

**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 22, 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. He noted that this meeting is being recorded and that attendees are participating via video conference.

ANNOUNCEMENTS:

- Ms. Glass noted that today as a country we have hit the heartbreaking number of 500,000 deaths due to COVID-19, adding that there was a national moment of silence today.

APPOINTMENTS:

- Joel Freedman, Former Zoning Board Member and Chair – Mr. Craig welcomed Mr. Freedman to the meeting. He noted that Mr. Freedman had been on the Zoning Board of Appeals for 15 years and the Chair of the Board for 10 years. Mr. Craig noted that the ZBA is a very challenging but rewarding Board and thanked Mr. Freedman for his lengthy service to the Town.
- Colleen Wilkins, Finance Director regarding Refinancing Bond Signing – Ms. Wilkins reported that in January the Town hit the 10-year mark for the 30-year Town Office debt. Given the historically low interest rates, she had previously asked the Board for its approval to go to market for refunding those bonds for the remaining 20 years. This competitive sale happened

on February 11th and four bids were submitted. The winning bid came in at 1.8118% for the true interest cost. She added that the budgetary savings over the 20 years equates to \$1.278M which is great news for the Town. Ms. Wilkins noted that prior to the sale, S&P Global Ratings reaffirmed the Town's AAA credit rating, which also was excellent news. Ms. Wilkins is here tonight to ask the Board to vote to approve that sale. Ms. Glass made a motion that the Board vote to sign the bonds in connection with the February 2021 refinancing of the Town Offices debt, originally authorized on May 10, 2011, per the form of Motion provided by Bond Counsel. 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.

- Public Hearing for a Curb Cut At 11 Hillside Road – Mr. Dwyer made a motion to open the public hearing. 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.

Brooks and Patty Mostue, owners of the 11 Hillside Road property, joined the meeting. They have submitted a request to modify an existing driveway. Mr. Mostue stated that the angle of the existing driveway creates site distance problems. As compared with other options, the proposed addition to the existing driveway would “result in a smaller paved area constructed away from the septic system, avoid the need to remove mature trees, and eliminate the need to import structural fill.” Abutter John Kimball joined the meeting and offered his support for the proposal.

Ms. Glass made a motion to close the hearing. 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.

Mr. Dwyer made a motion to approve the curb cut at 11 Hillside Road. 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.

- Public Hearing for a Verizon Grant of Location Request - Ms. Glass made a motion to open the public hearing. 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.

Mr. Higgins reported that this grant of location request is part of the work being done in conjunction with the school renovation project. Buck Creel, LPS Administrator for Business and Finance, gave an overview of the installation of two additional poles needed to complete the infrastructure necessary to create new utility connections to the school campus, the purpose that the poles serve, and why further consolidation of poles is not possible. Mr. Creel has reviewed the plan, the applications and approvals to date, and the scope of what has been proposed in the current application for two additional, yet to be installed poles. Mr. Richard Forman of Verizon stated that Mr. Creel's description of the installation was accurate and that the utilities would be going underground and connecting to the campus. Ms. Glass made a motion to close the public hearing. 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.

Mr. Dwyer made a motion to that the Board vote to approve Verizon's grant of location request dated February 1, 2021, for installation of poles and other infrastructure along Lincoln Road, in the vicinity of Ballfield Road, to provide new utility service to the Ballfield Road school campus.

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.

TOWN ADMINISTRATOR'S REPORT:

- COVID Vaccination Planning – Mr. Higgins reported that State's rollout priorities continue to evolve. It appears that vaccine will no longer be available to individual towns. Instead, the state's plan relies on mega sites, regional sites, and a specific list of pharmacy locations. He added that the Town is in the process of consulting with neighboring towns to assess the viability of establishing regional, municipal clinics. The current plan is:
 - Go forward with a March 11th clinic to provide booster vaccinations to those who were vaccinated at our February 11th clinic.
 - The Town has established a waiting list for the 75+ age group who that they had hoped to vaccinate last week. They have been advised to pursue other options.
 - Evaluating options for providing assistance to the Town's most vulnerable residents who meet the state's latest rollout criteria (i.e., 65+, 2 qualifying medical conditions) in the forms of transportation to vaccination sites and/or assistance scheduling appointments.

- Annual Town Meeting – Mr. Higgins reported that the current Article List draft includes all categories of articles: routine business, financial matters, bylaws, and citizen petitions. He added that they have confirmed the intentions of last year's sponsors to proceed with items that were deferred due to COVID restrictions. It appears that all intend to proceed as planned last year, with the exception of a few that have not yet responded. The Articles are sequenced for maximum efficiency, subject to the Board's review and any changes. He anticipates additional citizen petitions when the Board opens the warrant in March. Mr. Higgins reported that the current Warrant draft is fairly complete, subject to any new articles that may emerge when the warrant is opened. He noted that there are several weeks and multiple Board meetings before the Board is scheduled to sign the warrant on April 5th. Mr. Higgins reported that a very preliminary first draft of the Motions has been developed. Final motions will be developed in early-May.

- March 29th Annual Election – Mr. Higgins reported that Town Clerk Valerie Fox has prepared the warrant for the purpose of calling the March 29th Annual Town Election. The annual election will be limited exclusively to voting for candidates for office. The contemplated debt exclusion for the public safety radio system will appear on the warrant for the May 17th Special Election. The Board will be asked to sign the March 29th Election Warrant during their March 8th meeting, satisfying the 7-day posting requirement under MGL, c. 39, s. 10.

