

BOARD OF SELECTMEN MEETING MINUTES – Final
Donaldson Room
Monday June 18, 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:

- None

APPOINTMENTS:

- De Cordova Entertainment License – David Duddy, Deputy Director of Operations for deCordova, joined the meeting. Mr. Duddy gave a brief overview of the current list of planned events being held at the deCordova, including:
 - June 23rd, Park Fest– A festival-type day that includes a 5K race, music, art, dance, food trucks, and artisans. The hours will be 11:00AM to 5:00PM and the museum will be shuttling visitors from a satellite parking area at Reservoir Place in Waltham. They expect 1000-1500 people depending on the weather.
 - Concerts in the Courtyard – To be held July 12, 26, August 2, 16, and September 6. Limited seating for about 50 people is available for these acoustic music concerts. Concerts are from 7:00-9:00 PM and will be held in the deCordova Cafe courtyard.
 - July 17th, Arts and Ales – 6:00-8:00PM, live music and beer tasting.

Ms. Glass made a motion to approve de Cordova’s Entertainment License. Mr. Craig seconded the motion. It was unanimously approved.

OPEN FORUM:

- None

TOWN ADMINISTRATOR'S REPORT:

- Oriole Landing – Mr. Higgins reported that the Planning Board's Special Permit hearing took place June 12, 2018. This was the first of two or three hearings about the application. The Board reviewed all of the elements of the proposal to ensure that everything was consistent with the preliminary development and use plan that was approved at Town Meeting. The Planning Board seemed comfortable with the information as presented, subject to clarification of a few details. Further discussion will occur when the hearing is continued later this month. Mr. Higgins added that he presented and reviewed the Board of Selectmen's traffic memo. There were no significant questions or concerns. The hearing was continued until June 26th.
- Fall/Winter Town Meetings and Elections–Mr. Higgins reported that the Town's boards and committees have been made aware of the proposed schedule of fall and winter town meetings and elections so that they can save the dates. It won't be long before the Board will have to draft an agenda for the October 20th State of the Town as well as the Special Town Meeting.
- Collective Bargaining–Mr. Higgins reported that the initial discussions with our Police, Fire and DPW unions continue to go well. Mary Day, Assistant Town Administrator, is leading the effort. Mr. Higgins will schedule an executive session for one of the July Board meetings to provide a detailed briefing.
- Hazard Mitigation Plan–Mr. Higgins reported that he had received confirmation from Massachusetts Emergency Management Agency (MEMA) that the Town's Hazard Mitigation Plan has been fully approved. An approved plan is a prerequisite for a number of grants to assist with Emergency Preparedness and Response efforts. He added that there is reason to be optimistic about the prospect for these grants, based on the Team's recent track record.
- Municipal Vulnerability Preparedness Grant– Jennifer Burney, Director of Planning & Land Use, and Tom Gumbart, Director of Conservation, took the lead in preparing a grant application for a new state planning grant (MVP) which, building on the work that was done under the Hazard Mitigation Planning process, is designed to help cities and towns: 1) assess their vulnerability to climate change; and 2) identify both risks and strategies for creating resiliency in such areas as infrastructure and energy, agriculture and forestry, transportation and other service areas. The Town was awarded a grant of \$20,000 to do the planning. Once the plan is in place, Lincoln will have the opportunity to apply for implementation grants of up to \$400,000 each year. As an example of one potential project, if the Town finds that the public water supply is vulnerable in some manner, the Town could pursue a grant to strengthen the backup system, whether it be a well improvement or an improved interconnection with an another Town. Mr. Higgins stated that with the Board's approval, he would like to propose to have the same team that led the Hazard Mitigation Planning process work with MAPC to facilitate this process. Stakeholder identification would happen early, as would the design of the public outreach and engagement plan.

DISCUSSION:

