

BOARD OF SELECTMEN MEETING MINUTES
Donaldson Room
Tuesday January 9, 2018 6:00 P.M.

PRESENT: James Craig (Chair), Jennifer Glass, Jonathan Dwyer

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

WELCOME & INTRODUCTIONS:

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

ANNOUNCEMENTS:

- Public Works – Mr. Craig thanked the DPW crew that did such a great job during the recent storm.

APPOINTMENTS:

- Multi-Board Meeting – The Board of Selectmen, Finance Committee, Capital Planning Committee, School Building Committee, and Preliminary Planning & Design Committee all called their individual meetings in order. Ms. Glass reviewed the agenda for the multi-board portion of the meeting. Ms. Glass also reminded the Boards of the Special Town Meeting to be held June 9, 2018.

Ms. Glass reviewed the Campus Projects Briefing Document which is a compilation of questions and answers that will provide Town boards and residents with a framework in which to make informed and responsible decisions. She reviewed the document, and emphasized that it is a “living document” that will change over time as information is gathered and questions arise.

Ms. Glass began by saying that the following questions would be what would be addressed:

- Value Metrics:
 - o What are the ways we can compare the value of different project solutions?
 - o Initial Costs (School Building (SBC) and Preliminary Planning & Design Committee (PPDC)
 - o Operating Costs over the life of the bond (SBC & PPDC)
 - o Educational and program values of each project (SBC & PPDC)
 - o Phasing implications for each of the proposed solutions
 - o Demographics of the Town
 - o Implications to home values
 - o Doing nothing
- Educational/Program Goals:
 - o What are the educational goals of the Lincoln School project?

- What are the program goals of the Community Center project?
- How well do the facilities serve the staff?
- What impact might the projects have on enrollment, use, and engagement?
- Possible future programming?

- Sustainability:
 - Energy Use Intensity (EUI) use and the 2030 aspirations by-law
 - Address the Town's land conservation policies
 - Address water (conservation, gray water, etc. and sewage)
 - Additional improvements that could be considered at a later date
 - Site improvements (wetlands, EUI, trails, and access, etc.)

- Questions for Residents:
 - How well do the solutions reflect and augment Lincoln's sense of having an "intergenerational compact?"
 - How well does each proposed solution "fit" the campus?
 - How do the projects impact the "feel" of Lincoln?
 - How do individual boards and school and town staff rank each proposal?
 - Are we honoring what came before? The architectural and historic elements of the campus.
 - Has the process been open and inclusive?
 - Qualitative value to the town.
 - How do you measure the projects in terms of outcomes? What are other metrics we are looking for?

- Comparable Data:
 - What are the updated comps with peer communities

- Financial Questions:
 - How much can we bond and keep our AAA rating?
 - What happens if move to a AA+ rating?
 - What are the other big ticket items on the Town's horizon?
 - What increases can taxpayers expect for different levels of borrowing?
 - From the financial view, what does it look like if the projects are separated by time? How far apart would the projects need to be in order to have a financial impact?
 - Are there other reasons to either bond them together or wait? (e.g. financial outlook, cost savings, etc.)
 - What has happened to interest rates over time? What is considered typical movement in interest rates? What kind of volatility might we expect between decisions about project concepts vs. going out for a bond?
 - Is it possible to stage & fund the projects over time? What is the financial impact?
 - How do we talk about the projects that are "over the limit"? Or about the total cost of two projects being "over the limit"? Should they be considered?
 - What are the demographics in Lincoln? Can we get a sense of the percentage of residents for whom the tax impact will be a true hardship? Can we address those needs by expanding existing taxpayer relief programs?
 - Should there be "Friends of the Campus" fundraising?; which projects on or off campus might be more suitable for private fundraising?
 - Construction cost or total lifetime project cost?
 - What exactly is the Stabilization Fund and what impact can it have on the projects?

- What are the ramifications of the recently passed Federal Tax Plan?

Ms. Glass solicited feedback about additional information that would be helpful to add to the document.

Jim Hutchinson, Finance Committee Chair joined the meeting and gave a brief presentation from his Committee.

Audrey Kalmus, Capital Planning Chair joined the meeting and gave a brief presentation from her Committee.

The Finance Committee, Capital Planning Committee, School Building Committee, and Preliminary Planning & Design Committee all adjourned their individual meetings.

Mr. Craig thanked Ms. Glass for facilitating the meeting. Mr. Dwyer commented that it was well done and the participants were all really engaged.

OPEN FORUM:

- None.