- FY 22 Proposed Budget – Mr. Higgins reported that they are preparing for the 2nd Workshop on February 23rd. The following is the same summary provided during the Board's previous meetings. There have been no updates.
 - Mr. Higgins reported that he was advised that the ZBA line-item was somehow omitted from the initial request. The budget for the part-time position and modest expenses totals

\$33,000. Adding this salary back to the Base Budget requires that an equal sum be removed from the Base. He is recommending the following changes to rebalance the Base Budget:

- 1) move the funding to increase Town Clerk staff hours (\$24,000) from the Base to Preferred, and 2) decrease the legal budget by \$8,000 (historically returns a balance of \$20,000 +/-).
- If agreeable, our revised preferred budget would be comprised of three items:
 1. South Lincoln Septic Study - \$60,000
 2. DEIA Line-item - \$10,000
 3. Town Clerk Staff Hours - \$24,000

\$94,000

- Board of Selectmen's Annual Report – Mr. Higgins reported that the deadline is March 15th. He added that the March 8th meeting will be the last Board meeting prior to the deadline.
- Housing Choice Legislation – Mr. Higgins reported that the Planning Board has established a tentative date of March 16th, at 7:30 pm, for a multi-board meeting with Town Counsel to review the new legislation and to begin to assess implications for Lincoln.
- SUASCO Support – Mr. Higgins reported that there has been a request from some of the SUASCO (Sudbury, Assabet, Concord) River communities asking the Town to sign on and lend support for a grant application that is being led by the Town of Stow along with the Organization for the Assabet, Concord, and Sudbury Rivers (OARS). OARS is a 501C3 that exists to promote the well-being of the watershed. They are pursuing a grant application along with MAPC and MAGIC for a climate change resiliency action. The idea is to create a coalition among the communities to work on climate resiliency planning. Ms. Glass made a motion to support a grant proposal being developed by the town of Stow for a climate resiliency coalition. With no further discussion, the motion was approved unanimously with a roll call vote: Craig: Aye; Dwyer: Aye; Glass: Aye.

DISCUSSION:

- Public Health Update – Mr. Higgins reported that there have been a total of 155 cases since the start of the pandemic, with only two of them currently active. The Lincoln School is ready to start pool testing of students and staff tomorrow. Mr. Higgins reported that the Public Health Team has been busy working on a public vaccination plan for some time now and has continued to do so with the shifting State guidelines and regulations. The Team has built the capacity locally to vaccinate as many as 2000 people per week and they were hopeful that the State would come through with that level of vaccine so that we could offer that convenience to the residents. However, that never materialized as the State Department of Health shifted its distribution strategy away from small site distribution to mega site distribution in part of a social justice effort. This was frustrating not only for Lincoln, but all of the surrounding towns who had prepared for this same level of vaccination effort. He added that once we received our 100 dose quota, the team organized the first clinic which took place on February 11th and resulted in vaccinations for 100 residents aged 75 and older. At that point the team was pretty pessimistic about getting any additional vaccines locally. However, the State advised the Town that they would be sending an additional 100 doses. Mr. Higgins added that they are hopeful

that we will be notified at the end of this week that the vaccines are coming and be ready for the Clinic that is planned for March 4th. Mr. Higgins reported that the Public Health Team is in talks with other area towns to form a regional group and be allowed to approach the State with a plan to host a 750 vaccine per day, 5 days a week plan. Those talks are continuing.

- Preparations for March 8th with Sudbury Select Board – Mr. Craig reported that the Sudbury Select Board is looking forward to meeting with our Board on March 8, 2021. He noted that they will be joining the meeting at 6:30 PM for approximately one hour.
- Diversity, Equity, Inclusion, & Anti-Racism - Mr. Craig reported that in the meeting packet there was the latest draft of the proposed charge with some revisions included. Ms. Glass thanked Mr. Dwyer for some revisions and additional language that were very helpful. She noted that they had a couple of residents offer to look at the draft and the comments she received were included. A discussion followed where suggested additions and edits were contemplated individually. Mr. Craig suggested that rather than having a middle school student be a full voting member of the committee that the student could be a liaison representing the school. He added that it would be good to consult with School Superintendent Becky McFall to get her thoughts on it. Ms. Glass reported that she thought that there are students that serve on a school-based diversity committee and noted that she would check on that and report back to the Board. Mr. Dwyer suggested that the committee be tasked to report back to Town Meeting in 2024 where the next iteration of the IDEA committee would take over. Mr. Dwyer moved that the Board accept the drafted charge for the Inclusion, Diversity, Equity, and Anti-Racism Initiative as amended with flexibility for the Middle School representation on this committee. 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.
- Liaison Reports:

Gas Leaks – Ms. Glass reported that she attended the Multi-Town Gas Leaks Initiative quarterly meeting which is a joint initiative between National Grid, Mothers Out Front, Municipalities, and MAPC. She reported that the big news is that National Grid will soon (within a few weeks) go live with a website that maps every gas leak and shows the grade that the leak falls into and that will be updated daily with the latest information. Ms. Glass reported that at the last quarterly meeting she attended, Lincoln made the top 20 of towns with the most impactful gas leaks. Lincoln was no longer in the top 20 this time.

Water Commission – Ms. Glass reported that the Water Commission is meeting this week and is looking at a report of initial analysis of the relative costs of maintaining the current water plant into the future, a new water plant, or go into the MWRA system.

HATS – Mr. Dwyer reported that he had a great meeting last week. He noted that a bylaw that bans new non-fossil fuel hook-ups for new construction is being introduced in Lexington. Concord asked Lexington if their by-law was significantly different than Brookline's by-law which didn't pass the Attorney General review.

OPEN FORUM:

- None

ACTION ITEMS:

- Done previously in meeting.

CORRESPONDENCE:

- None

WARRANTS:

- Ms. Glass made a motion to approve the warrants dated February 22, 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 26, 2021 Minutes - Mr. Dwyer made a motion to approve the minutes dated January 26, 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.

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 8:52 P.M.

Submitted by Peggy Elder

Approved 04/05/21