

## **BOARD OF SELECTMEN MEETING MINUTES– Final**

**Donaldson Room  
Monday February 10, 2020  
6:30 P.M.**

**PRESENT:** Jennifer Glass, Chair; James Craig; Jonathan Dwyer

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

### **WELCOME & INTRODUCTIONS:**

- Ms. Glass opened the meeting and reviewed the agenda.

### **ANNOUNCEMENTS:**

- Mr. Dwyer acknowledged the Parks and Recreation Department and everyone involved on another successful Winter Carnival. He attended the skating event and the Coffee House. There were many talented performers at the Coffee House and everyone had a great time.

### **APPOINTMENTS:**

- 19 Granville Road Proposed Conservation Restriction – Geoff McGean of the Rural Land Foundation/Lincoln Land Conservation Trust joined the meeting.

The Conservation Commission voted to approve and sign the Conservation Restriction (CR) on The Walden Woods Project property (previously owned by Douglas Adams). The property is located immediately to the northwest of the Granville Road cul-de-sac. This CR permanently preserves 3.7 acres of undeveloped open space. The acquisition was made possible by the generosity of the Adams family and funding from The Walden Woods Project, the Lincoln Land Conservation Trust/Rural Land Foundation, the Codman Trust, neighbors, and the Community Preservation Committee's CPA funds. Protection of this land maintains public access on the Lincoln trail system, linking important areas including Walden Pond, Adams Woods, Pine Hill, and other local conservation parcels. The property also includes important wildlife habitat consisting of wetlands, forest, and open areas. This is a fine example of a collaborative effort resulting in a good result for all involved parties. Mr. Dwyer made a motion to approve and sign the 19 Granville Road Conservation Restriction. Mr. Craig seconded the motion. It was unanimously approved.

- Property Tax Study Committee – Members of the Property Tax Study Committee, Jennifer Glass (BOS), Ellen Meader (Assessors), Carolyn Bottum (COA), Gina Halstead (FinCom), Ken Mitchell, and Tim Higgins all came before the Board to present the Committee's final report to the Selectmen.

Using a powerpoint presentation, Ms. Glass began by reviewing the process to date. She then reviewed the programs already in place. In addition she shared what the Committee has learned from other towns about their tax relief efforts. Ms. Glass summarized the Committee's efforts to define need. She also discussed the options considered and why the Committee recommends setting the Residential Exemption option aside for the moment. In addition she reviewed the elements of the Committee's recommended property tax circuit-breaker program.

The Committee is hopeful that Town Meeting will authorize the Selectmen to submit a home rule petition to the legislature for approval to create a means-tested, property tax circuit breaker program that will work in conjunction with the State's income tax circuit breaker program to help qualifying property owners/renters better afford their housing costs.

Mr. Craig made a motion to accept and endorse the Property Tax Study Committee's Final Report. Mr. Dwyer seconded the motion. It was approved unanimously.

#### **OPEN FORUM:**

- None

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

- Town Meeting Warrant – Mr. Higgins reported that there are several warrant changes to report. They are as follows:
  - Lincoln Station Zoning – The proposed zoning bylaws have been removed from the Warrant in response to the Planning Board's decision to postpone to the fall. The Planning Board has requested that the Board select a fall STM date as soon as possible.
  - Proposed Parking In-Lieu Bylaw – Removed from the Warrant as it is connected to the above article.
  - Net Zero Energy Standard – Green Energy Committee elected to withdraw this article as this proposal was also connected to Lincoln Station zoning.

Mr. Higgins added that there is now a total of 40 Articles, noting the revised list and draft Warrant (2/5/20 Draft) included in the packet. He added that the final draft will be provided in advance of the Board's February 24th meeting when the Board will be asked to sign the Warrant.

There was discussion about the Moderator's proposal to reorder the Articles and in order to move the bylaw proposals and citizens' petitions forward in the order. Mr. Higgins commented as follows:

- He suggested move all or none of the articles as moving some might be misinterpreted.
- One idea is to bring them all forward after the consent list is voted (Article #3) and before the budget and other financial articles.
- Alternately, could take up all bylaws and petitions after the main budget (#7) and before the other financial articles.

- Small Cell Policy – Mr. Higgins noted that the Board voted last fall to approve the new Small Cell Policy. The Board's vote was subject to several minor edits, which have been made and the policy is ready for the Board's signature.

## **DISCUSSION:**

- Budget – Mr. Higgins reported that the Finance Committee voted, at the conclusion of their January 29<sup>th</sup> Workshop, to support the Board's request for additional funds for the Fire Department's overtime budget. He added the Town appreciates the Committee's support and is hopeful for Town Meeting approval so that the Department can minimize the occasions on which it is forced to reduce from four to three firefighter shifts.

