

**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# 95588286077  
Monday June 22, 2020  
6:30 P.M.**

**PARTICIPANTS:** James Craig, Selectmen Chair  
(Virtually) Jennifer Glass, Selectman  
Jonathan Dwyer, Selectman  
Tim Higgins – Town Administrator  
Carolyn Bottum – COA Director  
Abby Butt – COA Assistant Director  
Trish McGean – Public Health Nurse  
Kevin Kennedy – Police Chief  
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 publicly 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](http://www.lincolntown.org). She noted that this meeting is being recorded and that attendees are participating via video conference.
- Board reorganization - Mr. Dwyer made a motion to appoint James Craig as the new Chairman for the Board of Selectmen. Ms. Glass seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Dwyer: Aye; Craig: Aye; Glass: Aye.

**ANNOUNCEMENTS:**

- Town Meeting – Mr. Craig noted that this was the first meeting since the Town Meeting on June 13<sup>th</sup> as well as the Town Election. He added that speaking for the Board for the herculean efforts of Town Staff and volunteers to make both events go so well. Ms. Glass added that Town Clerk Valerie Fox stated that there were 817 ballots cast equally divided between in person and absentee voting. She noted that as far as they knew Lincoln was the only Town to hold an outdoor election.

- Mr. Dwyer had a couple of announcements regarding Parks and Recreation. He announced that they are planning on holding Summer Camp and the deadline is this Wednesday for registration. There are also plans for some Fourth of July activities with more info to come in the next few days.

## **APPOINTMENTS:**

- Carolyn Bottum, Council on Aging Director – Ms. Bottum joined the meeting to recommend that Abby Butt be appointed to succeed Carolyn as COA Director. Carolyn is retiring at the end of June. Carolyn developed the transition plan for the COA, working in close consultation with her Board, COA staff and me. The entire Town team is in support of Carolyn’s recommendation to appoint Abby who is currently serving as the Assistant Director. Abby has experience working for other COA’s and in other social services capacities. Her academic credentials include a Phd. In gerontology. She is a passionate advocate for the needs of seniors and the most vulnerable populations. Mr. Dwyer made a motion to appoint Abby Butt to the position of Council on Aging Director. 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.
- Bright Light Award – Ms. Glass reported that one of the things that the Board was not able to do at Town Meeting was to award this year’s “Bright Light Award”. This year’s recipient is Carolyn Bottum. It was awarded to her “In recognition of your tireless efforts on behalf of Lincoln’s seniors and most vulnerable residents.” Ms. Glass went on to state that the work that Ms. Bottum has done to make the COA a multi organizational approach to serve the community. Seeking grants to make things happen when there is no budget for it and offering big town services while working with a small-town budget.
- Police Chief Kevin Kennedy – Chief Kennedy joined the meeting to start a more public discussion about the work that Lincoln’s Police Department has been doing over the past 10+ years to instill and maintain a service-oriented culture, that is committed to treating all citizens with dignity and respect. Chief Kennedy extended his thanks to the community for the support that he and his officers have received. Chief Kennedy stated that the Lincoln Police Department is a service oriented department. The law enforcement piece of the department is only 30-40% with the remaining 60-70% responding to residents and putting them in touch with resources that can help them. He noted that he took over the position of Police Chief in 2014. In 2015 President Obama created a task force on 21st century policing taking Police Executives from across the country and came up with “The President’s Task Force on 21st Century Policing“. This was to create a road map for police departments to come up with policies for best practices. There are six pillars of this which are: (1) Building trust and legitimacy; (2) Policy and oversight; (3) Technology and social media; (4) Community policing; (5) Training and education; and (5) Officer wellness and safety. These are all things that with the support of the Town have been embraced, adding that the Municipal Police Training across the Commonwealth has also embraced this. Police body worn cameras is something that has become a topic coming out of the recent events in Minneapolis. The technology is not an issue, but in Massachusetts the law requires two party consent for video and audio recording. In most states only one party consent is required. He added that they have a company coming in next week for a demonstration on the body worn camera equipment. With that said, this is something that is part of a larger conversation that the Town would need to have. Another topic that has come up is use of force by police. Chief Kennedy is posted on their website. He

added that Lincoln's Police Use of Force policy is in compliance with the Massachusetts' Police Accreditation standards. Ms. Glass volunteered to help organize the community discussion related to these topics and Mr. Craig noted that it would be a good State of the Town discussion.

