

**BOARD OF SELECTMEN MEETING MINUTES**  
**Donaldson Room**  
**Monday January 22, 2018 7:00 P.M.**

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

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

**WELCOME & INTRODUCTIONS:**

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

**ANNOUNCEMENTS:**

- Mr. Craig congratulated the New England Patriots on their AFC Championship victory and continued success as they go on to the Super Bowl.
- Ms. Glass reminded everyone about the School Building Committee Community Workshops on January 23rd. There will be two sessions: the first is at 8:00 AM in the Reed/Brooks Gym, and the second is at 7:00pm in the same location. The group will be reviewing five different concept-level options for the school project. The concepts will also be of varying costs. She encouraged all to come as the Committee would love to have the feedback.
- Mr. Dwyer reported that on January 30, 2018 there will be a workshop for the Community Center project taking place in the B Pod on Ballfield Road. The first session will be at 8:00AM, and the second at 7:00PM.
- Mr. Dwyer reported that Winter Carnival starts this Wednesday and continues through Sunday. For more information on scheduled events please visit [www.lincolnparksandrec.com](http://www.lincolnparksandrec.com).

**APPOINTMENTS:**

- Codman Community Farms (CCF, Inc.) – Mr. Craig invited the CCF, Inc. members to join the meeting. David Alperovitz, CCF President, Nancy Fleming, CCF Vice President, Peter Lowy, Codman Farmer, Fan Watkinson, Chair, Agcom, and Ken Bassett, Agcom member all joined the meeting and introduced themselves.

Mr. Craig began by stating that one of the priorities for the Board is to make sure that at least annually they schedule a time for Town organizations such as CCF to come in and update the Board as to their activities. Mr. Craig added that the Board appreciated receiving CCF's updated five year plan as part of their licensing agreement with the Town, and thanked them all for the hard work they are doing at the Farm..

Mr. Alperovitz explained that they currently do not have any plans to greatly expand the farm. In the last couple of years with the addition of Pete Lowy and Jen Hashley, the focus

has been to bring the farm up to speed, more efficient, provide better animal care, and ensure better use of the fields. He said the plan going forward would remain fairly stable. One thing that they want to do in the next year is to expand their educational programming. They have been looking into various opportunities with area schools. Mr. Alperovitz added that he wants to have people of all ages participating, and to eventually hire someone in the educational and outreach field to organize that work.

Mr. Craig asked about membership levels. Ms. Fleming responded that this past year has been the largest dollar amount in terms of revenue that they have ever had. Currently they have 335 members, of which about 70% are Lincoln residents. She added that all of the Community Gardeners, whether or not they live in Town, are required to be members of the Farm. Mr. Craig commented that one of the things he has noticed when visiting the farm is all of the improvements to the property and to the farm store with the wider variety of products available. He asked if they could give an update about the improvements to the farm and the farm store. Mr. Lowy started by saying that when he and his wife came to the Farm two years ago, they brought their experience of different growing methods to Codman and to the fields that had not previously been practiced on a widespread basis. He continued that they have increased production with the addition of pigs, meat chickens, and a large flock of laying hens. The beef herd has remained stable in terms of number. The difference has been putting the animals out in the fields due to the wonderful pastures available on the farm. Knowing that the Farm needed a steady influx of money and could not rely on memberships alone, the farm store was the key to increasing revenue. Last year the Farm applied for a grant through the Massachusetts Agricultural Council and received a \$25,000 grant which they used for a 10X14 foot high efficiency freezer with glass display doors which allows people to see what is available when they are shopping. It also allowed the Farm to eliminate older, less efficient freezers on the farm. Currently they have a full refrigerated section on one side of the store and the freezer on the other side. He added that all proteins available for sale are grown on the farm and that it is important to them that the public knows that they have plenty of product available year round. Mr. Lowy reported that they are in the planning stage for the 2018 season and maybe increase egg production or turkey production, noting that the farm sold out of fresh turkey a month before Thanksgiving 2017. They continue to get feedback from the public as far as things they would like to see as well as comments regarding the farm itself. He added that they have had a great working relationship with Tom Gumbart (Conservation Director) and how the animals are being cared for on the Lincoln land and being good stewards of the land continuing to refine their practices as they go forward. Mr. Lowy reported that they have approximately \$100,000 this year to do capital improvements, which could be used to build a small greenhouse for the Community gardeners, improve ways to store and move grain throughout the farm, as well as ways to get water out to the fields. He said that over the past two years they have put over \$250,000 into capital improvements including new fencing, improvements to water systems, and building improvements. These projects were done with funds raised through store sales and through the Codman Trust as well as an annual appeal to the public. Mr. Craig asked how the first year of hosting the Farmer's Market at Codman went. Mr. Lowy reported that it went well in spite of it being a small market with only one or two other farms such as Lindentree Farm and Blue Heron Farm participating. He noted that it takes time to build momentum, and he felt that it brought new people to the Farm.

