

BOARD OF SELECTMEN MEETING MINUTES– Final
Public Health Emergency Response Update Virtual Meeting Pursuant
to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of
Open Meeting Law.
Zoom Meeting ID# 96195283799
Monday April 20, 2020
6:30 P.M.

PARTICIPANTS: Jennifer Glass, Selectmen Chair
(Virtually) James Craig, Selectman
Jonathan Dwyer, Selectman
Tim Higgins – Town Administrator
Trish McGean – Public Health Nurse
Valerie Fox – Town Clerk
Peggy Elder – Administrative Assistant

WELCOME & INTRODUCTIONS:

- Ms. Glass opened the meeting, noting that this meeting is being held remotely in a way that is consistent with Governor Baker's Executive Order of March 12, 2020 in order to mitigate the transmission of COVID-19 virus. The order suspends the requirement to hold meetings in a publically accessible physical location and it allows bodies to meet entirely remotely so long as there is reasonable public access. Ms. Glass noted that this evening a public comment portion has been built into the meeting that will take place after they have gone through the discussion items on the agenda. She respectfully asked that the public participants keep their video and microphones off until that time. Ms. Glass reported that in addition to Zoom, this meeting is being broadcast on Comcast channel 8, Verizon channel 33, and is available through the Town website at www.lincolntown.org. She noted that this meeting is being recorded and that attendees are participating via video conference.

ANNOUNCEMENTS:

- Ms. Glass commented that this is an unusual Patriot's Day and whether you think of Patriot's Day as the beginning of the Revolutionary War or Marathon Day it is a day that is a celebration of grit and determination and we are all finding different ways to demonstrate and honor those qualities as we go through this time. She thanked everyone in the community that has shown ways to adapt.
- Mr. Dwyer announced that the Hanscom Area Towns Committee (HATS) meeting scheduled for April 30th has been cancelled. In addition, there will not be a meeting in May either. The June meeting is up in the air.
- Mr. Craig echoed Ms. Glass' comments regarding Patriot's Day. He noted that he and his family have gotten so used to watching the re-enactments typically held around Town, including the Alarm and Muster. It reminds him of all of the volunteers who make those events possible and hopefully we can all enjoy the celebrations again very soon.

DISCUSSION:

- Public Health Emergency Response – Update

Mr. Higgins reported that he was going to defer to Ms. McGean for the update but wanted to let the Board know that the Public Health Response Team typically meets Monday mornings, but that this week's meeting was postponed until Tuesday morning. As a result, some of the details that he would typically share won't be available until next week's meeting.

Ms. McGean began by thanking four women who have made masks and given them to her so that she could pass them out to Lincoln residents who need them. She thanked Jennifer Glass, Dilla Tingley, Betsy Ogden, and Ros Delorie for their work on the cloth masks.

Ms. McGean reported that the COVID-19 page of the website has been updated. She noted that this week there were 6 more cases in Town. She added that as of Saturday April 18th we were up to 21 cases. There have been 2 deaths, there are 3 residents who are still in the hospital, 7 have fully recovered, and there are 9 active cases who are in isolation at their homes. She is actively monitoring those cases and their close contacts. She noted that she expected an update from Rey Leblanc from The Commons regarding their count so she did not have any updates from them today. Ms. McGean said she was notified of many cases from other towns this morning and the surge that is talked about is happening. She believes that it is going to be a busy two weeks, but that she has a lot of volunteers and they are okay. She noted that they have some "red cap" volunteers who are public health students getting their Masters or PhDs and they are helping with contact tracing. Unfortunately, the red cap program has ended, but the new Close Contact Collaborative is beginning on Thursday and she will have new volunteers.

Mr. Higgins noted that after last week's meeting a letter of support was sent to The Commons urging systematic and facility-wide testing. Rey LeBlanc called to confirm receipt of that letter and they expect to know more about their status tomorrow morning. Mr. Higgins will report back to the Board. Finally, he noted that he remains in daily contact with Police Chief Kennedy and Acting Deputy Fire Chief Brian Young to see if there have been any calls that required our people to support COVID patients. The Fire Department is taking full precautions now, treating every call as though it is a potential positive case. There were no incidents this week that required the quarantine of any of our people.

