

BOARD OF SELECTMEN MEETING MINUTES– Final

Donaldson Room
Monday February 24, 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:

- None

APPOINTMENTS:

- Stormwater Planning Team – Town Consultant Nick Cristofori of Comprehensive Environmental, Inc. (CEI), DPW Superintendent Chris Bibbo, and Planning and Land Use Director Jen Burney joined the meeting to update the Board on the efforts to comply with the recently updated Federal Storm Water Regulations. Mr. Higgins provided a brief context with a summary of the requirements.

Mr. Cristofori made a presentation that covered what has been done so far as well as ongoing work for Year 2 – FY20.

Next Steps – Year 3 - FY21

- # 1 – Illicit Discharge & Elimination
- # 2 – Require Erosion and Sediment Controls During Construction
- # 3 – Post Construction

Regulatory Components

- Bylaw – Adopted at Town Meeting
- Regulations – Adopted at a Planning Board meeting.

Comparison with Existing Regulations

- Lincoln does not have the regulations
- Existing regulations do not meet requirements

Next Steps and Capital Expenses

- Regulatory
 - o Vote on by-law at March Annual Town Meeting
 - o Pass regulations at Planning Board meeting by June 30, 2020
 - o Notify EPA
- Continue MS4 Work – Pivot from MS4 to stormwater system capital improvements

- Future Capital Needs
 - o Extensive Charles River PCP costs
 - o Year 3&4 – Prepare PCP
 - o Year 3&4 – Number of structural BMPs to be built
 - o Year 5 – Begin BMP design
 - o Year 6 – Begin BMP construction
 - o Year 7 and beyond – More BMP design and construction
- School Building Committee – School Building Committee (SBC) members Chris Fasciano, Tara Mitchell, and Jennifer Glass were in attendance. Ms. Glass reported that this appointment came as a result of the School Committee meeting on February 12, 2020 where it was discovered that in order to keep the project on budget, they would need to trim 3.5 million dollars from the project, which they did. Ms. Glass added that the project remains on budget and contracts were executed so that work could begin. However, in bringing the project back on budget, cuts were made that impact the core values of the project. As a result, the SBC talked about ways to possibly restore some of the cuts they had to make that are related to educational program, the community’s goals, and the long-term value of the project. Mr. Fasciano reported that the committee has gone through this same process at four other stages. At the end of each phase, three sets of estimators let the committee know where the project stood in relation to the budget. He added that since June 2018, when the concept was approved, there was a total of about \$14 million in value engineering that was done which did not have a high impact on the core values of the project. About 6% construction cost escalation was built into the project (meaning costs were expected to be about 6% higher at the time of bidding as compared to December 2018 when we bonded the project). This past December the project went out to bid and cost escalation turned out to be roughly 8%. The construction market is tight, and to many contractors, new construction is more attractive than a large renovation project. With a \$3.5 million shortfall, the project has now taken a hit to its core values. Ms. Mitchell reported that the School Committee supports coming to the Town to let residents know about the status of the project, and it has given its support to calling a Special Town Meeting. The purpose would be to let residents know about the effects on the project and to see if there are items that the town would like to add back into the project. Some are items that cannot be added back at a later date (improvements to educational spaces) and some are items that could be deferred, but would need to come back at a later date as part of a capital plan. The School Committee felt the SBC needed to let the Town know about these items because there are some items that the Town feels very strongly about. Ms. Glass said that up until this point, the value engineering that had been done would have not been noticeable to the casual observer. However, the cuts now are features such as the bike paths, playgrounds, tree planting, front entry plaza, furniture, technology, and to the auditorium which will be very noticeable. Ms. Glass added that the Estate of Harriett Todd generously left the Town a very large gift of \$500,000 to be used at the discretion of the Board of Selectmen for the betterment of the Town. The Todd family has decided that they would like to be part of the Auditorium renovation and are pleased that the gift will visibly improve a facility that is at the core of Lincoln’s civic life. Mr. Dwyer added that the remainder of the gift will go to a scholarship fund open to Lincoln residents and to graduates of the Lincoln Public Schools. Mr. Dwyer moved to convene a Special Town Meeting at the March 28, 2020 Annual Town Meeting. Mr. Craig seconded the motion. The motion was approved unanimously.

