

**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 February 8, 2021  
6:30 P.M.**

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

**WELCOME & INTRODUCTIONS:**

- Mr. Craig opened the meeting at 6:30 pm 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:**

- Mr. Dwyer extended kudos to the Parks and Rec Department, Parks and Rec. Committee, and the Ice Skating group for the new ice skating rink behind Town Offices. He noted that this was a volunteer-driven project and it has been a big hit.
- Ms. Glass commented on the phone calls that have been going out from the Public Health Team. They have been really helpful to residents.
- Mr. Craig acknowledged the passing of Pam Gallup and extend the Board's condolences to her family. He also highlighted Pam's long history of volunteering in the Town and expressed the Town's gratitude for her contributions.

**APPOINTMENTS:**

- Parks & Recreation Director Appointment – Appointee Jessica Downing and Parks and Recreation Committee members Sarah Chester and Rob Stringer joined the meeting. Assistant Town Administrator Dan Pereira reviewed the process that was used to get to this

evening's recommendation to hire Jessica Downing as the Director of the Parks and Recreation Department. Sarah Chester noted that the hiring committee found she was very qualified, and she shared some positive comments from those that met with Jessica throughout the interview process. Rob Stringer added that Jessica impressed the whole committee, and that he is here to support her appointment. Ms. Downing thanked everyone that took the time to meet with her during the interview process and added that she is really looking forward to getting started in Lincoln. Mr. Dwyer made a motion to appoint Jessica Downing to the position of Director of Parks and Recreation. 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.

- Assistant Planning & Land Use Director – Mr. Craig reported that Paula Vaughn's appointment to the Director's position left her former position vacant. Ms. Vaughn is recommending that the current Conservation Administrator, Jennifer Curtin, be promoted to the position of Assistant Director of Planning & Land Use. Planning Board Chair, Margaret Olson, also offered her support for Ms. Curtin's appointment to the position of Assistant Planning & Land Use Director. Ms. Curtin thanked everyone for their kind words and stated that she was looking forward to hitting the ground running in the Planning and Land Use Department. Ms. Glass made a motion to appoint Jennifer Curtin to Assistant Planning & Land Use Director. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Craig: Aye; Dwyer: Aye; Glass: Aye.
- Electricity Aggregation/Green Energy Choice Program - CJ Volpone from the Green Energy Committee joined the meeting. He noted that he was there to give an update on the rollout of the new Lincoln Green Energy Choice program that begins in March. As part of the program, they committed to performing a lot of community outreach, which has now been completed. This included detailed posts on Lincoln Talk and several public forums. Mr. Volpone noted that the program currently has over 2,000 people who will be automatically enrolled unless they choose to opt out. So far, 150 customers have opted out. The program expects that about 10% of customers may opt out, so the Lincoln program is doing better than that expectation. In addition, 61 customers opted up to the Total Green package and 83 customers have opted down to the less expensive basic package that still included some additional renewables.

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

- Town Meeting Planning – Mr. Higgins reported that with the Annual Town Meeting being put off until May 15<sup>th</sup>, he is making sure that he is sending regular reminders to warrant article sponsors. He noted that he hopes to put together the first draft of the Article List and the Warrant and to distribute them before the next meeting. He reported that he has been in communication with all of the sponsors for Articles that appeared on the Warrant in March of 2020, and commented that the Warrant will look very familiar to those who were involved last year. He will continue to update the board as things progress.
- FY 22 Proposed Budget – Mr. Higgins stated nothing new to report other than preparing for 2<sup>nd</sup> Budget Workshop which is scheduled for February 23<sup>rd</sup>. This will be an opportunity for the stakeholders to get together and for the Finance Committee to craft its recommendation.

- Board of Selectmen’s Annual Report – Mr. Higgins noted that some items to be acknowledged in the 2020 annual report would be the Town’s COVID response effort, the Diversity initiative, Lincoln Station Planning and connect that with the Housing Choice legislation, the success of the Green Energy Choice program, the completion of Oriole Landing, as well as Complete Streets. Ms. Glass suggested including the Harriet Todd Scholarship and the School Auditorium gift.

