

**BOARD OF SELECTMEN MEETING MINUTES - Final**  
**Donaldson Room**  
**Monday May 7, 2018**  
**7:00 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:**

- Ms. Glass announced that on May 15, 2018 there would be a public forum.
- Ms. Glass announced that on Monday May 21, 2018 there would be tours of both the Hanscom schools as well as the Lincoln school. Everyone is welcome, but you need to sign up ahead of time to ensure you can enter the Air Force base.

**APPOINTMENTS:**

- None

**OPEN FORUM:**

- None

**TOWN ADMINISTRATOR'S REPORT:**

- Collective Bargaining Process – Mr. Higgins reported that the Town is in the process of preparing for negotiations with Police, Fire and DPW. Negotiations will be under way later this month. An Executive Session briefing and discussion of the Town's proposals will be scheduled once basic parameters have been established.
- DPW Feasibility Study – Mr. Higgins reported that the consultant and Jennifer Burney will be meeting with SLPIC to review the existing conditions analysis that has been developed and to get input on the site evaluation criteria that have been developed. Mr. Higgins added that recognizing that the Selectmen are custodians of the DPW property and buildings, SLPIC will then be seeking the Board's input.
- Oriole Landing – Mr. Higgins reported that the Planning Board's special permit hearing is scheduled for June 12th. He added that in preparation for this hearing, he is working with Town Traffic Engineer, John Vancor, to draft a memo summarizing the key findings of the

two traffic reports for the Board's review and approval on May 21st. One report is by the proponent of the project and the other is by the peer review hired by the town. Mr. Craig and Mr. Higgins thought it would be important for the Board to summarize the key findings of the two traffic reports.

## **DISCUSSION:**

- Preliminary Planning and Design Committee (PPDC) – Mr. Higgins reported that the committee met on May 1st. Mr. Higgins added that it was a very important meeting for the committee and Ms. Glass had attended as well. The major action item was the vote of the PPDC to recommend that the community center funding vote by the Town not take place in December, when the school building project vote is now scheduled to take place. The Committee recommended that the vote take place when the decision making boards have determined that it is prudent to proceed. Mr. Higgins added that there was conversation as to how to get this information out to the committees and to the Town residents as well. Mr. Higgins reported that the PPDC is working on some talking points to make sure that the messaging is accurate, but the Board should look forward to receiving something from the PPDC in the near future. Mr. Higgins continued saying that no matter what decision is made, the committee wants to ensure that the conversation is moved ahead in a productive way so that when the project is picked up again, that it is left in a good jumping off position for a future committee. Mr. Higgins reported that the PPDC had a vote on the three design options, which resulted in PPDC being evenly split in support of two options: Scheme #1 (Central Secondary Green ) and Scheme #3 (POD Infill). Scheme # 2 (L on Main Green) was eliminated. The PPDC's vote was very similar to the results of various surveying that has been done. In addition, a decision was made regarding the June 9<sup>th</sup> Town Meeting. The committee will be asking for a vote to see whether the Town has a strong preference. If the Town is as evenly divided as the Committee, it is very useful information.
- School Building Committee – Ms. Glass began by thanking everyone who participated in the multi-board meeting. She reported that there were many interesting ideas that came from it. There was great turnout from the Boards that participated and they put great effort into the questions put forth by the Finance Committee. The attendance was good so they got a lot of good ideas from those in attendance. The Committee will be scheduling outreach events over the next couple of weeks.
- June 9, 2018 Special Town Meeting Planning - Mr. Higgins reported that the deadline for the Board to post the Town Meeting Warrant is Friday, May 25th. Since the Board is meeting earlier that same week, the Warrant will be ready for your review and signature during your regularly scheduled meeting on Monday, May 21st.

Ms. Glass said the people want to know the means of voting. Town Moderator Sarah Canon-Holden joined the meeting. Ms. Glass said that she feels the first vote should be a paper ballot so that everyone can have their say without being influenced by those sitting around them and given that the school project will require a 2/3 town meeting vote and a majority at the ballot, it is helpful to give people the opportunity to vote their conscience.

The 2<sup>nd</sup> vote would be a standing vote where a majority would be found and then they could get a clear count and move on. Mr. Dwyer suggested that there be a last, non-binding, vote on the winning concept so the town could get a sense of 2/3 are already supportive. The paper ballot would allow multiple questions to be asked. Mr. Craig asked how they would deal with the logistics of having a paper ballot vote. Ms. Glass commented that using the ballot machines is the way to go for the meeting. Ms. Glass added that there would be a cost to use the machines. Ms. Canon-Holden asked about exceptions for voting for people that could not be there. The consensus was that voting would follow the same rules as a normal town meeting vote. One ballot per registered voter, voters must be physically present at the time of the vote.