- Town Meeting and Election

Mr. Higgins reminded the Board that the go/no go date regarding whether the Town adheres to the May 30th schedule is Monday May 11th. He noted that we still have a few weeks to see how things evolve before the Board and the Moderator are forced to make another decision. He added that the Governor is expected to announce whether they expect to resume school sometime this week, which is something the Town will pay attention to as we plan for Town Meeting and the election.

Mr. Craig asked about the Warrant Articles regarding the Water Department appropriations. Specifically, what is the ability of the Water Department to deal with a delay in terms of required repair items and projects that the further postponement of Town Meeting would cause. Mr. Higgins noted that we started to get on top of the Capital Needs of the Water Department two Town Meetings ago, so they have had two sets of appropriations, two sets of plans drawn up,

and good progress on the number of capital plans that have already been voted. Mr. Higgins reported that he would have to look at the projects that are listed on the March Warrant to see the timeliness of them, but if we are delayed another month or two he is not aware that any Articles for March are that time sensitive that it would cause a problem. Ms. Glass reported that there was one project that went out to bid and the bids came back higher than the appropriation amount. Her understanding was that the bidder was willing to hold onto that bid price until we can have a Town Meeting, but it will require action.

Mr. Higgins reported that whether the Town Meeting takes place in May, June, or later in the summer, a new Warrant has been drafted. The article list, the motions, and the consent calendar will all be focused exclusively on the financial articles and the school building project. He added that he and Town Finance Director, Colleen Wilkins, will develop an updated memo to the Board. The Board and the Finance Committee will need to work through the Town Meeting issues and think about the financial implications of COVID-19, particularly changes to local revenues and State aid. He hopes to have the memo ready tomorrow, adding that along with the memo he will send the revised article list, Warrant, and other documents. The Board discussed inviting Andy Payne, Chair of the Finance Committee to the next BOS meeting.

- Liaison Reports

School Building Committee (SBC) – Ms. Glass reported that the SBC met last week and that two big items came out of that meeting. One, they have finalized the Power Purchase Agreement (PPA) with SunPower to build and maintain a 1.4MW photovoltaic system at the school that will power all the new electric systems in the school. That project will also include a 500kw backup battery. In addition, we will still have a gas-fired backup generator on the campus. She thanked everyone on the PPA committee including Beth Greenblatt, who is a consultant for the Town on solar projects, Buck Creel, Jim Hutchinson, Tim Christenfeld, Alex Chatfield, Ed Kern, Peter Watkinson, and Michael Haines.

Ms. Glass reported that the other big news was the finalization of the Guaranteed Maximum Price (GMP). She noted that this was something that we were close to a few weeks ago, but everything changed with COVID-19. Just as they were ready to sign, our contractor, Consigli, brought up the idea of a clause that would cover expenses during construction that may arise due to the COVID-19 virus. Town Counsel and our Owner's project manager, Daedalus, worked with Consigli to work through what this might mean and what exposure it might mean for the Town. After a series of negotiations, a solution was reached that shares the risk between Consigli and the Town. The positive for the Town is that the agreement puts a cap on the financial exposure. She added that Consigli has a \$1.7M construction contingency. The Town, as the Owner of the project, has a \$4.3M contingency. The way this clause will work is that Consigli can apply to use its contingency for COVID-19 related expenses. They have to demonstrate that they truly are COVID-related expenses such as work place changes or supply chain changes that are directly related to the COVID virus. They bring those expenses through the change order process with the Owner's Project Manager. If Consigli uses all of its contingency funds, they can come back and request 25% of their COVID-19 expenses be reimbursed to them, up to the cap of \$425K. The goal is to have those expenses stay within the project budget through careful management of the project or out of the Owner's contingency. Mr. Craig inquired as to whether the fact that the Town may possibly incur an additional project cost of up to \$425k (above and beyond the project budget approved at Town Meeting) should be brought to Town Meeting for the Town's formal approval.

OPEN FORUM:

- None

ACTION ITEMS:

- None

WARRANTS:

- Mr. Dwyer moved to approve signing the warrants. Mr. Craig seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Dwyer: Aye; Craig: Aye; Glass: Aye.

MINUTES:

- April 14, 2020 - Mr. Craig moved to approve the minutes of the April 14, 2020 meeting. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Dwyer: Aye; Craig: Aye; Glass: Aye.

Mr. Dwyer made a motion to adjourn. Mr. Craig seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Dwyer: Aye; Craig: Aye; Glass: Aye. The meeting adjourned at approximately 7:10 P.M.

Submitted by Peggy Elder
Approved 04/27/20