A discussion followed with respect one of the larger issues that needs to be addressed which is the poor condition of Farm Store's parking lot and the driveway access to the Farm and the drainage problems associated with it as well as the poor signage. Mr. Alperovitz said

that parking is a problem, but it is more of a need for re-organization than allocating more space for parking. Since drainage is a major part of the problem, Mr. Higgins asked if the CCF had thought about engaging the Capital Planning process in the Fall. Mr. Alperovitz said that they had considered it and added that it is potentially a project that could be done in stages as well. Mr. Craig expressed his interest in hearing more about potential options they might pursue, and recommended that CCF come back before the Board after they look into this issue in more detail. Mr. Higgins clarified the relationship of the Town and the Farm for those watching the meeting. Lincoln owns the land and all of the buildings on the land. CCF, Inc. is a private not-for-profit 501C3 organization responsible for the operations of the Farm. Mr. Higgins commented that there is a Federal mandated storm water management regulation with which the Town is now dealing. He commented that he could see that CCF is already aware of best practices in this regard.

Ms. Fleming asked if the work CCF is looking to do might be covered by CPA funds. Mr. Higgins responded that whenever there is a need at the farm, that if it is not covered by private donations to look into CPA funding so it is not a hit to the taxpayers. Historic preservation of buildings on the farm would be something applicable for CPA funds, but although he said he would double check, Mr. Higgins did not feel that parking lot repair or anything considered infrastructure would be something that CPA would cover. It certainly would be something to bring up Eric Zimmerman and the CPA. Mr. Bassett suggested that John Vancor, traffic consultant, might be a good asset in an advisory role with Mr. Bassett running alongside for the repair work needed. Mr. Craig suggested that the CCF do their due diligence and get ready for the fall when specific funding options could be explored. Mr. Higgins added that when the Town has completed its storm water management plan (which requires a preliminary plan to be completed by Fall 2018, with the final plan due by July 2019), it will be important to make sure that CCF is aligned with the Town's plan. Mr. Craig closed by thanking CCF for their update and wishing them continued success.

#### **OPEN FORUM:**

- None.

#### **TOWN ADMINISTRATOR'S REPORT:**

- FY19 Budget Proposal – Mr. Higgins reported that he and Ms. Glass attended the Finance Committee meeting last week to give them an update. He continued that more would be known after this Wednesday's 2<sup>nd</sup> Budget Workshop. Mr. Higgins reported that the Finance Committee is understandably concerned about supporting preferred budget requests over and above the base budget at a time when the Town is contemplating large capital expenditures. The Finance Committee asked good questions especially regarding the Storm Water Planning piece. In the end the Finance Committee took it under advisement. He added that the Finance Committee did ask about room for changes in the base budget to accommodate preferred budget requests if they were not approved, as well as alternate ideas for funding these requests. The question was raised as to whether the Board of Selectmen would consider an override proposal in the event that additional funds are not made available. Mr. Higgins and Ms. Glass explained that operating budget override would be unlikely, but that it would require a discussion with the full Board to confirm. Ms. Glass added that the Storm Water Planning item is different than the other preferred budget

requests in that it is necessitated by a federally mandated regulation, and will be an ongoing need. Mr. Higgins then went on to say that if the Finance Committee determines that this needs to come out of the operating budget that it will be very difficult. He explained that the expense side of the operating budget is very lean and the money for the Storm Water Planning item would be very difficult to fund without affecting core services.

- Annual Report – Mr. Higgins reported that the annual report was coming together and thanked the Board for the great team effort. Mr. Higgins will circulate the latest electronic version of the document and will plan on a vote for approval at the Board's February 5, 2018 meeting.
- Small Cell Carrier – Mr. Higgins confirmed to the Board that it has gotten back in touch with the cell carrier and given the small cell carrier guidelines for their use. He added that the Town is working with the carrier in preparation for a Public Hearing on February 26, 2018. Mr. Craig asked if this needed to go through the Planning Board. Mr. Higgins responded that this goes through the Board of Selectmen, but will make sure that the Planning Department is involved in the process.
- Lincoln-Sudbury High School – Mr. Higgins reported that the High School has a budget gap of \$450,000 for FY19. He went on to say that the plan to bridge the gap includes cuts to expense accounts totaling \$200,000 and a transfer from Deficiency Account of \$250,000. Mr. Higgins explained that any proposed solution would ultimately need to be approved by the Selectmen of both Lincoln and Sudbury. Ms. Glass reported that the High School is presenting the proposed budget to the Sudbury Finance Committee tonight, the Lincoln-Sudbury School Committee tomorrow, and the Lincoln Finance Committee on Wednesday night.