TOWN ADMINISTRATOR'S REPORT:

- Annual Report – Mr. Higgins reported that the draft of the Selectmen's section of the Annual Town Report is under way. He and Mr. Craig started the process a couple of weeks ago, adding that Mr. Dwyer and Ms. Glass should have received an email asking for their input on their sections. The Board will have two more meetings to work over the report before the deadline of February 5, 2018.
- Tax Reform/Early Tax Payment – Mr. Higgins reported that the Collector's Office reports significant end of year, early tax payments in response to the new federal tax reform legislation that was signed into law on December 22, 2018. The Collector reports that approximately 644 residents elected to prepay some or all of the second half bill for the current or next fiscal year. In all, the Collector received approximately \$2.5 million in early payments. The Office was careful not to give tax planning advice. Mr. Higgins extended his thanks to Krystal Elder, Treasurer Collector, and her staff for extending themselves to accommodate this unanticipated event. Whereas many Towns decided to accept only second half payments for the current fiscal year, we accepted payment for next year also.
- Water Superintendent Resignation – Mr. Higgins reported that Greg Woods has submitted his resignation. Mr. Higgins added that he did a great job at the Water Department. Mr. Craig asked that a letter from the Board be sent to Greg to thank him for his years of service with the Town.
- Small Cell Technology – Mr. Higgins reported that he, Jen Burney, and Paula Vaughn consulted with several neighboring Towns and with Town Counsel with the intent of developing proposed guidelines to help govern the Town's application review process. He said he sought input from the carriers themselves to ensure that the standards the Town is

developing are technically feasible and appropriate. He reported that the completed final draft to present to the Board for review and approval. He added that at least one carrier is waiting to submit its formal request for a public hearing for permission to locate antennae on several poles, pending completion of the Town Guideline. If the Board is comfortable with the Draft, he asked the Board to adopt the Guideline. At the carrier's request, the Town will then schedule a public hearing for one of our upcoming meetings.

- **Budget** – Mr. Higgins reported that there were no unresolved issues with the base budget. He added that he and Ms. Glass would both be attending the January 16, 2018 Finance Committee meeting.

Item	Initial Request	Latest Update Request Fincom Support for Additional Funds	Contingency Plan Should Fincom. Decide Not to Support
<i>Storm Water Planning</i>	\$50,000	\$50,000 - Unchanged Urge Fincom. to consider complexity, town-wide importance and various efforts to secure grants	Will need to make reductions elsewhere in Base budget to free up funds required to meet mandate. Would increase consulting budget by \$50,000 and develop plan for reductions.
<i>Town Nurse</i>	\$24,000	Reduced to \$14,000 Ask Fincom to support \$4,000 to meet mandated reporting requirements and \$10,000 to sustain existing public health clinics and services. Unable to support \$10,000 for enhanced services – will work with COA to pursue potential grants instead.	Will need to earmark \$4,000 of consulting to fund mandated reporting services. Will not be able to support \$10,000 for various other discretionary existing services without making reductions elsewhere in budget – an option the Board appears disinclined towards.
<i>Consulting & Engineering</i>	\$12,000	\$12,000 – Unchanged Ask Fincom to support \$12,000 as there is a strong case that this fairly modest sum is leveraging both grant funds and important data and insights for key Town planning efforts (e.g., South Lincoln revitalization, traffic management)	Will need to make do with reduced level of funding in C&E. Will result in reduced support for various planning initiatives.
<i>Domestic</i>	\$8,000	\$8,000 – Unchanged	Continue to make our basic

Violence Support Network		Ask Fincom. to support full \$8,000 which represents Lincoln's prorated share of offsetting the loss of \$100,000 federal grant.	contribution of \$1,500 already included in Chief's base budget, but not contribute anything more.
Elections	\$3,000	\$3,000 – Unchanged Ask Fincom. to support additional \$3,000 in anticipation of June and fall STMs, and fall special election	Make cuts elsewhere to free up necessary funds.
Total	\$99,000	\$89,000	

- Pierce House – Mr. Craig gave an update on the New Year's Day event at the Pierce House. Mr. Craig thanked all of the volunteers, the Pierce House Committee and Pierce House Manager, Nancy Beach. Mr. Craig reported that 280 residents and guests attended the event. Mr. Craig gave kudos for all that answered the call and volunteered in order to continue the tradition of the New Year's Day event.

