

BOARD OF SELECTMEN MEETING MINUTES - Final
Donaldson Room
Monday May 21, 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 gave kudos to the DPW for taking care of the overgrown knotweed at Tower Road and Route 117 which had really started to obstruct drivers' views.
- Mr. Dwyer reminded everyone that Memorial Day is coming up and hopes that everyone is able to celebrate it.

APPOINTMENTS:

- Susan Brooks, Town Clerk - Susan Brooks (Town Clerk) and Valerie Fox (Deputy Town Clerk) joined the meeting. Ms. Brooks explained that according to MGL, c. 41, s. 14, if the Town Clerk resigns or is otherwise unable to perform her duties, the Selectmen have the authority to appoint a Temporary Town Clerk. Ms. Brooks then reviewed Ms. Fox's qualifications and highly recommended that the Board vote to appoint Valerie Fox, currently serving as Deputy Town Clerk, to serve as Temporary/Interim Town Clerk effective as of Ms. Brooks retirement on July 1st, until the time of the next Annual Town Election next spring, at which point Ms. Fox would run for the office. Ms. Glass made a motion to appoint Valerie Fox to the position of Temporary/Interim Town Clerk. Mr. Craig seconded the motion. It was unanimously approved.
- Community Center Planning & Preliminary Design Committee (CCPPDC)—Doug Crosby (At-Large Member), MaryAnn Thompson (Architect), and Martha Foss (Architect) joined the meeting. Mr. Crosby began by stating that this is the fourth group that has worked on this project adding that each group built on the work of the others before them and that none of what has been accomplished thus far would have been possible without those previous groups. Ten architectural firms submitted proposals for the work and the committee has just been thrilled with the work that MaryAnn Thompson Architects has brought to the project. He added that the public outreach done by MaryAnn Thompson and her staff has been wonderful. He went on to describe the two concepts that the committee was bringing forward to the table. One is an all-new building and the other repurposes the existing pods and builds a new addition to tie them together. Mr. Crosby added that both budgets were similar and have been fully vetted so that the committee has something that they can now

share. Mr. Cosby commented that the proposed Community Center project is an opportunity for people to be able to connect with others in the community which in a rural town like Lincoln is very important.

Ms. Thompson then gave a presentation which included Guiding Principles (preferences that they have heard from citizens) such as sustainability, adjacent parking, use of natural materials, sound acoustics, exterior gathering spaces, and a separate use area for the Council on Aging that is not shared. She provided the Board with a preview of the final report that will be submitted to the Selectmen at a later date.

- Program – The committee has developed a detailed Program for the Council on Aging (COA) and the Parks and Recreation Department (PRD), that not only accounts for programs currently offered, but also reflects the best thinking about future program needs.
- Building Design Concepts – The architects have developed multiple building design concepts and discussed the associated tradeoffs of each.
- Site Plans – The Committee has carefully studied site constraints and opportunities, mindful of ongoing school and community space needs, and have developed alternative parking, circulation and green space plans.
- Schematic Designs – The committee’s Final Report will include schematic level design plans for the two options that PPDC is recommending be carried forward for future consideration.
- Cost Estimates – The committee has developed detailed cost estimates that allow project planners and decision-makers to understand our key cost assumptions, including construction cost escalation over time.
- Project Funding Vote – The Committee’s recommendation to defer a vote on project funding until after the school project has been voted, and is at or nearing completion.

OPEN FORUM:

- None

TOWN ADMINISTRATOR’S REPORT:

- Oriole Landing–Mr. Higgins reported that in preparation for the Planning Board’s June 12th special permit hearing, a memo from the Board of Selectmen to the Planning Board was prepared with the assistance of the Town’s consultant traffic engineer, John Vancor. It included roadway enhancement suggestions such as painted double lines on Mary’s Way as well as a No Right Turn sign which will benefit the residents of the neighborhood. Ms. Glass asked if the No Right Turn sign would impact the potential school bus stop – would the bus be able to head back towards the school without going on Route 2?

