

**BOARD OF SELECTMEN MEETING MINUTES–Final**  
**Donaldson Room**  
**Monday March 18, 2019**  
**6:30 P.M.**

**PRESENT:** Jonathan Dwyer, Chair, James Craig, Jennifer Glass  
**STAFF:** Timothy Higgins, Town Administrator, Peggy Elder, Administrative Assistant

**WELCOME & INTRODUCTIONS:**

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

**ANNOUNCEMENTS:**

- Mr. Craig encouraged everyone to come to the Annual Town Meeting this Saturday, March 23, 2019.

**APPOINTMENTS:**

- None.

**OPEN FORUM:**

- None.

**TOWN ADMINISTRATOR’S REPORT:**

- Pierce House Noise – Mr. Higgins reported that he, the Pierce House Committee, and Nancy Beach, Pierce House Manager continue to refine the Town’s plan for sound mitigation to address the concerns of several neighbors. Several steps have already been implemented such as hiring a consultant to establish baseline sound levels and to recommend mitigation; The Pierce House Committee has voted to require that music cease at 10 p.m. vs 11 p.m. on Fridays and Saturdays; purchasing a sound meter and establishing a measuring protocol; and purchasing sound reducing curtains. The Committee plans to do more in preparation for the upcoming wedding season such as moving the band/DJ stand; purchasing a distributed sound system; installing the sound dampening curtains and orienting the sound away from the nearest neighbor.

Mr. Higgins reported that while this work was taking place, one of the abutters contacted the State Department of Environmental Protection (DEP) and filed a complaint. He added that he was contacted by the DEP who requested a meeting. Mr. Higgins and the Town’s sound consultant met with DEP last week. DEP felt that we were working in good faith and had developed a reasonable plan. DEP offered to provide technical assistance as the process unfolds and asked to be updated.

- Annual Reappointments/Appointments – Mr. Higgins updated the Board with a very early preview on the annual reappointment/appointment process. He added that the process starts in the Fall with outreach to the Boards and Committees. Asking the chairs to confirm with members whose terms are expiring in April if they will be remaining on the Board or Committee or stepping down. He added that we are waiting for only one or two committees to report back. This will be one of the first items that the Board will address after Town Meeting.

## **DISCUSSION:**

- Town Meeting Preparations – Mr. Higgins reported that the Moderator's Meeting will be held on Wednesday night. He added that he and Assistant Town Administrator Mary Day met with Town Moderator Sarah Cannon Holden to let her know what to expect for speakers, prior to the meeting. In addition they reviewed the Articles and went over the Board of Selectmen's position on each article.

The motions are near final. Mr. Higgins added that they are waiting on Town Counsel's comments regarding the de Cordova Article and will forward it to the Board upon receipt. It will also be available on the Town Website.

Mr. Higgins added that the lunch for the meeting will be handled by Twisted Tree Café. Ms. Glass commented on how well the planning has gone so far for this year's Town Meeting.

- Liaison Reports –

Property Tax Study Committee – Ms. Glass reported that the Committee held their first meeting. She commented that it is a great group which the Board felt it would be during the interview process. She added that it really does represent a wide swath of the community. Each member brings a different skill set, adding that having Mr. Higgins and Carolyn Bottum (Director of the COA) there as ex officio will provide a wealth of knowledge. Ms. Glass reported that the Committee's next meeting will focus on "what do we know we know", what are we already offering, what are the utilization rates. It is important to get everyone to the same level of knowledge. Ms. Glass added that they have scheduled their next two meetings. At the third meeting (April 11<sup>th</sup>), they will start to address the difficult problem of defining need.

School Building Committee (SBC) – Ms. Glass reported that they are reaching the end of design development. She added that at the last meeting they reached the point where that set of drawings would be sent to the cost estimators. Three independent cost estimators will go over the plans and then meet with each other to reconcile their estimates together, and that will be reported to the SBC at the April 10<sup>th</sup> and April 24<sup>th</sup> meetings. She added that design development is set to be complete by the end of April and then they start on the construction documents phase of the project.

deCordova Working Group – Mr. Craig reported that they held their second public forum last week. He added there was a healthy turnout of 30 or so people. There were presentations by the deCordova Working Group, The Trustees of Reservations, and deCordova. Mr. Craig reported that it was informative, and that the feedback from those in attendance was positive. He stated that the Working Group would need to condense their presentation down to a half hour or so for Town Meeting.

Bicycle & Pedestrian Advisory Committee (BPAC) – Mr. Dwyer reported that BPAC would be meeting on Thursday night and they will be forming their preferred projects list for Complete Streets. Due to State regulations, the Town was not able to submit last year because it had received an award the previous year, which was the initial year of the program. Mr. Dwyer added that BPAC is also looking into a Town of Lincoln Bike Plan, which will be a comprehensive look at the thoroughfares that are paved, the paths that are not, and how they connect to our surrounding communities. They will be identifying gaps and prioritizing those gaps.

### **ACTION ITEMS:**

- Road Closure for Amphibian Migration – Mr. Higgins reported that this is an annual request involving Public Safety and the Conservation departments. It involves closing Silver Hill, Lexington and Conant Roads when the weather warms up over the next several weeks. The roads will be closed to through traffic, but residents of the roads will be able to access them. Ms. Glass made a motion to approve the road closure request for the amphibian migration. Mr. Craig seconded the motion. It was unanimously approved.
- Codman Heating System Conversion – Mr. Higgins reported that the Codman Community Farm (CCF) has been busy researching various grants available to update and make changes to the Farm. He added that the Committee had found a grant for installing a heat pump system which they will use to replace the current propane heating system. The Town is the landlord under the lease for the farm and that is why CCF has written to the Board and requested its approval under a leasehold improvement. Mr. Higgins added that all the costs related to the conversion will be borne by CCF at no cost to the Town. Mr. Craig made a motion to approve the replacement of the heating system by Codman Community Farm. Ms. Glass seconded the motion. It was unanimously approved.

### **CORRESPONDENCE:**

- None

### **MEETING MINUTES:**

- February 11, 2019 – Ms. Glass made a motion to approve the minutes of the February 11, 2019 meeting as amended. Mr. Craig seconded the motion. It was unanimously approved.
- February 25, 2019 – Ms. Glass made a motion to approve the meeting minutes of February 25, 2019 as amended. Mr. Craig seconded the motion. It was unanimously approved.
- March 4, 2019 – Mr. Craig made a motion to approve the minutes of the March 4, 2019 minutes as amended. Ms. Glass seconded the motion. It was unanimously approved.

**WARRANTS:**

- None.

A motion was made by Mr. Craig to adjourn. Ms. Glass seconded. It was unanimously approved. The meeting adjourned at approximately 7:00 P.M.

Submitted by Peggy Elder

*Approved 04/08/19*