

**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# 98658051198
Monday May 18, 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
Sarah Cannon-Holden – Town Moderator
Andy Payne – Chair, Finance Committee
Peggy Elder – Administrative Assistant

WELCOME & INTRODUCTIONS:

- Ms. Glass opened the meeting and noted 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:

- None

APPOINTMENTS:

- None

DISCUSSION:

- Public Health Emergency Response – Update

Public Health Nurse, Trish McGean, reported that since last Wednesday there has only been one more case, bringing the total for the Town to 31 confirmed cases and 2 probable cases. The probable cases are people who took the antibody test and tested positive for them. These

people need to be treated as a positive case. These individuals must either get the nasal swab test done or to go into self-quarantine for 10 days. Close contacts go into quarantine for 14 days. Most people opt for getting the nasal swab test done. She reported that The Commons is planning to test of all the residents of the independent living units starting tomorrow.

Mr. Higgins reported that the Public Health Team met this morning and spent considerable time discussing whether or not it is advisable to go ahead with Town Meeting, and, if they go forward, the best venue.

- Town Meeting – Mr. Higgins noted that the current scheduled date for Town Meeting is June 13th and the Town Election will be held on June 15th. He added that this all hinged on what the Governor decided to do in regard to reopening the state. In the Governor's address today, there was not much in the way of guidance for municipalities. The Governor did not lift the state of emergency but is implementing a 4-phase reopening plan. This means that the 30-day time clock to hold Town Meeting was not triggered. However, the emergency order has always provided an exception from the limitation on gatherings for Town Meetings. The Board has deferred to the Lincoln Board of Health for guidance about timing. The Town Meeting planning team is planning with the main emphasis on public safety/health.

Ms. McGean reported that as we get into the summer and fall, we may see a rise in cases, so the timing of June 13th is actually very good and that the plan in place is very good. Mr. Higgins reported that one neighboring Town is putting off their Town Meeting until the Fall, but the majority of the surrounding Towns are also going forward with holding Town Meeting in June. Mr. Dwyer commented that this is a good time as people have been the most isolated for the longest period of time. Ms. Cannon-Holden thinks that putting it off until the Fall is not a good idea and the idea of a pared down agenda is the way to go. Mr. Payne reported that the Finance Committee is meeting tomorrow and that Town Meeting Planning is the second item on the agenda. They will be ready to go with whatever procedure that the Board decides to adopt.

Mr. Higgins noted that assuming there is consensus to proceed, the Board is will sign the Warrant Wednesday morning. He added that he sent a draft of the current Warrant to the Board. It is reduced to 22 articles, nineteen of which will appear on the Consent Calendar. The three not included on the Consent Calendar are the Water Department Article, the School Building Article, and the Free Cash Article. Mr. Higgins reported that there is public health information included on the Warrant to let the public know about the precautions that are being taken to ensure their safety. The Hartwell parking lot has been designated as the location for Town Meeting to be held at 9:30am on June 13th. The Town Election will have special hours. In-person voting will be on Monday the 15th from Noon until 4:00 PM. Both early voting ballots and absentee ballots are available upon request, and voters are encouraged to take advantage of these methods. In the event of a rain, Town Meeting will be held on Tuesday June 16th at 5:30 PM.

Ms. Glass asked Ms. Cannon-Holden if she would collaborate on a cover letter for the warrant that outlines the precautions to be taken for Town.

Mr. Higgins reported that he is working with Town Counsel on the Town Moderator's Declaration. He added that he would have a draft for Ms. Cannon-Holden tomorrow. Mr.

Higgins reported that the Declaration could be done by Ms. Cannon-Holden herself, or that she could join the Selectmen's Meeting on Wednesday making her Declaration there.

- Liaison Reports -

Virtual Listening Sessions – Ms. Glass reported that that she had a listening session last week which was attended by about a half dozen people. She added that with the assistance of Andy Payne she attempted her first poll with the group that she had. There were several questions around the common theme of traffic: When would the Bicycle and Pedestrian Advisory Committee (BPAC) get going again, and is the speed of traffic being actively monitored. Other topics included face mask enforcement and the kinds of decisions the Board is authorized to make (vs those Town Meeting must make). Another virtual listening session is scheduled for June 12th at 2pm. Ms. Glass added that the poll question asked whether there should always be a virtual option for listening sessions -- It was a unanimous vote of yes.

FinCom/SBC – Ms. Glass reported that after the Board's meeting last Monday, she attended the Finance Committee meeting. The School Building Committee was part of that meeting. In addition the School Building Committee met on Wednesday. Those meetings were centered on whether the SBC would like to still bring some of the items to Town Meeting for additional funding. The Finance Committee gave revised guidance as to available cash if the residents decided to approve the requested items. In February, FinCom had said there was about \$1.5M in Free Cash. With the pressures on the budget for the rest of this year and into next year, FinCom felt that the outer limit of what is available in Free Cash is \$840,000. In addition, the balance available in the Stabilization Fund, about \$2M, has not changed. So this is something that the Town has in its in reserve. Ms. Glass said that the SBC members were each asked to take a look at the items that were a part of the original 2 million dollar request through three different lenses: 1) The different decision deadlines for the particular item; 2) Can the item easily be added later?, and; 3) If an item could be added later, what is the projected cost impact? The SBC ended up focusing on 7 items that totaled \$629,000. These are items that are either difficult or much too expensive to do later and that have a decide-by date of this summer. The big ticket items on the list are the new divider for the auditorium and the external sunshades that are for controlling natural daylight in the building. There are several smaller items which involve using concrete in key areas versus bituminous pavement because it has a much longer lifespan. In addition, there are two areas in the Smith end of the school do not have hubs where the proposal is to have some interior glass so that there can be some flexibility as to how the spaces can be used educationally. There was also discussion regarding Furniture, Fixtures, Equipment and Technology (FF&E). In a lot of areas school furniture has been put off for years since a new school project was coming. In addition to the \$629,000, the SBC is going to talk to FinCom about \$200,000 (out of the original request for \$956K) to address the furniture and technology needs. Mr. Craig asked if the other items that SBC was originally looking at were now being permanently deleted. Ms. Glass said that that is an ongoing question for the SBC and School Committee to consider.

- Re-opening Planning – Ms. Glass shared the latest draft of a Committee Charge for the Re-Opening Planning Group. Mr. Higgins commented that it would be a group of 7, consisting of the representatives from the Board of Selectmen, the School Committee, the Board of Health, the Library Board, and the Water Commission. In addition, School Superintendent McFall and Mr. Higgins, Town Administrator, would join the group. Mr. Higgins will send out an invitation to those groups.

OPEN FORUM:

- None

ACTION ITEMS:

- None

WARRANTS:

- Mr. Dwyer made a motion to approve 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:

- May 11, 2020 - Mr. Craig moved to approve the minutes of the May 11, 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 7:45 P.M.

Submitted by Peggy Elder
Approved 06/01/20