## **DISCUSSION:**

- Public Health Update – Ms. McGean reported that there are currently 150 cases with only 1 addition since last week and 3 active cases, noting that this is a downward trend. The Commons has begun a vaccine rollout program and there is a 99% participation rate for all of the residents. They have also done 60% of their staff. They are continuing with their weekly testing of staff and have not had any new cases. Ms. McGean noted that the Lincoln schools have not had any new cases. Lincoln-Sudbury is at 41 student cases and 10 positive staff. She reported that the Town will be receiving it’s first delivery of 100 doses of the vaccine and will be hosting a vaccine clinic on Thursday, February 11<sup>th</sup>. She said that today there was a wonderful Town effort at Bemis Hall to register residents for the clinic. Dan Pereira (Administrator’s Office), Abby Butt (Council on Aging), Brian Young (Fire Chief), Trish Miller (Board of Health), and Ian Spencer (Police) manned the call center from 10am to 2pm. Tim brought lunch for everyone who was manning the call center. Ms. McGean noted that they are in Step 1 of Phase 2, which is for residents 85 years and older. She added that they had signed up 2/3 of available slots and that they will again be on the phone lines tomorrow to take calls from anyone aged 75 and over. She added that there was a robocall that went out tonight notifying everyone about these clinics. Ms. McGean reported that tomorrow at 11:00 am she will be hosting a session of “Chat with a Nurse” and noted that she had 76 people signed up. She is expecting lots of questions.
- Diversity, Equality, Inclusion, and Anti-Racism – Ms. Glass reported that she thought the meeting that was held last week was great. About 30 residents participated and the conversation was really thoughtful. Her takeaway was that there was a bit of a “ chicken or the egg” discussion about the Charge. How do you create something that begins the process knowing that you aren’t sure where it is going to take you in the end. She added that in looking at the Charge after the event she was thinking about how to incorporate suggestions. Mr. Craig, who had been unable to attend the community meeting, asked if the plan was to have the Charge ready for Town Meeting and wondered if more outreach would be necessary or was the feedback already received enough to put the Charge together now. Mr. Craig also asked about the proposed makeup of the group and whether one of the takeaways from the recent meeting was to make this a more citizen led group rather than board led group. Ms. Glass said that there was enough information to move forward now and that she felt that participants wanted to make sure there were diverse voices at the table.
- Liaison Reports
  - School Building Committee (SBC) – Ms. Glass reported that the SBC is meeting this Wednesday. She added that she attended the Finance Committee, wearing both her Board and School Building Committee member hats. FinCom was discussing the School Committee’s request for funding for furniture and equipment for the school. She also got to

hear the good news that Ms. Wilkins shared with the Board about the refinancing of the Town Offices Bond. She also noted that the 2<sup>nd</sup> budget workshop will be held on February 23<sup>rd</sup>.

Listening Session – Mr. Dwyer reported that he had zoom session with residents living in Lincoln Woods. He said he asked for their feedback on the Town of Lincoln as a whole. The main complaint was accessibility to the MBTA platform. It is not handicap accessible. He added that there were no surprising questions asked. He added that they were excited about the roadside path that is being installed.

Lincoln Foundation – Mr. Craig reported that the Lincoln Foundation requested a meeting. He noted that he and Mr. Higgins were both in attendance and that the Lincoln Foundation is concerned about Battle Road Farm affordable unit owners who are struggling financially to both maintain their units and pay the Condominium Association fees. He stated that the fees for the affordable units are the same for the full price units, per the rules and regulations of the Condominium Association. There was a discussion as to whether some financial assistance could be provided and if so, how it could be organized and funded. Abby Butt from the Council on Aging, Liz Rust from the Regional Housing Service Office, and Paula Vaughn from the Planning and Land Use Department also joined the discussion. Mr. Craig said it was a good first conversation and that more conversations will be occurring soon.

South Lincoln Planning & Advisory Committee (SLPAC) – Mr. Craig reported that SLPAC met last week. They have identified three additional engineering firms that are interested in bidding on the Septic Analysis in addition to CDM Smith. They are finalizing the RFP to send it out soon to bid and hopefully the competition will benefit the Town price wise.

#### **OPEN FORUM:**

- None

#### **ACTION ITEMS:**

- Conservation Commission Appointment - Mr. Dwyer made a motion to appoint Laura Regrut to the Conservation Commission. 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.
- Constable Appointments - Mr. Dwyer made a motion to re-appoint Robert Millian and Joseph Topol. 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:**

- None

**WARRANTS:**

- Ms. Glass made a motion to approve the warrants dated February 8, 2021. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Craig: Aye; Dwyer: Aye; Glass: Aye.

**MINUTES:**

- January 11, 2021 Minutes - Ms. Glass made a motion to approve the minutes dated January 11, 2021 as presented. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Craig: Aye; Dwyer: 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: Craig: Aye; Dwyer: Aye; Glass: Aye.

The meeting adjourned at approximately 8:20 P.M.

Submitted by Peggy Elder

*Approved 03/08/21*