

**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# 918 3237 5325
Monday July 27, 2020
6:30 P.M.**

PARTICIPANTS: James Craig, Selectmen Chair
(Virtually) Jennifer Glass, Selectman
Jonathan Dwyer, Selectman
Tim Higgins – Town Administrator
Trish McGean – Public Health Nurse
Peggy Elder – Administrative Assistant

WELCOME & INTRODUCTIONS:

- Mr. Craig 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. Mr. Craig 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. He respectfully asked that the public participants keep their video and microphones off until that time. Mr. Craig 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. He noted that this meeting is being recorded and that attendees are participating via video conference.

ANNOUNCEMENTS:

- Fourth of July – Ms. Glass thanked Parks & Recreation Director Dan Pereira and his staff for the Fourth of July Reverse Parade as well as the virtual Firecracker Ru. She added that both events very creative and fun.

APPOINTMENTS:

- Assistant Town Administrator – Mr. Higgins noted that Lincoln has a demonstrated track record of successful internal promotions, the ranks of which includes such people as Kevin Mooney, Colleen Wilkins, Kevin Kennedy, Dan Pereira (when promoted to PRD Director), Krystal Elder, Valerie Fox and others) all of whom went on to make important contributions. He added that he has every confidence that Dan will be equally successful. Dan's experience, professionalism, and understanding of and commitment to the Town will serve him and us well. Mr. Higgins noted that many of us have worked with Dan in one capacity or another over the years to know that he has excellent project management, communications and problem-solving

skills. In addition, Dan's role as PRD Director has provided a baseline of familiarity with three technical competencies of the Assistant TA position: Procurement, Human Resources and Insurance/Risk Management. He added that he could not be more enthusiastic about this opportunity and he looks forward to a mutually supportive partnership for years to come. I envision that Dan will phase out of his responsibilities at PRD over the next several months, providing whatever assistance is necessary through their transition. Ms. Glass echoed many of the things that Mr. Higgins said, adding that Mr. Pereira has already helped organize the first outdoor Town Meeting in Lincoln. Mr. Dwyer noted that he has worked with every department and has built great relationships and he looks forward to working with him in this new capacity. Mr. Craig added that Mr. Pereira's energy and skill set is a great fit for this position. Former Selectmen Noah Eckhouse read a letter of support signed by many Lincoln residents. Mr. Pereira thanked everyone for their kind words. He added that he loved the Town and when the opportunity to grow professionally without leaving Lincoln.

Mr. Dwyer made a motion to approve the appointment of Dan Pereira to the position of Assistant Town Administrator. 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.

Codman Community Farm (CCF) - Nancy Fleming (CCF Board Chair), Bryce Wells (Facilities Committee Chair) and Pete Lowy (Farmer) joined the meeting. The intent of the meeting is to give CCF the opportunity to brief the Board on the status of several planned capital improvements: 1) the kitchen renovation that the Board authorized during their last meeting, 2) the driveway improvements that the Board authorized last year, with CPA funding approval granted by Town Meeting, and 3) a proposed therapeutic spa installation at the farmhouse. With new people cycling into their CCF volunteer roles, the transition in the Town Administrator's Office, and the Facilities Department being fully occupied with the school building project, he wanted to make sure CCF was familiar with town procedures for gaining approval for capital projects, bidding requirements and project oversight. A number of recent meetings have proven productive.

The Board is to consider whether to approve the installation of a therapeutic spa at the farmhouse. The CCF Board is supportive of the Farmer's request for the therapeutic spa, to be paid at his sole expense, for therapeutic purposes. Mr. Higgins is awaiting input from the Town's insurance company whose preliminary advice was that they would be satisfied as long as the Town is named as an additional insured on CCF's liability policy. In the meantime, CCF has had exploratory conversations with the Building Department and with the Historic District Commission. All parties have been advised that under the terms of the BOS/CCF License Agreement, the BOS must first grant approval to any leasehold improvements before other permits and approvals should be considered. Beyond the liability question, is the question of the optics of installing a therapeutic spa tub on public property. In the alternative, Mr. Higgins has asked whether a therapeutic spa tub in the bathroom is a reasonable alternative. He is awaiting a response

Ms. Glass made a motion to approve the installation of a therapy spa at Codman Farm subject to completion of the Memorandum of Understanding to be signed by Mr. Higgins on behalf of the Board of Selectmen. 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.

Mr. Craig asked about the Complete Streets Project Change which was to create an improved pedestrian connection from the Mall to Codman Farm so that it accomplishes the same objective without installing a new path on the Codman land adjacent to the community gardens, as originally conceived.

- Diversity Committee Petitioners – Mr. Higgins reported that Mr. Dwyer had recently introduced him to two residents, Danny and Sam Hoenig, who had contacted him to share their concerns about police brutality and racial injustice. The four of them had a virtual meeting a couple of weeks back. Danny and Sam introduced themselves and said that they believe the Town should be urged to appoint a standing committee whose job it would be to continuously challenge the Town to be thinking about issues of diversity and inclusion, and to develop actionable recommendations. They shared a memo with the Board that outlined their research and thinking, and provided ideas for how the town might act on such a recommendation. Danny and Sam have asked for the opportunity to present their concept, which he anticipates will be accompanied by a citizen petition. Mr. Higgins and Mr. Dwyer have explained that the ordinary citizen petition process would culminate in a Town Meeting motion and vote. Danny and Sam are concerned that with the prospects for a fall Special Town Meeting in question, the motivation to act may be lost. It is conceivable that they may ask the Board to lead the effort, especially if there is no fall STM. Mr. Higgins noted that he and Mr. Dwyer have shared past and ongoing diversity efforts, citizen petition process best practices, the importance of developing a proposed Committee Charge, and some ideas about actions that might not require the appointment of a standing committee (e.g., panel discussion). The Board outlined its intention to host a series of roundtables in the fall that would focus on policing and the role of town government and non-profits. This discussion will continue at the next Board meeting on August 24th.

