

BOARD OF SELECTMEN MEETING MINUTES– Final

Donaldson Room
Monday January 27, 2020
6:30 P.M.

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

WELCOME & INTRODUCTIONS:

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

ANNOUNCEMENTS:

- Mr. Craig reported that Ms. Glass was unavailable to attend this meeting and Mr. Dwyer is stepping in for her tonight as chair of the meeting.

APPOINTMENTS:

- New Cell Tower at 6 Emerald Road – Mr. Higgins reported that there has been a petition submitted to add a new cell tower to the zoning district. Attorney Dan Klasnick joined the meeting. Attorney Klasnick gave an overview of the process that is undertaken when a new tower needs to be added to a district. He added that if the lease on the original towers than the proposed tower on Emerald Road would not be necessary. Mr. Craig moved that the Board vote as required by MGL, c. 40A, s5 ti refer the petition to expand the Town’s wireless communications facilities overlay district filed by the owner of 6 Emerson Road to the Planning Board. Mr. Dwyer seconded the motion. It was approved unanimously.

OPEN FORUM:

- None

TOWN ADMINISTRATOR’S REPORT:

Town Meeting – Mr. Higgins reported that the Vote to Close the Town Meeting Warrant is listed as your first Action Item. The Board received a copy of the updated drafts of the Article List and Warrant. He added that they will set aside agenda time during both March meetings for discussions with warrant article proponents.

Mr. Higgins stated that the warrant sequencing is subject to change by the Board. In the meantime, some articles of note:

- #11 - 8th Graders: gun violence (no details yet)
- #26 – Property Tax Circuit Breaker special legislation
- #27 – Change COA title to reflect expanded social services role
- #28 – South Lincoln Zoning
- #29 – Parking Fund – Zoning bylaw will provide option, under certain circumstances for a property owner or developer to make a payment in lieu of adhering to the parking ratio requirement.
- #31 – New Stormwater Bylaw to comply with MS-4 Regulation
- #32 – Accept State statute to provide authority to raise fees without going back to Town Meeting each time.
- #s33 & 34 – Add a new site to Historic District and correct clerical error made last year, respectively.
- #35 – Citizens’ petition to Amend General Bylaw to change BOS title.
- #36 – A placeholder, subject to discussion by and agreement of full BOS Monday night, that results from work of the Citizens’ group sponsors of #35. The concept, being recommended by Ms. Glass and Mr. Higgins, is a Board of Selectmen-sponsored resolution asking the Town Meeting to endorse the Board’s effort to make all town bylaws and regulations gender neutral. The process being considered is 1) get Town Meeting to endorse the concept 2) come back next year with a proposed bylaw to authorize the change/s, and 3) then form a working team to implement. So, why not do this at the same time as BOS title change? Mr. Higgins added that the Citizens’ group would prefer to go step by step.
- #37, 38 , 39 – Mothers Out Front/Environmental Club petitions to ban the use of polystyrene, the use of non-reusable check-out bags, and plastic straws and stirrers (although the last may be dropped).
- #40 – The intended petitioner has not provided any more detail other than that the topic will be Climate Change.
- #41 – Linked to the petition that is the subject of the Board’s 6:30 p.m. appointment: proposal to add site to cell tower district.

Mr. Dwyer made a motion for the Board to vote to sponsor gender neutral by-laws. Mr. Craig seconded the motion. It was unanimously approved.

CPA Update – Mr. Higgins reported that the Community Preservation Committee has supported all three of the Selectmen’s FY21 requests. They are:

- Codman Farm Driveway for \$210,000
- Regional Housing Services Office (RHSO) contract for \$15,000
- Annual Debt Service for Town Offices for \$379,450

DISCUSSION:

FY21 Budget – Mr. Higgins reported that the Board has received a copy of the memo that resulted from the discussion among the working teams referenced below. The Finance Committee is now

in receipt of the memo. Mr. Higgins added that he is hopeful of receiving Fincom support. He added that the 2nd Fincom Workshop is scheduled for January 29th.