- June 9, 2018 Special Town Meeting –The Board extended its thanks and praise to Valerie Fox, Interim Town Clerk, the volunteers, and staff members that worked together so well to make the Special Town Meeting run smoothly. Ms. Glass continued by pointing out that it was a massive town-wide effort with many people and organizations coming together to ensure this very different town meeting ran without any major issues. Mr. Craig commented that the use of the voting machines was critical and that he could not imagine the meeting without them. Ms. Glass thanked Andy Beard for acting as Deputy Moderator in the overflow area. This was the first time that the overflow needed to be used and it worked well. Residents were able to see and hear both speakers and their presentations. Ms. Glass mentioned that the next School Building Committee (SBC) meeting will be June 27th and that it will meet every two weeks throughout the summer. Ms. Glass added that the meetings will now be televised. Mr. Higgins reported that the next Campus Coordinating Group (CCG) meeting will be later this week and he expects there will be a conversation regarding the right role of the CCG going forward. Similar to the informal vote taken by the PPDC, the feedback from the community showed an even split between the two design concepts. Mr. Higgins reported that the PPDC is meeting on Thursday and that the report is about 80% complete. The final report will be presented to the Board of Selectmen on July 19th.
- Board of Selectmen Priority Setting (Initial Discussion) - The following are Board priorities (in no particular order) for the remainder of the year.
 - Community Center Report – This is scheduled to be presented to BOS on July 19th
 - Campus Coordination – There is ongoing effort required to ensure integrated campus
 - Marijuana Study Committee – Should be receiving a recommendation in July, including proposed voting process for Ban/Partial Ban
 - Oriole Landing – Continue to run alongside the Planning Board to provide whatever support is required. The Special Permit decision is expected this summer. Developer hopes to receive permits this fall. Planning and Housing will carefully coordinate with the Department of Housing and Community Development (DHCD).
 - Solar - Will begin working in earnest on public safety and Codman Farm installations. Returning to landfill at some point thereafter.
 - de Cordova Working Group - Now up and running. Process will intensify in fall, in preparation for March Town Meeting vote.
 - Fall Town Meetings and Elections - Including October 20th State of the Town (SOTT) and Special Town Meeting, the December 1st Special Town Meeting (school project vote), and the December 3rd ballot election (school project). There are a lot of topics for SOTT, and we should begin to organize the agenda as soon as possible.
 - South Lincoln Planning - The work of the four subcommittees is expected to intensify now that the Planning Department has nearly completed its review and processing of the Oriole Landing proposal. BOS input and participation will be key to several elements: DPW site, commuter parking, roadway and roadside improvements, wayfinding future

phases, complete streets integration, etc.

- Customary Fall Activities - Budget process and capital planning.
 - Financial Management – Financial policies are being updated in preparation for bonding the school project. Strong policies are one of the factors rating agencies consider when assigning a bond rating. Mr. Higgins and Colleen Wilkins, Finance Director/Town Accountant, will continue to work closely with the Finance Committee.
 - Collective Bargaining – The goal is to have the process largely complete this summer.
 - Board of Selectmen Outreach Efforts – Assess how the Board’s various forms of communication and engagement are working/could be improved.
 - Comprehensive Long Range Plan Check-up – Mr. Dwyer recommended that we assess our progress against goals and objectives, and recalibrate as necessary.
- de Cordova Working Group - Mr. Craig reported that the Group held its initial meeting on Friday June 15th at 7:30 a.m., in the Donaldson Room with all members in attendance. Mr. Craig commended Peter Braun on the binder of relevant documents and the history of de Cordova that he put together prior to the meeting. Mr. Craig added that one goal of the meeting was to set a roadmap of how to move forward in the next few months. He added that the Group’s next meeting is set for August 2nd. The deCordova is working with a short time line as they hope to come before Town Meeting in March 2019. Mr. Craig reported that de Cordova would likely be a large part of the State of the Town (SOTT) in October. He added that they plan on holding a public forum prior to the SOTT.
 - Liaison Reports
 - Cycling Safety Advisory Committee (CSAC) – Mr. Craig reported that the committee was hoping for a few minutes to present at the SOTT. The Committee is working on their report and hope to have it finalized by the SOTT and to present it to the BOS shortly thereafter. Mr. Craig added that the Committee has worked closely with the Police Department and they plan on bringing some very reasonable recommendations to the Town. He continued that some new signage will be going up shortly around Town as well as some intersection improvements. Mr. Craig reported that while this committee was only meant to be a special purpose committee, one of the Committee’s recommendations will be to keep it as a standing Committee to be utilized on an as needed basis.
 - School Building Committee – Ms. Glass reported that the next meeting is scheduled for June 27th. She noted that the summer will be very busy, and encouraged the public to stay involved, as many decisions will be made.
 - Community Center – Mr. Dwyer reported that the this topic was discussed at a recent Council on Aging meeting, and there was strong desire to not let this project fall by the wayside. There should be regular communications about the need for this project.

ACTION ITEMS:

- Codman Community Farms Barn D Renovations – Mr. Craig moved to approve the renovation plan as presented. Ms. Glass seconded. It was unanimously approved.
- Minuteman Commons Refinance – Ms. Glass moved to approve the refinance of the affordable housing unit. Mr. Craig seconded. It was unanimously approved.

CORRESPONDENCE:

- None

MEETING MINUTES:

- May 21, 2018 Minutes—Ms. Glass moved to approve the minutes as amended. Mr. Craig seconded. It was unanimously approved.
- June 5, 2018 Minutes – Ms. Glass moved to approve the minutes as amended. Mr. Craig seconded. It was unanimously approved.

WARRANTS:

- Ms. Glass moved to approve the Warrants. Mr. Craig seconded. It was unanimously approved.

A motion was made by Ms. Glass to adjourn. Mr. Craig seconded. It was unanimously approved. The meeting adjourned at 8:05P.M.

Submitted by Peggy Elder
Approved 07/19/18