- Fall Town Meetings & Elections – Mr. Higgins reported that a memo has been sent to all Boards, Committees and staff confirming the current schedule of Town Meetings and Elections for the remainder of 2018 and into 2019.

Mr. Higgins reported that the Marijuana Study Committee will be meeting later this month. The Committee is going to ask the Board to call a Special Town Meeting on the same day as the October 20th State of the Town (SOTT), for the purpose of voting to extend the Marijuana Moratorium until June 30th of 2019 based on current flexibility being shown by the Attorney General's Office. The Committee is still working through the options and timing for votes on a ban or partial ban, and the accompanying bylaws that will regulate these options. One possible option would be to vote on the full Ban during the same October Special Town Meeting. This would require a 2/3 vote. Mr. Higgins added, that if approved, the question could be added to the election ballot in March, to avoid having to call an additional election. Mr. Higgins then reported that if the full ban fails in October, the Selectmen could come back in March with partial ban options and accompanying bylaws. Mr. Higgins added that he and Mr. Craig will have a better sense of the Committee's thinking after the Committee's May 29th meeting. Mr. Higgins said that he mentioned this in the context of fall planning to highlight the possibility of more than one warrant article appearing on the October 20th Special Town Meeting Warrant.

DISCUSSION:

- June 9, 2018 Town Meeting – Mr. Higgins reported that tonight's action item is to sign the Warrant for the June 9, 2018 Special Town Meeting. Each warrant article has a description to inform what outcome voting yes or no brings. It was decided that enclosing a one-page explanation and overview of each article with the Warrant that is mailed to every household. Mr. Craig made a motion to sign the June 9, 2018 Special Town Meeting Warrant as amended. Ms. Glass seconded the motion. It was passed unanimously.

Mr. Higgins deferred to Ms. Glass who shared the most current input from the School Building Committee (SBC) and others. Mr. Higgins reported that the proposed voting structure that the Board discussed on May 7th remains basically intact.

Mr. Higgins reported that plans have been made or are in process for everything from meeting check-in to voting, from overflow crowd space planning to refreshments, and from parking to IT. All those involved are meeting this week to finalize all arrangements and make sure all is in place for the meeting.

ACTION ITEMS:

- Conservation Commission Appointment – Ms. Glass moved to appoint Kurt MacLaurin as an Associate member of the Conservation Commission. Mr. Craig seconded the motion. It was unanimously approved.

- de Cordova Working Group–The Composition of the group will be as follows:
 - Selectmen (1) – James Craig has offered to represent the Board of Selectmen.
 - Conservation Commission (1) – Christine Dugan
 - Planning Board (1) – Will vote on 5/22 for their representative
 - Finance Committee (1) –Nancy Marshall
 - At Large (3): Peter Braun, Noah Eckhouse, and Paul Blanchfield

Ms. Glass moved to accept the slate as presented with the addition of the Planning Board representative after the vote at the Planning Board’s Tuesday meeting. Mr. Craig seconded. It was unanimously approved.

- Lincoln Cultural Council–Ms. Glass made a motion to appoint Diana Rice-Sheahan, Catherine Coleman, and Wendy Lee Hubbard to the Lincoln Cultural Council. Mr. Craig seconded. It was unanimously approved.

CORRESPONDENCE:

- Minuteman High School–Mr. Higgins reported that Minuteman High School is seeking legislation in order to lease the property where the current school is located. He added that he had not yet had a conversation with the Superintendent, but that the School District is seeking the Board of Selectmen’s support of their effort to put forth legislation in order to lease the property. He intends to continue to seek clarification from the school district as to their intentions.

MEETING MINUTES:

- April 23, 2018 – Ms. Glass moved to accept the minutes from April 23, 2018 as amended. Mr. Craig seconded. It was unanimously approved.
- May 7, 2018 - Ms. Glass moved to accept the minutes from May 7, 2018 as amended. Mr. Craig seconded. It was unanimously approved.

WARRANTS:

- Mr. Craig 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 10:15P.M.

Submitted by Peggy Elder
Approved 06/18/18