## **DISCUSSION:**

- School Building Committee (SBC) – Ms. Glass announced that there would be a public workshop regarding the School Building Project tomorrow morning in the Brooks/Reed Gym from 8:00AM-10:00AM, and the same workshop also in the Brooks/Reed tomorrow evening from 7:00-9:00PM. Ms. Glass reminded everyone that they are still in concept stage, but very much in need of feedback from residents in order to find that balanced spot of cost and value. She encouraged everyone to attend.
- Preliminary Planning and Design Committee (PPDC) – Mr. Dwyer reported that he attended a meeting and that 3-dimensional models were presented. Also presented were three different site placement set-ups. This will be part of the presentation at the Public Workshop held on January 30, 2018 in the B-Pod from 8:00-10:00AM and then at 7:00-9:00PM.
- Marijuana Study Committee – Mr. Craig reported that the Committee had its initial meeting last Wednesday. Unfortunately two members could not attend so the vote for the Committee Chair was postponed until the next meeting. However, the Committee had an overview of the law as well as the regulations that have been approved by the Cannabis Control Commission. The balance of the meeting was spent going over the Charge. Mr. Craig added that due to the fact that the Committee is a short term committee he felt it was important to go over everything now so that the Committee will be ready to submit a report in June. With that in mind, the Committee will be working on an FAQ regarding the retail sales

and cultivation aspects. The key will be public outreach to figure out where Lincoln stands on this topic. Ms. Glass added that Sharon Antia will be holding a fireside chat on this subject this Wednesday at 10:00 AM. Mr. Craig added that he had reached out to the fireside chat group and would like to get some feedback from that group.

- Housing Options Working Group – Mr. Craig reported that the proposed Oriole Landing housing project is really starting to be a subject of conversation in the Town. The Affordable Housing Trust and the Housing Commission will be holding a joint public forum on January 31, 2018 here in the Donaldson Room. The project is progressing quickly and Civico (the developer) has been busy with outreach. There will be a number of upcoming opportunities for the public to obtain information on this project. Ms. Glass made the suggestion, from a process point of view, that a liaison from both the Conservation Commission and Historical Commission be added to the Housing Options Working Group (HOW).
- Liaison Reports –
  - HATS – Mr. Dwyer reported that they had a Roundtable Discussion for traffic. Representatives from traffic related groups, including MAPC. One topic was autonomous vehicles including drawing up memorandums of understanding for testing automated cars in certain towns.
  - Library – Ms. Glass reported that the Library needs to do a 5 year plan. This was launched last weekend and engaged a variety of people. It is required to engage in this planning process as part of their Federal funding. Ms. Glass mentioned that there will be a public survey distributed at some point as well.

#### **ACTION ITEMS:**

- Close the Warrant – The deadline for items to come before Town Meeting. Mr. Dwyer moved to close the warrant for the March 24, 2018 Town Meeting. Ms. Glass seconded the motion. It was unanimously approved.
- Emergency Assistance Committee Appointment – Mr. Dwyer moved to appoint Wendy Kusik to the Emergency Assistance Committee. Ms. Glass seconded the motion. It was unanimously approved.
- Council on Aging Board Member Appointments – Mr. Dwyer moved to appoint Wendy Kusik and John Boynton to the Council on Aging effective April 2018 when current member terms expire. Ms. Glass seconded the motion. It was unanimously approved.

Mr. Craig asked Mr. Higgins to send letters of thanks to those resigning board members.

- Audit Letter – Ms. Glass moved to have Chairman Craig sign the Audit Representation Letter. Mr. Dwyer seconded the motion. It was unanimously approved.

**CORRESPONDENCE:**

- None

**MEETING MINUTES:**

- December 18, 2017 Minutes – Ms. Glass moved to approve the minutes of December 18, 2017 as amended. Mr. Dwyer seconded the motion. It was unanimously approved.

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

Submitted by Peggy Elder

*Approved 02/26/18*