OPEN FORUM:

- None

TOWN ADMINISTRATOR'S REPORT:

- Town Meeting Warrant – Mr. Higgins reported that the main action item this evening is the signing of the Annual Town Meeting Warrant. The sequencing of the articles has changed and now stands as follows:
 - The budget article appears as #7.
 - All Citizens' Petitions and Resolutions, and related Articles, have been moved forward on the Warrant so that they all appear in a group from # 8-19.
 - Groupings:
 - 8 & 9 – Gender neutrality.
 - 10 – COA name change
 - 11 – Bright Light Award.
 - 12 – Property Tax Relief
 - 13 – 8th Graders/Gun Safety
 - 14 – General Climate Petition which sets context for the three that follow
 - 15 – Polystyrene Ban Bylaw
 - 16 – Checkout Bag Fee Legislation
 - 17 – Plastic Straw Ban Bylaw
 - 18 – Cell Tower District Expansion – per petition of property owner
 - 19 – Request for Community Center Planning status report

Mr. Higgins reported that he had drafted a list of Board of Selectmen assignments that points out where the Board is the moving the motion and where the Board might be asked to state a position. He added that the two March Board meetings are committed to Article proponents. They have all been scheduled and we will be mindful of watching for those items on which the Board will want to take a position.

- Special Town Meeting – Mr. Higgins reported that they are going through the same procedural processes for the Special Town Meeting. He added that he has created a draft that has preserved all funding options with the exception of borrowing.
- State of the Town/Special Town Meeting – Mr. Higgins reported that the Planning Department has put out a save the date of November 14, 2020 in anticipation of voting on Lincoln Station zoning.

DISCUSSION:

- Annual Town Meeting –
 - Town Meeting Warrant - Finalize and Sign 02/24/20 BOS Meeting
 - Fincom Annual Budget Hearing March 4th
 - Fincom Report 03/05 Deadline for Printer

- Town-wide Mailing including ATM Warrant, Fincom Report, STM Warrant and any overview materials Goes to Printer on 3/5/20
Mailing going out March 13th
- BOS Meeting and Sponsor Presentations March 9th
- BOS Meeting and Sponsor Presentations March 23rd
- Finalize Motions March 24th
- Moderator's Meeting March 25th
- Town Meeting March 28th
- Election March 30th

- Selectmen's Newsletter – Ms. Glass reported that with a few minor edits after the School Building Committee meeting on Wednesday it will be ready for the printer by Friday.

- Liaison Reports –

Bicycle and Pedestrian Advisory Committee (BPAC) – Mr. Dwyer reported that there is a BPAC meeting this Thursday from 4:00-6:00 PM in the Donaldson Room at Town Offices with members of various Departments of the Town and other Boards to talk about the bicycle and pedestrian trail plan that is evolving.

Hanscom Area Towns Committee (HATS) – Mr. Dwyer reported that there is a HATS meeting this Thursday evening in the Donaldson Room with Lisa Weiland who is the CEO of MassPort and a special recognition of outgoing Selectman Michael Rosenberg of Bedford who is finishing more than 12 years as Selectman as well as 12 years on HATS.

Capital Planning Committee (CapCom) – Mr. Dwyer reported that there will be a CapCom meeting this Thursday night at 7:30 in the Selectmen's Office at Town Offices.

South Lincoln Planning and Implementation Committee (SLPIC) – Mr. Craig reported that he has a SLPIC meeting this week.

Housing Coalition – Mr. Craig reported that he attended a Housing Coalition meeting on February 11th at which Mr. Higgins was also able to attend. He added that it was very beneficial to have the Town's Regional Housing Services Offices (RHSO) liaison attend the meeting to answer questions about the resale of an affordable ownership unit located at Battle Road Farm. Mr. Craig added that the Housing Coalition is scheduled to meet on March 12th at which RHSO will be providing a training for coalition members concerning the use of their website and will also be presenting their 3rd quarter Town housing report for review/discussion.

ACTION ITEMS:

- Sign Annual Town Meeting Warrant – Mr. Craig made a motion to sign the warrant for the March 28, 2020 Annual Town Meeting. Mr. Dwyer seconded the motion. It was approved unanimously.
- Scenic By-Way Grant Application – Mr. Dwyer made a motion to sign a letter of support for the Battle Road Scenic By-way grant. Mr. Craig seconded the motion. It was approved unanimously.

- Town Constable Appointment – Mr. Craig made a motion to re-appoint Robert Millian Jr. to the position of Constable. The term will run from March 1, 2020 until February 28, 2021. Mr. Dwyer seconded the motion. It was approved unanimously.

CORRESPONDENCE:

- None

MEETING MINUTES:

- January 27, 2020 – Mr. Craig made a motion to approve the minutes of the January 27, 2020 meeting as submitted. Mr. Dwyer seconded the motion. It was approved unanimously.
- February 10, 2020 – Mr. Craig made a motion to approve the minutes of the February 10, 2020 meeting as submitted. Mr. Dwyer seconded the motion. It was approved unanimously.

WARRANTS:

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

Mr. Dwyer made a motion to adjourn. Mr. Craig seconded the motion. It was approved unanimously. The meeting adjourned at approximately 8:10 P.M.

Submitted by Peggy Elder

Approved 03/09/20