

**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 September 14, 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:**

- Board of Assessors – Annual Tax Classification Hearing with Laura Sander, Edward Morgan, and Harald Scheid representing the Board of Assessors. Mr. Morgan began by saying that there has been new growth valuation of \$330,449. This figure is up from last year’s figure of \$82,710. The large increase is attributable to the new Oriole Landing apartment complex. A year over year comparison of average single family tax bills indicates a modest 1.3% increase. This is explained by a combination of declining debt, and a shift in tax burden born by other property classes including apartments and public utilities. Individual tax bills will vary depending on a property’s actual valuation change. After discussion, the Board voted as follows:

Ms. Glass moved to keep the current 1.30 commercial/industrial shift from the residential to the commercial class. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Glass: Aye; Dwyer: Aye; Craig: Aye.

Mr. Dwyer moved to not adopt the Open Space Discount. Ms. Glass seconded. With no further discussion, the motion was approved unanimously with a roll call vote: Craig: Aye; Glass: Aye; Dwyer: Aye.

Ms. Glass moved to not adopt the Residential Exemption option. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Glass: Aye; Dwyer: Aye; Craig: Aye.

Mr. Dwyer moved to not adopt the Small Commercial Exemption option. 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.

- C.J. Valpone, Chair Electricity Aggregation Working Group – Mr. Valpone was present to give a status report on what is going on in the process. Community choice aggregation is a way for the Town to give electricity consumption choices to the consumer. The Lincoln group is sponsored by the Green Energy Committee (GEC) and its goal is to be able to offer renewable energy sources to the residents at reasonable prices. That said, the process to get to that point is long and the GEC has retained a consultant to guide them through it. He noted that they have passed the Department of Energy review. He added that he has also heard that the Department of Public Utilities will be approving their plan after resubmitting with minor changes. Following the official approval, the next steps will be: 1. Finalizing a public outreach plan, and 2. Soliciting prices from suppliers in November, so that 3. They are prepared to launch in February.

## **DISCUSSION:**

- Public Health Emergency Response – Update - Public Health Nurse Trish McGean reported that the Town is at 48 confirmed cases since the beginning of the crisis. She noted that one case was added this week, but they are already off isolation. There is one person in quarantine related to that case that was a close contact. There are no active cases currently. Ms. McGean noted that she has been working with the Town of Concord on a three-town weekly dashboard including Lincoln, Concord, and Carlisle which would give a weekly breakdown of cases by age, which was done mainly for the schools to see where these cases are coming in. She noted that there are no current cases in the three Towns. Ms. McGean reported that she had spoken to The Commons today. They need to get 100% of their staff tested by the end of the week. They have 30% done currently, and Ms. McGean will be helping them test the remaining staff this week. On October 14<sup>th</sup> the schools will be having a flu shot clinic for their teachers and all Town staff. She added that on October 21<sup>st</sup> there will be a clinic for seniors. This Wednesday she will be hosting a chat with a nurse program and anyone interested should contact the Council on Aging.
- Diversity Round Table Series – Mr. Craig thanked Ms. Glass, Mr. Dwyer, and Mr. Higgins for their work on creating the scope for the three planned roundtable events. The format for each roundtable will be as a webinar rather than a Zoom conference. LincolnTalk, The Squirrel, the

Town Website and dedicated Diversity page, and email groups will be utilized to make the Town residents aware of the series and how they can join in.

Mr. Craig noted that the agendas for each session covered the topics well. He added that having District Attorney for Middlesex County Marian Ryan and Chief Kennedy at the opening session, Town Officials at the second session, and Private Organizations at the third will be very informative, with the ultimate goal of prompting an informed public discussion at the State of the Town in November.

- Liaison Reports:

School Building Committee – Ms. Glass reported that they are meeting this Wednesday. She noted that on the school campus there are continued signs of demolition going on, but there is also rebuilding taking place most noticeably where the library is being transformed into the new dining commons.

Hanscom Area Towns Committee (HATS) - Mr. Dwyer reported that HATS will be meeting this Thursday. Lincoln's Representative Tom Stanley will be a guest at the meeting.

Police Ride Along – Mr. Dwyer reported that he had been talking with Chief Kennedy about the average day in the life of a Lincoln police officer. He noted that he will be doing a ride along with Officer Anthony Moran on Friday October 2<sup>nd</sup> on the 3:00-11:00PM shift.

Bicycle & Pedestrian Advisory Committee (BPAC) and Roadway & Traffic Committee (RTC) – Mr. Dwyer reported that they had been working with MAPC on a holistic approach to look at traffic from bicyclists and pedestrians view. Having a slot on the agenda at the State of the Town would be a good way to get this information out and receive feedback.

South Lincoln Planning Advisory Committee (SLPAC) – Mr. Craig reported that SLPAC has its first meeting (virtually) this Friday morning.