The 2nd Fincom budget workshop is scheduled for January 29th. The only unresolved Town-side budget issue at this point is our request for a preferred budget for Fire Overtime (\$73,000). Since the last budget discussion, Mr. Higgins, Jennifer Glass, Town Finance Director Colleen Wilkins, and Fincom liaison Elisa Sartori met to discuss the case for resolving the overtime problem. He added that he is in the process of drafting a memo to the Finance Committee summarizing that discussion.

As the budget currently stands, the Town has a balanced Base/2.5% Budget that:

- Maintains level services;
- Maintains current head count;
- Includes sufficient funding in various "support" line-items (e.g., consulting, engineering, and legal) to support priority initiatives such as Lincoln station planning, Complete Streets, and Stormwater Planning; and
- Honors our bargaining agreements

The Finance Committee is willing to entertain the Town's request for additional funding for Fire overtime.

Board of Selectmen's Annual Report – Mr. Higgins reported that the Board is in receipt of the latest (January 16, 2020) draft of the Selectmen's Annual Report. He noted that Ms. Glass is adding the individual pieces as she receives them. This item has been tabled.

Liaison Reports:

Mr. Craig reported that he has upcoming South Lincoln Planning and Implementation Committee (SLPIC) meetings and a February 5, 2020 Public Forum.

Mr. Craig reported that he has a Housing Coalition meeting on February 11, 2020.

Mr. Dwyer reported that Capcom is discussing the wireless antennas for Public Safety. It is a 1.8 million dollar project that will be phased in.

Mr. Dwyer reported that HATS had a meeting and Liz Rust from the Regional Housing Services Office (RHSO) was in attendance.

ACTION ITEMS:

Walden Parcel Deed – Mr. Higgins noted that this is an action required to carry out plans of the Board of Selectmen and Housing Commission, and votes of Town Meeting dating back to 2003. Mr. Higgins explained that the Town agreed to transfer title to a small piece of town-owned land located adjacent to Walden as part of a negotiation with the Commonwealth that resulted in the Town acquiring the Sunnyside Lane parcels on which the Town went on to build affordable housing. Town Meeting voted to authorize the conveyance; title searches and due diligence was performed; and everything was set in motion to transfer the property. The process never was completed and the parcel remained and remains in Town ownership. Mr. Higgins went on to report that recently, the Commonwealth contacted the Town to see what would be required to complete

the transfer. All that is required is a vote of the Selectmen to sign the deed, consistent with the authorization provided by Town Meeting.

Mr. Craig made a motion that the Board vote, consistent with the April 2003 vote of Town Meeting, to sign the deed to the Town owned land identified as Parcel #137-3-0, an undeveloped 1.84 acre lot located on Concord Road adjacent to Walden Pond, conveying the land to the Commonwealth for conservation, recreation, or open space purposes under Article 97. Mr. Dwyer seconded the motion. It was unanimously approved.

Public Safety Appointment - Mr. Craig made a motion to appoint William Lenox to the position of Dispatcher. Mr. Dwyer seconded the motion. It was unanimously approved.

ABCC Form – Mr. Craig made a motion that the Board sign the ABCC Licensing Form Certification submitted by deCordova. Mr. Dwyer seconded the motion. It was unanimously approved.

CORRESPONDENCE:

- Mr. Higgins noted that some very positive feedback was given regarding the exceptional customer service they received from Dorothy Blakeley of the Assessor's Office.

MEETING MINUTES:

- January 6, 2020 – Mr. Craig made a motion to approve the minutes of the January 6, 2020 meeting. Mr. Dwyer seconded the motion. They were unanimously approved.

WARRANTS:

- Mr. Craig made a motion to sign the warrants. Mr. Dwyer seconded the motion. This was unanimously approved

Mr. Craig made a motion to adjourn. Mr. Dwyer seconded the motion. It was approved unanimously. The meeting adjourned at approximately 7:30 P.M.

Submitted by Peggy Elder

Approved 02/24/20