DISCUSSION:

- Public Health Emergency Response – Update - Public Health Nurse Trish McGean reported that Lincoln is still at 41 cases, noting that there have not been any additional positive cases in the last two weeks. There are people taking the antigen test and if positive, they are being treated as a new case, but are not being included in the Town's case count.

TOWN ADMINISTRATOR'S REPORT:

- Reopening Planning – Mr. Higgins reported that as of 8:30 AM this morning, there has been a restricted reopening to the public at Town Offices, Bemis Hall and the Council on Aging. The reopening plan was several months in development. We consulted with all the Departments and Boards, best practices as set by the Commonwealth, as well as speaking with our neighboring Towns. The Plan has been made public and there are two pieces to it. One is inward facing looking at our safety protocols and what our precautions are. The other piece is outward facing. The hope is that it is a good reference tool for residents to look to. Mr. Higgins noted that the Town remains in business and has been in business throughout the crisis since its early onset in March. However, the way we deliver services has changed and will likely continue to be refined.
- Rural Land Foundation – Mr. Higgins reported that RLF Chair Michelle Barnes has asked to postpone their appointment with the Board until September.

- Fire Chief – Mr. Higgins reported that he would like to recommend appointment of Brian Young to the position of Fire Chief. This will be on the August meeting agenda.
- Complete Streets – Mr. Higgins reported that as a result of feedback from Codman Community Farms and others, the Town is attempting to get state permission to use the \$130,000 that was approved to create an improved pedestrian connection from the Mall to Codman Farm so that it accomplishes the same objective without installing a new path on the Codman land adjacent to the community gardens, as originally conceived.
- Oriole Landing – Ms. Glass reported that she attended the official ribbon cutting ceremony at Oriole Landing on July 16th. Mr. Higgins noted that the certificate of occupancy has been issued for one of the two 30-unit buildings. Conditions are expected to be satisfied within the next week or two so that the CO for the second building may issue. Tenants are starting to occupy the first building. Ten affordable and seven market units have been rented. Civico remains optimistic about the prospects for leasing up the property. Ms. Glass mentioned that during her conversations with the property managers, she was told that they look forward to integrating into the Lincoln community.

- Liaison Reports –

Lincoln-Sudbury School Committee – Ms. Glass reported that Ellen Joaquim, Chair of the LS School Committee, reached out to her regarding getting the Lincoln and Sudbury K-8 school committees, Select Boards, and Boards of Health to join the L-S School Committee in issuing a joint statement regarding community compliance with COVID safety practices so that all the Lincoln and Sudbury schools may reopen safely. Mr. Dwyer made a motion to approve the Board's support of the COVID statement and to authorize Ms. Glass to sign on the Board's behalf. 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.

New Base Commander – Ms. Glass reported that she attended the Zoom meeting with Colonel Stevens, Hanscom's new Base Commander. The meeting was for the members of the HATS communities. She took the opportunity to reiterate the Town's willingness to work with the Base and the Town's support of the students living on the base.

School Building Committee – Ms. Glass reported that the committee met in mid-July and the construction is well underway. She noted that the butterfly weathervane and the bell from the tower have both been removed and will be reinstalled in different places at the end of the project.

Pierce House Food Truck Event – Ms. Glass reported that Victoria Otis, Pierce House Manager, has postponed the Food Truck event for Friday. She added that Ms. Otis has been keeping up with the latest trends for wedding planning in the time of COVID and working with the Board of Health in creating micro packages for weddings and elopements.

Hanscom AFB – Mr. Dwyer reported that he attended the June 24th change of command ceremony. He noted that Colonel Stevens has family in NH and served at Hanscom 20 years ago, so she is very familiar with the area.

Bicycle and Pedestrian Advisory Committee – Mr. Dwyer reported that the committee is still researching the opportunity to have a pilot of advisory shoulders in Town. He explained that advisory shoulders are a treatment to the pavement that works very well.

OPEN FORUM:

- None

ACTION ITEMS:

- Liquor License Service Area Expansion Requests - Mr. Higgins reported that the Commonwealth recently relaxed its alcohol license regulations granting additional discretion to Local Licensing Authorities to allow licensees to expand their licensed service areas, with the goal of supporting outdoor liquor service. Both Real and DeCordova have requested permission to do so. Both businesses have sent letters describing their proposals accompanied by sketch plans. In the case of Real, they have included confirmation of approval from Rural Land Foundation.

Ms. Glass made a motion to approve the expanded service area for REAL. 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.

Mr. Dwyer made a motion to approve the expanded service area for DeCordova. 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.

Board and Committee Member Reappointments - Ms. Glass made a motion to approve the Board and Committee member reappointments as amended. 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.

Full Time Fire-fighter Appointment - Ms. Glass made a motion to approve the appointment of Thomas Pianka to the position of full-time fire-fighter pending completion of stated requirements. 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.

Staff Accountant Appointment - Ms. Glass made a motion to approve the appointment of Monica Kacprzyk to the position of Staff Accountant. 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.

South Lincoln Planning Advisory Committee (SLPAC) - Ms. Glass made a motion to approve appointment of James Craig as BOS representative to the South Lincoln Planning Advisory Committee. 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.

WARRANTS:

- Mr. Dwyer made a motion to approve the warrants. 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.

MINUTES:

- None.

Ms. Glass made a motion to adjourn. 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. The meeting adjourned at approximately 8:48 P.M.

Submitted by Peggy Elder
Approved 08/24/20