

BOARD OF SELECTMEN MEETING MINUTES
Donaldson Room
Monday February 5, 2018 6:00 P.M.

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

WELCOME & INTRODUCTIONS:

- Mr. Craig opened the meeting and noted that Mr. Dwyer is attending the meeting remotely via telephone as he is out of the country on business. Mr. Craig confirmed that all votes at tonight's meeting would be done with a roll call vote. Mr. Dwyer confirmed that there was no one with him during the Executive Session of tonight's meeting. Mr. Craig then reviewed the agenda.

ANNOUNCEMENTS:

- Mr. Craig asked Jim Cunningham to join the meeting and the entire Board congratulated him on his birthday and thanked him for all he does to get the Selectmen's meetings on the air.
- Ms. Glass thanked all the groups that took part in the Winter Carnival. The Parks and Recreation Department which does so much of the work, but also Jack MacLean who gave a history of the schools in Lincoln, the Girl Scouts who put on the breakfast, and those who perform at the Coffee House. Thanks to all who were involved in making it a success.

APPOINTMENTS:

- None.

OPEN FORUM:

- None.

TOWN ADMINISTRATOR'S REPORT:

FY19 Budget Proposal – Mr. Higgins reported that he and Ms. Glass attended the January 24th Finance Committee meeting to answer any remaining questions about the proposed operating budget, and to listen to the discussion about other key budget balancing challenges. After a good and thoughtful discussion, the Finance Committee decided that it could support the revised preferred budget items (totaling \$89,000) and still meet its commitments to OPEB, Debt Stabilization, Capital Planning, and the operating needs of the Town. He added that the Board appreciates the Finance Committee's support and recognition of the extenuating circumstances surrounding each item. The Finance Committee did underscore the fact that preferred budget requests are likely to become more difficult to support when debt service increases in support of

major capital projects. Mr. Higgins added that he has advised each of the Departments that had a stake in the preferred budget. The final Budget as voted is as follows:

Item	Initial Request	Latest Update Request Fincom Support for Additional Funds
<i>Storm Water Planning</i>	\$50,000	\$50,000 - Unchanged Urge Fincom. to consider complexity, town-wide importance and various efforts to secure grants
<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.
<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)
<i>Domestic Violence Support Network</i>	\$8,000	\$8,000 – Unchanged Ask Fincom. to support full \$8,000 which represents Lincoln’s prorated share of offsetting the loss of \$100,000 federal grant.
<i>Elections</i>	\$3,000	\$3,000 – Unchanged Ask Fincom. to support additional \$3,000 in anticipation of June and fall STMs, and fall special election
<i>Total</i>	\$99,000	\$89,000

- Senior Tax Work-off Program - Mr. Higgins then reported on discussions concerning an opportunity to increase funding of the Town’s Senior Tax Work-off Program. The Finance

Committee seemed very strongly supportive, should the Board recommend doing so. He added that the concept that people seemed to support is increasing the funds by \$15,000 to allow creation of 10 additional slots (\$1,500 per participant). Ms. Glass moved that the Board request that the Finance Committee include the additional funds in the warrant article. Mr. Craig seconded the motion. It was unanimously approved by roll call vote: Craig: Aye; Glass: Aye; Dwyer Aye.