Mr. Higgins reported that the Town's proposed Base Budget remains in balance and is sufficient to maintain service levels throughout the Town, noting that:

1. It is a balanced budget that falls within the Finance Committee's 2.5% increase guideline. The budget:
    - Maintains level services
    - Maintains current staffing levels
    - Includes sufficient funding in various "support" line-items (e.g., consulting, engineering, and legal) to advance priority initiatives such as Lincoln Station planning, Complete Streets, and Stormwater Planning
    - Honors our collective bargaining agreements
  2. The Finance Committee is willing to entertain the Town's request for additional funding for Fire overtime.
- Annual Report - The 2019 Annual Town Report has been submitted to the printer.
  - Fall Special Town Meeting - After a brief discussion, the board chose November 14, 2020 as the date for the State of the Town/Special Town Meeting.
  - Liaison Reports

Council on Aging – Mr. Dwyer highlighted the excellent work of the COA by telling the story of one resident who sought help in a crisis situation and the amazing Town network that pulled together and got him the help he really needed.

Parks & Recreation – Mr. Dwyer noted that during a conversation with Parks & Recreation Director Dan Pereira, Dan had talked about similar crisis situations he encountered in his work with the Central Health Network Area (CHNA).

Hanscom Area Towns Committee (HATS) – Mr. Dwyer reported that there will be a HATS meeting on February 27<sup>th</sup> and that Massport CEO, Lisa Weiland, will attend for the first time since she was appointed to the job a year and a half ago. Mr. Dwyer reported that he met with Don Haffner, coordinator of the Lincoln Minutemen. Mr. Haffner has been representing Lincoln in meetings with Lincoln's neighboring town governments regarding the upcoming celebration marking the 250<sup>th</sup> Anniversary of the formation of the United States. Mr. Dwyer will be joining

the celebration planning group which is focused on events spanning 2025-2026. The goal of the group is to coordinate events so that the Towns are not Stepping on one another.

Housing Commission – Mr. Craig reported that the Housing Commission is having a meeting tomorrow morning and he will report back at the February 24th meeting.

South Lincoln Planning & Implementation Committee (SLPIC) – Mr. Craig reported that he had attended two SLPIC related meetings. The first was a presentation to the Planning Board concerning the status of the proposed zoning changes. He noted that the decision was made to pass over all proposed zoning bylaw articles at Town Meeting as more work needs to be done. Mr. Craig reported that SLPIC held a public forum on February 5th in the Donaldson Room that was extremely well attended; roughly 70 people attended. He added that he thought it was important to let people know how the zoning proposals came about and why they are being proposed. He noted that the work that is being done is building on multiple studies of the Lincoln Station area that have been conducted over the decades. Mr. Craig said that the forum featured about 15 minutes of overview followed by small group discussions. They then all reconvened for a panel discussion.

School Building Project – Ms. Glass reported that there is a School Building Committee meeting on Wednesday. She added that they are waiting to get information on the construction bids that went out in December. That will be the main topic of discussion on Wednesday night.

Water Commission – Ms. Glass reported that a rate hearing will be held on February 25th. She added that it is an opportunity for the public to understand the FY21 operating budget and to see the long range capital plan the Commission has been developing. Mr. Higgins added that he didn't want to take for granted how quickly the Town was able to create a team to support the Water Commission and the Water Department staff. It is comprised of two FinCom members that attend every Water Commission meeting, three key Town staff members, and the two new Water Commissioners. He added that he wants the Town to be assured that they are bringing in good people to thoroughly vet the capital and operating budgets, as well as to assure that the Town is in compliance with all regulations. Mr. Higgins noted that he believes they have turned a corner as a result of the team and that he will continue to report back.

#### **ACTION ITEMS:**

- Presidential Primary Warrant – Mr. Dwyer made a motion to sign the warrant for the March 3, 2020 Presidential Primary. Mr. Craig seconded the motion. It was approved unanimously.
- Constable Re-appointment – Mr. Craig made a motion to reappoint Joseph Topol as Constable for the Town of Lincoln. Mr. Dwyer seconded the motion. It was approved unanimously.

#### **CORRESPONDENCE:**

- None

**MEETING MINUTES:**

- None

**WARRANTS:**

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

Mr. Craig made a motion to adjourn. Mr. Dwyer seconded the motion. It was approved unanimously. The meeting adjourned at approximately 8:03 P.M.

Submitted by Peggy Elder

*Approved 02/24/20*