#### **DISCUSSION:**

- Public Health Emergency Response – Update - Public Health Nurse Trish McGean reported that we are still holding at 38 cases in Town, noting that there have not been any additional positive cases since June 9<sup>th</sup>. There are currently no cases in isolation. She added that The Commons has not had any more positive cases since May 24<sup>th</sup>. There have been 12 people who have taken the antibody test as a data point from a previous test.

#### **TOWN ADMINISTRATOR'S REPORT:**

- Town Focus and Reopening – Mr. Higgins reported that for the past four months the Town has put non-essential business on hold and all of the Town's resources be focused on the evolving health crisis and preparing for Town Meeting. He added that he appreciated the support of the other Boards and Committees as well as Town residents during this time. As we are working toward the Town re-opening we are seeing a return to more routine business coming to the agenda.
- South Lincoln Septic – Mr. Higgins reported that the Rural Land Foundation and other stakeholders were concerned about the current and future capacity of the septic system at Lincoln Station as well as options for providing septic throughout the South Lincoln and Lincoln Station area. He added that in April he had received a letter from Michelle Barnes who is the new chair of the RLF explaining to the Board the financial and other challenges that RLF saw before it and concluded with a plea that the Board of Selectmen take the lead in looking into septic options. Mr. Craig suggested inviting them to either the Board's July or August meeting.
- Assistant Town Administrator Vacancy – Mr. Higgins announced his plan to promote Dan Pereira to the position of Assistant Town Administrator. He and Dan have met several times to discuss the position and the transition planning that would be necessary both in the Town Administrator's office and at Parks and Recreation Department (PRD). Mr. Higgins added that he has also met with Chris Fasciano in his capacity as PRD Chair. Mr. Higgins is confident that Mr. Pereira's experience and skill set will translate very well into the Assistant Town Administrator role. From his time as PRD Director, Dan has experience in human resources, procurement, insurance/risk management, capital planning, budgeting, and other technical disciplines that are core competencies for the position. Mr. Higgins noted that he is also one of our most capable and experienced public outreach organizers and project managers. As anyone who has worked with Dan knows, he is detail-oriented, brings high energy and intellectual curiosity to all he does, and knows how to organize and make best use of teams. Mr. Higgins would like to transition Dan into the job this summer, anticipating that he will continue to help PRD with summer planning and its own transition planning. He added that he looks forward to bringing Dan forward for appointment this summer when some of these details have been finalized.