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

- FY21 Budget Status - Mr. Higgins began by reporting on how the Town budget is holding up to the COVID 19 related planning and implementation expenses by both the Town and the Schools. He noted that he had summarized the expenses and the reimbursements from both the Federal and State governments. He reported that he felt the budget was holding up reasonably well considering the expenses incurred including overtime for public safety staff, PPE for employees, plexi-glass and safety alterations to the buildings. A separate set of accounts was created back in March to track related expenses. The one missing piece at that point was the Schools as they did not know what was going to be needed to implement their opening process. In summary we have incurred a total of \$625,000 in Covid related expenses. Thus far, the Town has received or has been promised \$775,000 in Covid related aid. He noted that any Hanscom related expenses would be handled by the Hanscom contract. Overall, he feels we are currently in good shape. However, there are many unknowns as we head into the Fall.

- COVID Liabilities – Mr. Higgins reported that the Town staff is fielding questions regarding COVID legal liability for staff, volunteers, and board members. He noted that between State law and insurance coverage in place, the Town is well protected.
- Town Meeting Petitions – Mr. Higgins reported that the Town Clerk requested legal guidance on whether citizen petitioners who had collected signatures and satisfied requirements for getting a slot on the warrant for the June Annual Town Meeting, would need to repeat the process for the next Annual Town Meeting. He added that guidance from counsel confirms that this is not necessary if the Selectmen will agree to place the articles on the Warrant via Board vote. Mr. Dwyer moved that the Board agree to place the petitions that were correctly submitted for the March 2020 Town Meeting on the Warrant for the 2021 Town Meeting. Ms. Glass seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Glass: Aye; Dwyer: Aye; Craig: Aye.
- MPO Election – Mr. Higgins reported that MAPC has announced the start of this year's MPO election cycle. This year there are 4 open sub-region seats (Newton, Everett, Arlington, and Lexington). Nominations are due October 16<sup>th</sup>. The Board may only sign papers for one municipality per open seat. Ballots will be submitted electronically. The election date is to be decided, but likely at the end of October.
- Green Community Grants – Mr. Higgins extended congratulations and thanks to those who prepare our Green Community Grant applications and manage the implementation of the projects that are funded. This year's award is in the amount of \$53,700 for heat system upgrades at Public Safety, Town Offices, and the DPW.
- Reopening Planning – Mr. Higgins noted that there was nothing major to report, but wanted to assure the Town that we are checking in regularly with all departments to assess how we are doing with regard to staff comfort level with our reopening precautions, any feedback from the public, and any thoughts about modifications going forward. He added that he is in frequent contact with the Public Health Nurse and Board of Health to ensure that they are aware of any reopening plan changes and have had the chance to comment and advise. He thanked the Reopening Planning Group for their work on the FAQ it recently published to give residents a quick reference tool to check on the availability of town services and other key events and activities. He added that the Board of Health has been a great partner as regulations change keeping the Town updated on those changes. Mr. Higgins also mentioned that the Town is keeping the schools in mind as they are reopening this week.
- Complete Streets – Mr. Higgins noted that the Town encountered some complications when a more refined look was taken at the design of the path intended to be built between The Mall to Codman Farm and points west in Lincoln. A second review was done and included Codman Farm, Roadway & Traffic Committee, and other stake holders to think about possible redesigns that might be in the footprint of the original path or elsewhere. There are currently two contenders. There is a Roadway and Traffic Committee meeting this week that is going to bring everyone together to try to determine a preferred design. That is Step 1. They will then come back to the Board with their recommendation and if there is consensus to go ahead the Town will have to then go back to the State to get their approval. Mr. Higgins stated that worst case scenario would be that there is no consensus and Lincoln would have to return the money to the State. Ms. Glass expressed her hope that consensus could be reached as it would be unfortunate to return grant funding.

- Oriole Landing – Mr. Higgins reported the good news that the Developer submitted the required as-builts so the Certificate of Occupancy could be issued. As of this week, permits have been issued and the Department of Housing and Community Development has been notified. All 60 units remain on our Subsidized Housing Inventory so that the Town's percentage remains at 13.99%.

**OPEN FORUM:**

- None

**ACTION ITEMS:**

- Call Fire Fighter Appointments - Mr. Dwyer made a motion to appoint Eric Larson and Thomas Blair as Call Firefighters. Ms. Glass seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Craig: Aye; Dwyer: Aye; Glass: Aye.

**CORRESPONDENCE:**

- Mr. Craig reported that the Town had received a letter from the Attorney General's Office regarding the prior SLPIC board having violated Open Meeting Law by not providing meeting minutes in a timely fashion. While disappointing, it does underscore the need for our Boards and Committees to make sure they follow the requirements of the Open Meeting Law making sure minutes get taken and posted in a timely fashion.

**WARRANTS:**

- None

**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: Craig: Aye; Glass: Aye; Dwyer: Aye. The meeting adjourned at approximately 8:47 P.M.

Submitted by Peggy Elder  
*Approved October 5, 2020*