

BOARD OF SELECTMEN MEETING MINUTES – Final
Donaldson Room
Monday January 7, 2019
7:00 P.M.

PRESENT: Jonathan Dwyer, Chair, James Craig, Jennifer Glass
STAFF: Timothy Higgins, Town Administrator, Peggy Elder, Administrative Assistant

WELCOME & INTRODUCTIONS:

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

ANNOUNCEMENTS:

- The Board of Selectmen wished everyone a happy new year.
- Mr. Dwyer announced that former Selectman John Ritsher had passed away on December 11, 2018 and he extended the Board's condolences to his family.

APPOINTMENTS:

- Lincoln Station Partners, LLC– Mr. Dwyer read the public hearing notice. Mr. Dwyer then made a motion to open the public hearing. Ms. Glass seconded the motion. It was unanimously approved. Mr. Higgins gave a brief explanation as to why the liquor license application was changed from a transfer to a new application. Thomas Fosnot of Lincoln Station Partners, LLC, Geoff McGean of the RLF, and Rob Parker representing Lincoln Station Partners, LLC joined the meeting. They explained that nothing has changed since the initial application, which was approved by the board on October 15, 2018, and it simply was going to be a new application rather than a transfer. Ms. Glass moved to close the hearing. Mr. Craig seconded the motion. It was unanimously approved. Mr. Dwyer moved to approve the submission of Lincoln Station Partners, LLC's All Alcohol on Premises Restaurant Liquor License to the ABCC for their review. Ms. Glass seconded. It was unanimously approved.

OPEN FORUM:

- None

TOWN ADMINISTRATOR'S REPORT:

- Budget – FY20 Budget Proposal– Mr. Higgins reported that the initial budget to the Finance Committee on December 12th. The budget is fairly uncomplicated. Mr. Higgins added that there will be a number of ongoing and new projects and initiatives and proposes to support these efforts within the constraints of existing budgets. Some of the highlights of the proposed FY20 budget are:

- Budget is in compliance with the 2.5% guideline.
- Generally permits us to maintain service levels.
- No additional positions or added hours; total full time employee count hasn't increased appreciably over past 30 years.
- Challenges:
 - o Increased Social Service needs;
 - o Variable public safety overtime;
 - o Increasing demands on Consulting & Engineering budget which Mr. Higgins considers a good problem;
 - o Ongoing litigation expense;
 - o Need to restore expense budgets in several smaller departments;
- Added Flexibility:
 - o Turnover in several departments created savings that can be used to address some of the challenges noted above:
 - Directed \$5,700 to Council on Aging to restore its modest expense budget, and \$14,000 to provide an allowance to adjust the salary of the Council on Aging Assistant Director. Mr. Higgins explained that the duties of the Assistant Director's position have expanded significantly and the position needs to be graded on a par with other "Assistant" Department Manager positions in other departments.
 - Restoring the expense budgets of several smaller departments (totaling approximately \$10,000). These departments have very modest expense budgets to cover basic needs (e.g., public hearing notices, supplies, small training/workshop budgets).

Mr. Higgins commented that if the Board is comfortable with the budget as presented he will be updating the Finance Committee during January 23rd Workshop. He added that there are no preferred budget requests being contemplated; nor will they be entertained by the Finance Committee. The budget will then be finalized for Town Meeting.

- Bicycle Pedestrian Advisory Committee (BPAC) – Mr. Higgins reported that the Charge has been finalized, reflecting last round of comments. The Planning Board and the Parks and Recreation Department to name their respective representatives. A notice has been published looking for at-large candidates. Bob Wolf has helped us encourage Cycling Safety Advisory Committee (CSAC) member interest. The deadline for interest is January 15, 2019. Mr. Higgins anticipates that the Board will interview potential candidates at their January 28th meeting and aim to schedule the kick-off meeting in early February.
- Annual Town Report–Mr. Higgins reported that Ms. Glass is taking the lead on the Selectmen's section of the Annual Town Report. The deadline for submission is February 4, 2019.
- Wellness Award–Mr. Higgins reported that the Town employee wellness program efforts have been recognized by the Mass Municipal Association (MMA). Lincoln will be receiving an award during this year's annual meeting for "Most Progress" in

employee wellness. Town Treasurer/Collector, Krystal Elder, leads our wellness team noting that better health leads to reduced claims and budget savings.