- Acting Planning Director – Mr. Higgins let the Board know that the Planning Director is out on Extended Family Medical Leave Act. He asked the Board's support for having Paula Vaughn promoted to the position of Acting Planning Director while Jen Burney is out until early-September. Mr. Higgins added that the Land Use Boards and staff are aware of the transition.
- Acting Deputy Fire Chief – Mr. Higgins reported that Brian Young has been outstanding for the past year while serving as Lincoln's Acting Deputy Chief. He has proven himself a capable leader of the staff, strong budget manager, effective project leader and excellent communicator. He has distinguished himself especially in his role as a key member of our Public Health Team during the ongoing pandemic. He worked closely with our Town Nurse to make sure The Commons received all the support we could provide. He researched the ever-changing public safety and public health protocols to ensure that the leadership team had accurate and timely information. He took the lead on organizing our FEMA/MEMA reimbursement efforts. Brian is also humble enough to reach out for guidance and support from some of his more experienced colleagues. He has cultivated close working relationships with several of the surrounding chiefs, one of whom called recently to share with me his observations of Brian's potential. Mr. Higgins asked the Board's approval to schedule time on an upcoming agenda for the Board to meet with Brian and to consider my recommendation as a candidate for the position of Fire Chief.
- Codman Farm Capital Plans – Mr. Higgins reported that he is meeting next week with Codman Community Farm (CCF) Board members to take stock of several proposed capital improvements. The Board is aware of the driveway improvement plan that was approved last year, and for which CPA funds were just authorized. The CCF Board has also developed plans to improve the kitchen in the barn. There was also some discussion about an "improvement" at the farmhouse. There is a relatively new leadership team in place at CCF. It was agreed that it would be helpful to make sure the new team is familiar with the License with the BOS, and town processes for getting capital improvements approved and implemented. Things that will be reviewed are the role of town staff, including the Facilities Director, project approvals, bidding, construction management, etc.
- Consent List Appointments – Mr. Higgins submitted the First Draft of the proposed Consent List of board appointments and reappointments is enclosed for the Board's review. It will be included on the Board's next meeting agenda for a vote, subject to any comments and revisions.
- Oriole Landing – Mr. Craig reported that he, Mr. Higgins, and Ms. Vaughn have been working diligently to get the job to completion so that the units could be added to our subsidized housing list.
- Todd Family Gift – Ms. Glass explained that the family of Harriett Todd wanted to divide the very generous \$500,000 bequest into two pieces: \$225,000 into a Scholarship fund in Harriett's name and a donation of \$275,000 towards the Auditorium of the new school project. Ms. Glass went on to say that after value engineering, the auditorium came back at a cost of \$255,000. Ms. Glass spoke with the Todd family and they wanted the extra \$20,000 to go to the eight grader's tree fund which is being started to fund the planting of all the trees around the campus toward the end of the project. Ms. Glass made a motion to allocate the bequest from Harriet Todd in the following way: That \$225,000 be used to establish a scholarship fund in her name,

that \$255,000 be used to renovate the Town School Auditorium, and that \$20,000 be added to the Eighth Grade Tree Fund that is being established by the eighth grade class of 2021. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Dwyer: Aye; Glass: Aye; Craig: Aye.

- Reopening Planning – Mr. Higgins reported that the reopening committee has had their initial meeting and the process is working well. They are getting good feedback from the Board of Health as well. He looks forward to a restricted opening mid-July. Meetings will continue to be held remotely via Zoom. Mr. Higgins reported that whether the departments are working in the office or remotely they are all being responsible.

- Liaison Reports –

Hanscom Area Towns Committee (HATS) – Mr. Dwyer reported that HATS met last week and the guest was Brian Farless of East Middlesex Mosquito Control Project and entomologist Doug Bidlack which does mosquito surveillance and control over 26 cities and towns in Middlesex county that are participating in the project. Mr. Dwyer also reported that Concord has moved their Town Meeting until September, they are opening their camps, and they are looking at opening the White Pond swimming hole. Concord also reported that three stores on Main Street have closed as a result of the pandemic. Lexington had a first in the nation remote Town meeting with a judge on call in the event of any problems. They restricted their warrant to 20 articles. Bedford is looking at a July 11<sup>th</sup> Town Meeting to be held on the football field. They are also starting curbside service at their Library today.

School Building Progress – Ms. Glass thanked the community for their support at Town Meeting. She felt the items included will provide long term value. The project is really looking like a construction site.

#### **OPEN FORUM:**

- None

#### **ACTION ITEMS:**

- Parks & Recreation Committee Member – Mr. Dwyer made a motion to appoint Margit Griffith to the Parks and Recreation Committee. Ms. Glass seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Dwyer: Aye; Glass: Aye; Craig: Aye.

#### **WARRANTS:**

- None

## MINUTES:

- June 1, 2020 - Mr. Dwyer made a motion to approve the minutes of June 1, 2020. Ms. Glass seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Dwyer: Aye; Craig: Aye; Glass: Aye.
- June 8, 2020 Ms. Glass made a motion to approve the minutes of June 8, 2020. Ms. Glass seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Dwyer: Aye; Craig: Aye; Glass: Aye.
- June 13, 2020 - Mr. Dwyer made a motion to approve the minutes of June 13, 2020. Ms. Glass 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. Ms. Glass 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 8:30 P.M.

Submitted by Peggy Elder

*Approved 08/24/20*