

**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 August 24, 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](http://www.lincolntown.org). He noted that this meeting is being recorded and that attendees are participating via video conference.

**ANNOUNCEMENTS:**

- None

**APPOINTMENTS:**

- Brian Young Candidate for Fire Chief Promotion – Mr. Higgins reported that Chief Carter resigned 16 months ago and at that time the Town was looking for a temporary replacement for him in the Department that would keep the Department running efficiently while the Town contemplated a plan to find a permanent replacement. After interviewing Brian and his colleagues in the Department, everyone was impressed by his approach to leadership and his collaborative style. He competed for the Acting Deputy Fire Chief position and with Mr. Higgins’ recommendation he was appointed to that position. Ms. Glass made a motion to appoint Brian Young to the position of Fire Chief for the Town of Lincoln. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Craig: Aye; Glass: Aye; Dwyer: Aye.

- Tara Mitchell, School Committee Chair/Becky McFall, School Superintendent – Ms. Mitchell took a moment to commend the tireless efforts of Superintendent McFall and all of the faculty and staff over the summer in preparing the School for the fall re-opening. Supt. McFall reported that members of the faculty, administration and community made up the steering committee that worked over the summer to get the schools open safely in the next few weeks. She went on to say that they performed surveys of both the school families and school faculty. The family surveys showed that 22% were in favor of remote learning if it was available; and 73% favored fully in person learning. The faculty survey showed that 36% were in favor of remote learning if it was available; 22% favored fully in person learning; and 16% were in favor of remote due to personal medical needs.

Supt. McFall noted that feasibility studies had been done noting the necessary mitigation practices that would need to be established. She added that 80% of the student population could be accommodated back into school. They are going through the process of creating cohorts and matching faculty with each cohort. Faculty that have a diagnosed medical need have been given remote learning assignments. Mitigating components are being put in place with the goal to keep students, faculty, and staff safe. They are: Mask requirement (PK-8); hand hygiene; physical distancing; increased sanitizing and disinfecting; open windows when possible; and upgrading HVAC system.

## **DISCUSSION:**

- Public Health Emergency Response – Update - Public Health Nurse Trish McGean reported that the Town remains at 46 confirmed cases. She explained the Commonwealth’s new color system to track cases so that every week they will put a town into a color code based on the amount of cases per 100,000 people in the last 14 days. Two weeks ago, Lincoln was in the unshaded (less than 5 cases). In the month of July, we had 3 weeks with zero new cases each of those weeks. The first week in August we had three new cases and then two more after that. With 5 cases it bumped the Town up into the Yellow Zone which is moderate risk.

Diversity Planning Process – Mr. Craig noted that the Board will host a series of round-table discussions focused on diversity, equity, inclusion, and anti-racism. The Board discussed holding three roundtables. One about policing in the town and the state, one about the role of town government, and one on what community groups are doing to address these issues. There was discussion about the format and agreement that thought needs to be given to how to provide people with a safe place to ask questions or share a personal story. Ms. Glass will work on a web page and on setting up the Zoom webinars and will collaborate with Mr. Higgins to organize the 3<sup>rd</sup> roundtable. Mr. Dwyer will work with Mr. Higgins on the first roundtable and Mr. Craig will collaborate with Mr. Higgins on the second roundtable.

- Liaison Reports -

Green Energy Committee – Ms. Glass reported that the Green Energy Committee received word that the Department of Public Utilities has approved Lincoln’s application for aggregation. The Town has already voted for aggregation and now the GEC will work with its consultant on going out to bid and developing a recommended default option and opt-in programs for the Town.

Listening Session – Ms. Glass reported that she held a virtual listening session. She noted that residents were interested in the Diversity planning series that is underway. She added that another resident reached out regarding road paving and what is the timeline for the next round of upgrades to the Town's roads.