- Marijuana Next Steps—Mr. Higgins reported that with the full ban having been approved by Special Town Meeting in October, the next step is to place the question on the ballot for the March 25th Annual Town Election. Mr. Craig reported that the Committee will publicize that the question will appear on the ballot. I've enclosed a copy of Town Counsel's recommended wording of the ballot and to re-state the Board's stance from the October Special Town Meeting. Mr. Craig clarified that if the Town votes no on the ban at the March Town Election there would be more time because of the moratorium vote last Fall. This would give the opportunity to have a special election.

DISCUSSION:

- Property Tax Study Committee – Ms. Glass reported that Mr. Higgins circulated the proposed draft charge which included the changes that the Board wanted made to it. The committee would be made up of 7 members in addition to Mr. Higgins and Ms. Bottum. The notice will be published with a deadline of January 31, 2019. Mr. Craig moved to adopt the revised charge as presented. Ms. Glass seconded the motion. It was unanimously approved. Ms Glass volunteered to be the board's representative on this committee, with the appreciation of Mr. Dwyer and Mr. Craig.
- DeCordova Update – Mr. Craig reported that negotiations are progressing and there is a meeting tomorrow morning. He added that they are working collaboratively with a goal of a proposed by-law change to be considered and voted by the Town during the Annual Town Meeting in March 2019. Mr. Craig reported that the group will be hosting a second public outreach event at Town Offices in the coming weeks.
- Oriole Landing Updates— Mr. Higgins reported that the Department of Housing and Community Development (DHCD) has given final approval. The Building Inspector has issued the permit. Building Inspector Mark Robidoux has done a great job keeping the abutters to the project in the loop as to what is going on with the project. Letter needs to be drafted to DHCD confirming issuance of permits and requesting confirmation of the timing by which the units will be recorded on our subsidized housing inventory. The Garden House will be named in Lucretia Giese's honor.
- Liaison Reports -
 - SLPIC- Mr. Craig reported that the SLIPC zoning sub-group met earlier today. He added that they are working with Metropolitan Area Planning Council (MAPC) zoning experts to examine the current zoning in the Lincoln Station area and possible zoning by-law amendments which would encourage re-development of the area for the Town's consideration. More public outreach is needed with the idea of eventually bringing this to Town Meeting or possibly to State of the Town as well.
 - School Building Committee (SBC) – Ms. Glass reported that the next meeting is Wednesday night. There is a lot of work to do. They are pulling together staged phase meetings. Getting chairs of as many relevant committees together as possible to make sure everyone is aware of the various licensing/permitting phases and who is responsible

for what over the course of the project. Keeping lines of communication open so that each group is working together effectively. Ms. Glass also wants to have a sustainability meeting for the project. Making sure that it meets all standards set for the project. Ms. Glass reported that a representative from Eversource will be in attendance for this meeting. The goal is to get things moving in the right direction.

- Parks & Recreation/Council on Aging – Mr. Dwyer reported that the Winter flyer has been mailed and that it includes programs for both departments, which seems like a great idea for increasing awareness of their complementary offerings.

- Police Department – Mr. Dwyer reported that the Lincoln Police Department worked with the Sudbury Police Department on a case. With the help of Detective Ian Spencer's sketch, they were able to apprehend the suspect.

- Board liaisons – BPAC and RTC – Mr. Dwyer offered to be the representative for the Board on the Bicycle & Pedestrian Advisory Committee (BPAC) and on Roadside & Traffic Committee, with Ms. Glass and Mr. Craig in agreement.

- McLean Hospital – Mr. Craig reported that McLean has filed an official appeal for direct appellate review and that the Town has responded to the appeal.

- Selectmen's Newsletter – Ms. Glass put together a draft which reviewed the key dates between now and the Annual Town Meeting in addition to items that will be included in the Annual Town Report.

- Lincoln-Sudbury School Committee – Mr. Dwyer represented the Town of Lincoln at a recent School Committee meeting to fill a vacancy on the Committee. Candace Miller of Sudbury will be the interim member of the Committee.

ACTION ITEMS:

- Open Warrant – Ms. Glass made a motion to open the warrant for the March Annual Town Meeting. Mr. Craig seconded. It was unanimously approved.

CORRESPONDENCE:

- None

MEETING MINUTES:

None

WARRANTS:

- None

Mr. Higgins updated the Board on the gift from Harriet Todd. The Town has received the check and it was her wish that the Selectmen decide what to do with this very generous gift. The Board agreed to come up with some ideas to consider for the next meeting.

A motion was made by Ms. Glass to adjourn. Mr. Craig seconded. It was unanimously approved. The meeting adjourned at approximately 8:30P.M.

Submitted by Peggy Elder
Approved 01/28/2019