DISCUSSION:

- PPDC/SBC - Ms. Glass reported that the School Building Committee added Bill McLay who is a recognized expert in sustainability to serve as a consultant to the Design Team. He will be offering his expertise in energy reduction and sustainability. Ms. Glass announced that there would be a School Building Committee meeting tomorrow night. Two big topics of conversation are anticipated: School program and options. What is the educational program you are trying to deliver and how much square footage is needed to accomplish this. Square footage translates to money and a renovated building is less expensive in the short run, but a smaller building would be less costly down the road. Ms. Glass reported that the Committee would be reviewing the range of options to be presented on January 23, 2018 workshop. Mr. Dwyer reported that the Preliminary Planning and Design Committee met yesterday and the plan is to bring in 6 different schemas and set them up on individual tables. People would be encouraged to look at all of the options and ask committee members any questions that they might have. The options will range from renovation of existing pod space to all new construction.
- Marijuana Study Committee – Mr. Craig reported that the first meeting of the Committee at 6:30 PM on January 17, 2018 in the Donaldson Room.
- HOW Group – Mr. Craig reported that on December 14, 2017, the Housing Options Working Group met again with the Developer (Civico) who holds the option for the development of the Mary's Way Property. Based on the feedback received at a prior HOW group meeting, Civico has revised their proposed project, reducing the size of their project from 60 rental

apartments and 12 townhouse style condominiums (at 3-4 stories in height), to a proposal consisting of two 30-unit buildings (2-3 stories in height) of rental units of 1-2 bedrooms only with 25% of them being affordable so that all 60 units can be added to the Town inventory. The intent is to “hide” the parking under the buildings. Mr. Craig reported that to proceed with the project, Civico would need to go before Town Meeting in March 2018 to seek the requisite zoning by-law change to permit the project at the March 2018 Town Meeting as time is of the essence for them. The HOW group encouraged Civico to engage immediately in extensive public outreach, perform traffic studies, as well as a study as to the impact on potential school enrollment. Mr. Craig added that the Affordable Housing Trust and Housing Coalition will be holding a public forum at the end of January (possibly the 31st). Mr. Craig said that both the HOW group and Housing Coalition will be doing all that they can to ensure that there is a lot of public education and opportunities for discussion regarding this project and that residents will have multiple chances to ask any questions and become engaged in the process leading up to Town Meeting.

- Sudbury Board of Selectmen Subcommittee – Ms. Glass reported that she had met with the subcommittee (Susan Iuliano and Dan Carty) with the discussion primarily focused on budgeting process issues. They also spoke about coordination certain items such as transportation, school calendar, and special education. The conversation then transitioned to Lincoln-Sudbury. Ms. Glass added that the Sudbury Selectmen were meeting with the Sudbury K-8 School Committee and the Lincoln-Sudbury School Committee. Ms. Glass let them know that when it relates to the schools, that the Lincoln Board of Selectmen would like to be invited by the Schools to weigh in.
- Cycling Safety Advisory Committee (CSAC) – Mr. Craig reported that CSAC had a meeting on December 21, 2017, and that they will be holding a public forum on March 28, 2018 at 7:00 PM at Bemis Hall. He added that Mass Bike has been invited. The event is to launch the Middlesex Initiative- creating a safe cycling network in Middlesex County. Mr. Craig expects other local biking advocacy groups to attend as well.
- HATS – Mr. Dwyer reported that there will be a meeting on Thursday January 18, 2018 in the Donaldson Room at Town Offices where Regional Transportation issues will be discussed.

ACTION ITEMS:

- Open the Warrant – Ms. Glass made a motion to open the Warrant for the March 24, 2018 Town Meeting. Mr. Dwyer seconded. It was unanimously approved.
- Special Municipal Employee - moved that the Board vote to appoint Jay Talerman, special legal counsel in the McLean matter, as a special municipal employee pursuant to provisions in MGL C268A. Mr. Dwyer seconded. It was unanimously approved.

- Board Meeting Schedule – Mr. Dwyer has a conflict on February 5th, but said he could call in. He will use the 6th as a back-up date.

CORRESPONDENCE:

- None

MEETING MINUTES:

November 27, 2017 – Ms. Glass made a motion to accept the minutes. Mr. Dwyer seconded. They were unanimously approved.

December 11, 2017 – Mr. Dwyer made a motion to accept the minutes as amended. Ms. Glass seconded. They were unanimously approved.

A motion was made by Ms. Glass to adjourn. Mr. Dwyer seconded. It was unanimously approved. The meeting adjourned at approximately 9:15 P.M.

Submitted by Peggy Elder
Approved 02/05/18