- Annual Town Meeting Warrant – Mr. Higgins reported that the Board voted to open the Warrant at their January 9, 2018 meeting, and that the Board's vote at their January 22, 2018 meeting to close the warrant means that no additional articles will be added to the Warrant. The warrant included in the Board's packet is 90% complete and is waiting for Town Counsel comments. He added that the deadline to vote to sign the Warrant is the Board's next meeting so that it can go to print and included in the financial section of the Town's annual mailing to residents. Mr. Higgins asked the Board if they had any comments or questions regarding the sequencing of the Articles as proposed. He added that he has asked the Moderator for her feedback and is waiting for that. There was discussion as to the sequencing of the articles as presented, and the Board was in agreement to the changes that were suggested. Those changes will be made prior to the Board signing the Warrant.
- Selectmen's Annual Report – Mr. Higgins said that the most recent version of the Annual Report is included in their packet. Mr. Craig asked for one minor edit, and asked for a motion to approve the Annual Report as amended. Ms. Glass moved to approve the Selectmen's Annual Report as amended. Mr. Dwyer seconded the motion. It was unanimously approved by roll call vote: Craig: Aye; Glass: Aye; Dwyer Aye.
- MBTA Station – Mr. Higgins reported that he received a memo from the Planning Department asking the Board to draft a letter to the MBTA confirming Lincoln's agreement to continued partnership with the MBTA. Ms. Glass moved to send a letter to the MBTA. Mr. Dwyer seconded the motion. It was unanimously approved by roll call vote: Craig: Aye; Glass: Aye; Dwyer Aye.
- Codman Farm – Mr. Higgins reported that the Farm would like to install solar hot water heating on the farm house and on barn "D". Ms. Glass moved to authorize the proposed improvements at Codman Farm subject to other Town approvals. Mr. Dwyer seconded the motion. It was unanimously approved by roll call vote: Craig: Aye; Glass: Aye; Dwyer Aye.
- Call Firefighter – Mr. Higgins reported that the Board has a request to the Board from Chief Steve Carter to appoint a Call Firefighter. Mr. Higgins went over Dan Gould's credentials and asked that they appoint him to the position of Call Firefighter. Ms. Glass moved to approve the appointment of Mr. Gould as a Call Firefighter. Mr. Dwyer seconded the motion. It was unanimously approved by roll call vote: Craig: Aye; Glass: Aye; Dwyer Aye.

DISCUSSION:

- School Building Committee (SBC) – Ms. Glass reported that on January 23rd the SBC held two workshops (one in the morning and the other in the evening). The SBC was pleased with both the turnout and that the attendees represented a variety of groups within the community (with kids in the schools in town, with kids not in the schools, and those without kids), newcomers and long-time residents. There was a feedback form at the workshops as

well as an online form, and they received 156 responses. Ms. Glass added that there were several open ended questions and the SBC is in the process of reading through those responses. Ms. Glass reported that there is a meeting on Wednesday and some of the more strategic renovation options would be discussed. She commented that there was feedback to the committee that some residents would like to see a concept that would meet all the program requirements. She added that there will be another meeting in late February and then on March 7th the SBC meeting will focus on the sustainability of each of the approaches that the Town is looking at. Martine Dion, Director of Sustainable Design for SMMA, and Bill Maclay, a sustainability expert hired to provide additional analysis, will lead the discussion.

- Preliminary Planning and Design Committee (PPDC) – Mr. Higgins reported that the turnout was great for both the morning and the evening workshops held on January 30th. Some of the comments from the attendees were that they were pleased with the choice of architect and her team; and that her approach is sensitive to the needs of Lincoln. Mr. Higgins added that one comment that was heard was that the committee should consider locating the Community Center at the Smith School. Mr. Higgins then reported that the Finance Committee and the CPC made presentations that were very well received by the attendees. The PPDC is meeting next week, and they will be processing the feedback. The next step is March 24th at Town Meeting, followed by the June 9th Special Town Meeting.
- Marijuana Study Committee – Mr. Craig reported that their next meeting will be on February 15th. The Committee is working on an FAQ document that focuses in on the topics covered, and will be publicly available. They will be looking for ways to engage with the Town both through public forums and social media to get information out to residents and to solicit feedback. Mr. Craig added that he would have more information to report after the meeting on the 15th.
- Housing Options Working Group (HOW) – Mr. Craig reported that the HOW group had not met since the Board's last meeting, but did report that the Housing Commission and the Affordable Housing Trust held a public forum regarding the proposed Oriole Landing project. He added that there were about 50 people in attendance. He said that Pam Gallup gave an overview of the Affordable Housing status of Lincoln, and how this proposed development could help the Town's Affordable Housing inventory. The developer, Civico, made a presentation. Civico brought their engineer to present a traffic study that they had done. The impact on traffic and on neighborhood streets was a concern voiced by many of the residents in attendance. The Town will be doing a peer review of the traffic study. It will be very important to have a follow up meeting towards the end of February.
- Liaison Reports –

Listening Sessions – Ms. Glass reported that there are two listening sessions scheduled for this week. Ms. Glass will be at the session being held this Wednesday at Bemis Hall beginning at 2:00PM. Mr. Craig will host the Friday session at 9:30AM in the Story Room at the Lincoln School. Ms. Glass added that residents could go to the PTO meeting first and then stay to see Mr. Craig.