Ms. Canon-Holden asked if a neutral explanation could be added under the warrant article explaining it. Ms. Canon-Holden suggested that she post information to Lincoln Talks and the school's Minilink explaining the basic procedures of Town Meeting. It could also be included with the Warrant mailing to the Town residents.

- Fall Special Town Meetings & Election Scheduling – Mr. Higgins reported that the State Primary Elections are scheduled for September 4, 2018; the State of The Town Meeting is scheduled for October 20, 2018 which will include a Special Town Meeting to vote to extend the marijuana moratorium until the Annual Town Meeting in 2019; the State Elections are November 6, 2018; proposed Campus Building Projects a Special Town Meeting is scheduled on December 1, 2018; and Town Election on December 3, 2018. The Marijuana issue will be discussed at the March 23, 2019 Town Meeting and voted on March 25, 2019. Ms. Glass moved to adopt the Fall Special Meeting and Election Schedule as proposed. Mr. Craig seconded. It was unanimously approved.
- deCordova Working Group – As agreed at a previous Board of Selectmen meeting, a working group needed to be formed. deCordova hopes to get on the agenda for the 2019 Annual Town Meeting so the best way to get out with public outreach would be at the State of the Town in October. Mr. Higgins drafted a charge with the membership composition be: (1) BOS; (1) Planning Board; (1) Finance Committee; (1) Conservation Commission; and (3) At-Large. Mr. Craig moved to approve the charge subject to the edits suggested. Ms. Glass seconded. It was unanimously approved.
- Marijuana Study Committee – Mr. Craig reported that the forum was very successful with over 60 people in attendance. He added that forum consisted of an hour of presentations from the panelists followed by an hour of questions/discussion from the audience. Mr. Craig thanked Chief Kennedy, Town Counsel Joel Bard and all of the expert panelists for their efforts. Mr. Craig added that a survey has been mailed town wide and that the group is looking forward to the public feedback.
- Liaison Reports:
  - Cycling Safety Advisory Committee (CSAC) – Mr. Craig reported that the committee, with the assistance of high school volunteer Ashley du Toit, made a presentation to the Roadway & Traffic Committee for new roadway signage that reads “Cyclist May Use Full Lane”. This

signage would be installed at key entry points to Town and has been proven to be a low cost and effective way of raising awareness to both driver's and cyclists of the rights of cyclists to use the full lane when necessary to facilitate safe travel. Mr. Craig reported that the Roadway and Traffic Committee endorsed the recommendation and that there would be nine signs. Mr. Craig thanked DPW Superintendent, Chris Bibbo for his efforts in working with CSAC on this proposal.

South Lincoln Planning and Implementation Committee (SLPIC) – Mr. Craig reported that they had a meeting last week and part of the discussion concerned the topic of exploring zoning changes for Lincoln Station area to attract business and growth—a timely discussion in the wake of the recent closing of Lincoln Kitchen. Mr. Craig added that Jen Burney (Director of Planning & Land Use) has been hard at work in looking for available grant opportunities.. He added that there are other subgroups looking at improvements for Lincoln Station. For example, the MBTA subgroup is working with the MBTA to recommend improvements to the commuter station (shelters, bike storage, etc.) to make things better for commuters and day trippers.

Green Energy Committee & Finance Committee – Ms. Glass reported that she attended the last meetings of both committees regarding the School project.

HATS – Mr. Dwyer reported that he attended the last HATS meeting and the Massport CEO, Thomas Glynn made his annual visit. He added that there were no plans for any changes at Hanscom.

Selectmen Listening Events – Mr. Dwyer reported that he had a listening session at the Council on Aging.

#### **ACTION ITEMS:**

- Conservation Deed Restriction for 11 Lexington Road – Ms. Glass moved to approve the conservation deed restriction for 11 Lexington Road. Mr. Craig seconded. It was unanimously approved.
- Municipal Relief Act – Ms. Glass made a motion to accept the provisions of the Municipal Relief Act chapter 44 section 3b authorizing the Finance Director or Town Accountant to make yearend account transfers. Mr. Craig seconded. It was unanimously approved.
- Board Meeting Schedule – The July 17<sup>th</sup> meeting is moved to July 19<sup>th</sup>.
- Pierce House Committee Appointment – Ms. Glass moved to appoint Margie Byrnes to the Pierce House Committee. Mr. Craig seconded. It was unanimously approved.

#### **CORRESPONDENCE:**

- Oriole Landing – The Board received correspondence both in support and against the proposed project.

**MEETING MINUTES:**

- April 9, 2018 – Mr. Craig moved to approve the February 26, 2018 minutes as amended. Ms. Glass seconded. It was unanimously approved.

**WARRANTS:**

- Mr. Dwyer moved to sign the warrants. Ms. Glass seconded. It was unanimously approved.

A motion was made by Mr. Dwyer to adjourn. Mr. Craig seconded. It was unanimously approved. The meeting adjourned at 8:50 P.M.

Submitted by Peggy Elder

*Approved 05/21/18*