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

- Reopening Plan – Mr. Higgins reported that for the last month, Town Offices and Bemis Hall have been operating on a restricted basis. That seems to have been working well and safely for both staff and residents. Feedback from both staff and residents has been positive. He added his thanks to Town residents for their patience during the whole pandemic. Mr. Higgins noted that the next big hurdle will be for the Town Clerk's office and establishing a voting procedure.

Ms. Glass reported that the reopening committee met via Zoom to review a set of FAQs they are putting together that is a condensed version of the reopening plan. She also reported that Ellen Joachim, Chair of L-S School Committee reached out to see if the Board would co-sign a statement with Lincoln Public Schools School Committee, L-S School Committee, Lincoln and Sudbury Boards of Health, and Sudbury Public School Committee. This would then be posted on the website, LincolnTalk, the Squirrel, and to the school families.

- Complete Streets – Mr. Higgins reported that there was a plan to add a path that would go in front of Doherty's and onto Codman Farm. Issues with ADA requirements came up as well as the possibility of having to remove some current garden plots. It was clear that alternative options needed to be looked into. Mr. Higgins reported that this process is well underway. He added that the Roadway & Traffic Committee will be drawn into those discussions. He will report back when one or more of the alternatives have been vetted.
- Oriole Landing – Mr. Higgins reported that the final Certificate of Occupancy has been issued for one of the two buildings. He added that they were close to being issued the second certificate. The only thing that they are waiting for is transfer of some paperwork (as-built plans). Mr. Higgins is confident that Ms. Vaughn (Acting Planning Director) will be able to obtain those plans from the contractor and the final Certificate of Occupancy will then be able to be issued.
- Regional Housing Support Office – Mr. Higgins reported that the RHSO had sent their annual report. He noted that it was good to be able to step back and look at what has taken place over the past 9 months, adding that overall feedback has been positive. Mr. Higgins reported with the budget being in the \$13-14K range, the Town is certainly getting its money's worth.
- Police Reform – Mr. Higgins noted that police reform has been in the news lately, adding that he has been forwarding all reports from Chief Kevin Kennedy. The last report reflected on police response in the Town.
- Codman Farm Capital Projects – Mr. Higgins reported that there have been two capital projects that they have brought to discuss with the Board. One of these is a therapeutic spa for the sole use of the farmer. The agreement language regarding the spa has been finalized. The other

project is the Kitchen renovation. Codman Community Farm Committee will report back as the projects go forward.

- Budget Cycle – Mr. Higgins reported that August is typically the kick-off month for the upcoming Town Budget cycle. He added that the Capital Planning process is starting this week. He noted that he and Colleen Wilkins (Finance Director/Town Accountant) are working with the Finance Committee Chair on their forecasting.

#### **OPEN FORUM:**

- None

#### **ACTION ITEMS:**

- Vote to Sign September 1, 2020 Primary Warrant - Ms. Glass made a motion to the September 1, 2020 Primary Warrant. 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.
- Call Firefighter Appointments - Mr. Dwyer made a motion to appoint Christopher Martinez and Rami Chakroun as Call Firefighters. 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.
- Assistant Wiring Inspector - Ms. Glass made a motion to appoint Gustavo Silva as Assistant Wiring Inspector. 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.
- Selectmen's Liaison List - Mr. Dwyer made a motion to approve this year's Selectmen's Liaison List. 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.
- Emergency Assistance Appeal in Tax Bills - Ms. Glass made a motion to include the Emergency Assistance Appeal in the tax bills. 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.
- No Parking on Sandy Pond Road - Mr. Dwyer made a motion to approve the parking restriction on Sandy Pond Road. 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.

#### **WARRANTS:**

- Ms. Glass made a motion to approve Mr. Dwyer signing the Warrants. 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.

#### **MINUTES:**

- June 22, 2020 – Mr. Dwyer made a motion to approve the June 22, 2020 minutes. 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.
- July 27, 2020 - Ms. Glass made a motion to approve Mr. Dwyer signing the Warrants. 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.

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 9:10 P.M.

Submitted by Peggy Elder  
*Approved October 5, 2020*