Sudbury School Structure – Ms. Glass reported again on the subcommittee of the Sudbury Board of Selectmen which is looking at the structure of the school system and is on the agenda of the full Sudbury Board tomorrow night. The two members of the sub-committee,

Susan Iuliano and Dan Carty, will be seeking approval to send a proposal to the Lincoln Board of Selectmen and the three school districts (Lincoln preK-8, Sudbury preK-8, and Lincoln-Sudbury High School). The purpose of the committee is to establish a joint committee to explore options which may provide better coordination across the districts, shared services or positions across the districts, changes in district administrative structures or changes in district governance structures. Ms. Glass added that the Sudbury Board of Selectmen would be in touch with the Lincoln-Sudbury School Committee, as would be appropriate, to have an initial conversation and to gauge its interest in being part of this type of proposal. Ms. Glass thought that the Sudbury Board of Selectmen might want to come to meet with the Board to discuss this in the future. Ms. Glass will update the Board when new information becomes available.

Cycling Safety Advisory Committee (CSAC) – Mr. Craig reported that CSAC met last week and that they are holding a forum at Bemis Hall on March 28, 2018. The Committee is inviting the Executive Director of MassBike to the forum. He added that it is a meeting concerning opportunities especially in the Middlesex area to collaborate with neighboring communities and cycling groups on cycling advocacy. Mr. Craig commented that it would be a good chance to network with other groups in the area. Mr. Craig reported that the committee also worked on a “wish list” of items that they would like to have added to the next Complete Streets submission. The committee has a short list and plans to submit it by the Spring 2018 Complete Streets submission. Mr. Craig also reported that they are continuing to work with their High School Girl Scout volunteer who is working towards her gold star award.

ACTION ITEMS:

- Lincoln-Sudbury Excess Deficiency Fund – Mr. Higgins reported that the action item is a Board vote to authorize Lincoln-Sudbury to transfer \$250,000 from their excess and deficiency fund to close an FY19 budget gap of \$450,000 with the remaining \$200,000 coming from expense cuts. Mr. Higgins added that the FinCom is in complete agreement in making this transfer. Ms. Glass moved to authorize Lincoln-Sudbury to transfer \$250,000 from their excess and deficiency fund to close the FY19 budget gap. Mr. Dwyer seconded the motion. It was unanimously approved by roll call vote: Craig: Aye; Glass: Aye; Dwyer Aye.
- Board Schedule – Mr. Higgins said that the Board will need to have a brief morning meeting to vote to approve the ballot for the Town Clerk. The Board decided on Friday morning February 16, 2018 at 7:30AM.
- Newsletter – Ms. Glass opened the discussion and reviewed subjects to include such as a “Welcome to Town Meeting” primer by Town Moderator Sara Canon-Holden as well Green Energy Initiatives such as the bottle/plastic bag petitions, and the Mothers Out Front group. The newsletter will be ready to vote for approval at the February.

CORRESPONDENCE:

- None

MEETING MINUTES:

- January 9, 2018 Minutes – Ms. Glass moved to approve the minutes of January 9, 2017 as amended. Mr. Dwyer seconded the motion. It was unanimously approved by a roll call vote of: Craig: Aye; Glass: Aye; Dwyer: Aye.
- A motion was made by Ms. Glass moved to adjourn. Mr. Dwyer seconded. It was unanimously approved by a roll call vote of: Craig: Aye; Glass: Aye; Dwyer: Aye. The meeting adjourned at 8:15 P.M.

Submitted by Peggy Elder

Approved 02/26/18