. It was unanimously approved.

CORRESPONDENCE:

- Mr. Braun commented on another great update report from Jennifer Burney.

MEETING MINUTES:

- None

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

Submitted by Peggy Elder

Approved 07/25/16