

BOARD OF SELECTMEN MEETING MINUTES–Final
Donaldson Room
Monday April 22, 2019
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 acknowledged that our community has lost two young people in a very short period of time and she wanted to honor them and say that our hearts go out to their families, friends and neighbors. She asked for a moment of silence in their memory.
- Ms. Glass opened the meeting and reviewed the agenda.

ANNOUNCEMENTS:

- Mr. Dwyer invited everyone to the Hanscom Area Towns meeting Thursday night in the Donaldson Room. The topic is 5G Wireless - what it means for public policy and possible health issues. He anticipates a large turnout and hopes that residents can attend.
- Ms. Glass reported that on May 7th the South Lincoln Planning Committee (SLPIC) will be holding a public forum in the Donaldson Room beginning at 6:00PM, with presentations starting at 7:00PM.

APPOINTMENTS:

South Lincoln Planning Committee (SLPIC) - Gary Taylor (SLPIC Co-Chair), Craig Nicholson (SLPIC), Allen Vander Meulen (SLPIC), and Jeff Alberti (Weston & Sampson) joined the meeting and introduced themselves. Mr. Higgins explained that as part of its Lincoln Station revitalization planning process, SLPIC requested funds to hire a consultant to assist in evaluating both the space and facilities needs of the DPW, and other possible locations. Over the years there have been questions about the current site could be redeveloped. Weston & Sampson, which has done dozens of these reports, was selected. The Report includes an assessment of the existing facility and site, an equipment inventory, an initial space needs diagram, a discussion of industry standards, an analysis of minimum site size requirements, an alternative sites analysis, and a preliminary cost estimate for a new facility at the Lewis Street site. Mr. Higgins added that it is important to note that the current building, although beyond its useful life, remains serviceable. The DPW continues to make modest facility and site improvements to help extend the useful life of the site and building. Most recently, the office space and public entrance were renovated at little cost, with Town staff providing the labor.

The Report's key findings include:

- Confirmation of building deficiencies
- Acknowledgement that any significant repair or renovation will trigger the need for code compliance upgrades throughout

- Consolidation of the DPW's footprint on the current site to free up space for redevelopment is not possible.
- Relocating portions of the DPW's operations to other sites is also not viable.
- Options for relocating the entire operation are limited, as very few alternative sites satisfy key criteria.
- The cost of building a new facility on site is estimated at \$15.2 million in today's dollars (estimated 4-6% annual escalation factor going forward). Although a new DPW facility is not currently among the Town's capital spending priorities, the current Report is an important part of South Lincoln planning due diligence, and now gives us a reliable cost range to plug into our long-range capital forecast.

After Mr. Alberti completed the presentation, he and the Board received questions and comments from the audience including:

- Do the figures shown include land acquisition?
- Were some of the potential sites excluded due to zoning?
- Are there state owned surplus properties that could be considered?
- Could changing conservation restrictions add more properties to consider?
- What would be the approximate height of the facility?

Mr. Craig commented that this study was a necessary exercise as the Town considers zoning changes in the Lincoln Station area, adding that it is a great planning tool for capital planning purposes. Mr. Craig noted the great job that DPW Director Chris Bibbo and his department do under less than ideal conditions and thanked them all.

OPEN FORUM:

- None.

TOWN ADMINISTRATOR'S REPORT:

- Oriole Landing – Mr. Higgins reported that the Town received confirmation this week that DHCD has added the Oriole Landing units (60) to Lincoln's Subsidized Housing Inventory. He added that at the moment the Town is at 13.9%. Mr. Higgins reported that when the 2020 census is completed and the denominator is recalculated, we anticipate that we will remain significantly above 10%.
- Property Tax Study Committee – Mr. Higgins reported that Ms. Glass would cover this in her liaison report.
- Cable License – Mr. Higgins reported that Verizon's license with the Town is due to expire in October of 2021. The process for renegotiating and renewing the license is tightly regulated by the Commonwealth (Department of Telecommunications & Cable). The negotiations are carried out by a Cable Advisory Committee (CAC) appointed by the Selectmen. The Committee works through a process referred to as "ascertainment" to confirm the Town's needs and desires. The process includes a public hearing and opportunity for resident Input

about potential service improvements and enhancements. The Committee then carries out the negotiations on behalf of the Town. The process begins early (30 months in advance of expiration) to minimize the potential for an unlicensed gap period. The current license requires Verizon to pay the Town a 3.5% fee on gross revenues to support local cable programs, generating approximately \$50-\$60k annually. The likely goals of our upcoming negotiations will include 1) maintaining revenues in support of local programming, and 2) upgrading the system to high-definition. Mr. Higgins and Jim Cunningham are scheduled to meet with Attorney Hewig of KP Law in May to confirm the process requirements. Given the school renovation project, Ms. Glass suggested seeking input from Rob Ford, Technology Director for the Lincoln Public Schools. The Board discussed making preliminary appointments to the Advisory Committee, and then going through the usual advertising exercise to seek resident participation. Mr. Dwyer made a motion to preliminarily appoint Mr. Higgins, Mr. Cunningham, and an Attorney as advisory to a Cable Advisory Committee.. Mr. Craig seconded the motion. It was approved unanimously.

- Marijuana Study Committee – Mr. Higgins reported that he is working with the Committee to find a date when members can attend a Board meeting in order to have their contributions acknowledged, and be officially disbanded.

DISCUSSION:

- 2019/2020 Priorities and Liaison Assignments – Ms. Glass reported that the Board held a working session on April 18th to talk through the work of the coming year and to identify key priorities. She said that their conversation centered on the fact that many of the priorities for the coming year are interrelated. The Board will be focused on South Lincoln, housing, the Property Tax Study Committee, and a number of issues related to the planned repaving of Route 2A. She said that they chose not to make any changes to the liaison assignments. Mr. Craig added that he felt that they all seemed comfortable with their current liaison assignments. Ms. Glass said that the school building project is still a focus as it moves to its next stages. Mr. Craig added that SLPIC will hold public forums to raise awareness of possible zoning changes in the Lincoln Station area. He added that the Town will need to continue to monitor its affordable housing inventory going forward, and he added that they want to look at moderate income housing as well. Mr. Dwyer reported that one thing he would be looking into would be the rebuilding of pedestrian and bicycle paths on Route 2A as a large project begins on that road.

- Liaison Reports:

HATS – Mr. Dwyer reported that there will be a Hanscom Area Towns Committee (HATS) meeting in the Donaldson at 7:30PM on April 26th.

Roadway & Traffic Committee (RTC) – Mr. Dwyer reported that the RTC met with the Bicycle & Pedestrian Advisory Committee (BPAC) meet on April 25th to review the Complete Streets application.

South Lincoln Planning & Implementation Committee (SLPIC) - Mr. Craig reported that SLPIC is working with a consultant to fine tune some proposed zoning amendments. He added that they will be meeting again on May 7th to continue this discussion.

Affordable Housing Trust – Mr. Craig reported that they are meeting on Tuesday to discuss their continued work with SLPIC.

Property Tax Study Committee – Ms. Glass reported that at the last meeting the presentation was focused on what we know about economic need in Lincoln. She added that the presentation can be found on the committee’s page on the Town website. The needs of home owners versus the needs of renters were considered. At the next meeting on May 10th, the committee will take a look at what three neighboring towns have done to extend the state’s Circuit Breaker program. The Circuit Breaker program provides property tax relief to low income seniors. At the May 24th meeting they will be looking at a program known as the Residential Exemption.

School Building Committee – Ms. Glass reported that at the last meeting, the SBC saw the results of the latest round of cost estimates, and the good news is that the project is still on budget. The Design Development phase has now come to a close, and the project is moving into the Construction Documents phase. There will be another set of cost estimates when the construction documents are approximately 60% complete. Ms. Glass commented on the timeline of the project. For the 2019/2020 school year everyone will stay where they are. In the Fall of 2020, elementary students will move into the temporary classrooms, and middle school students will be relocated to the Smith School.

ACTION ITEMS:

- Lincoln-Sudbury Excess & Deficiency Fund Transfer – Bella Wong (L-S Superintendent/Principal), Radha Gargeya (L-S School Committee Chair), and Carole Kasper (L-S School Committee) joined the meeting and introduced themselves. Lincoln-Sudbury is asking to transfer up to \$650,000 from the Excess & Deficiency (E&D) Fund to be used to support the creation of an in-house special education program. The funds will be used for the following purposes: \$350,000 for construction costs at 420 Lincoln Road to create an educationally appropriate space, and up to \$300,000 for operational costs. This was originally approved by the Board in the Fall, however the E&D Fund had not been certified by the Department of Revenue (DOR) at the time of the Board’s approval. Certification has recently been confirmed, and the Board is now being asked to revote. Ms. Glass expressed hope that the financial model plays out as expected, and noted that if it does not, the program would create a structural deficit. She and Dr. Wong agreed that early and transparent communication about the FY21 budget will be important for both Lincoln and Sudbury. The Board again expressed its support for the new program, and confirmed with Dr. Wong that the action she sought was a vote to “take no action.” Mr. Higgins noted that the Finance Committee voted to confirm its support at their February 11, 2019 meeting. Mr. Craig made a motion to take no action. Mr. Dwyer seconded the motion. It was approved unanimously.
- Affordable Housing Resale – An affordable housing unit has become available for sale at Minuteman Commons. The Town has the right of first refusal for the sale of this unit. In this case the Town is not going to exercise its right to buy this unit. Ms. Glass confirmed with Mr. Higgins that the unit will remain classified as an affordable unit. Mr. Craig made a motion to not exercise the Town’s right of first refusal. Mr. Dwyer seconded the motion. It was approved unanimously.

- Municipal Relief Act – Mr. Dwyer made a motion to accept the provision of MGL, c. 44, s33B the so-called Municipal Relief Act. Mr. Craig seconded the motion. It was approved unanimously.

CORRESPONDENCE:

- Bright Light Award thank you note from 2019 recipient Gary Davis
- Leaf Blower letter from Tom Gumbart stating that the Conservation Commission will be meeting with the Leaf Blower committee to discuss when the group will be disbanded.
- Audit Letter – Mr. Higgins reported that the Town received a very good letter regarding the results of its annual audit. He extended kudos to the Finance Department for their good work over the past year.

MEETING MINUTES:

- None

WARRANTS:

- Mr. Dwyer made a motion to approve the warrant. Mr. Craig seconded the motion. It was approved unanimously.

Mr. Dwyer made a motion to adjourn. Mr. Craig seconded. It was approved unanimously. The meeting adjourned at approximately 8:30 P.M.

Submitted by Peggy Elder
Approved 05/06/19