

SELECT BOARD 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 May 24, 2021
6:30 P.M.

PARTICIPANTS: Jonathan Dwyer, Select Board Chair
(Virtually) Jennifer Glass, Select Board Member
James Craig, Select Board Member
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.
- Ms. Glass made a motion that Mr. Dwyer be the Chair of the Select Board for the next year. Mr. Craig seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Craig: Aye; Dwyer: Aye; Glass: Aye.

ANNOUNCEMENTS:

- Ms. Glass took a moment to recognize that tomorrow will be the one-year anniversary of the murder of George Floyd. She wanted to call attention to the young people of our community who last year spearheaded the effort to hold a vigil. This year there is a 5th grade student who has organized a remembrance vigil tomorrow in Pierce Park from 4:00-5:00PM. She noted that it was these young people who sparked the community into forming the Inclusion and Diversity committee.
- Mr. Craig thanked everyone involved in the running of the Town's second outdoor Town Meeting. He noted how smoothly everything went and that it would not have been possible without the efforts of residents, volunteers and staff.

APPOINTMENTS:

- Memorial Day Planning – Amy Gagne, Council on Aging Assistant Director and Peter Harvell, Veteran’s Officer were in attendance to confirm the Town’s plans for Memorial Day. The ceremonies will begin at 9:00 am in Pierce Park with the Medal of Liberty ceremony, followed by our traditional Memorial Day event at 11:00 am. Mr. Dwyer will represent the Board to participate in opening remarks and accept any medals that may be donated to the Town by the families. Peter Harvell praised the work of volunteer Gary Davis for his work in contacting the many families and all the behind the scenes work that he provided to help bring this event together. Special guests will include representatives of most of the 16 families whose loved ones are being honored, Congresswoman Katherine Clark, State Senator Michael Barrett, State Representative Tom Stanley, as well as representatives of Hanscom Air Force Base.
- Bicycle & Pedestrian Advisory Committee (BPAC) – Mr. Dwyer reported that BPAC met last week and one of the main orders of business was to review an application for support from the Federal Highway Administration to implement the use of advisory shoulders on Farrar Road on an experimental basis. The Federal Highway Administration needs to be involved when pilots are being considered for traffic management.

TOWN ADMINISTRATOR’S REPORT:

- COVID Vaccination Planning – Mr. Higgins reported that the Governor has announced that on May 29th the COVID restrictions will be rescinded. The plan is to lift the State of Emergency on June 15th. Mr. Higgins noted that this is causing the Town to think about what the protocols will be inside the Town Offices. He added that there would no longer be a mask order inside the building and there will also be no need for social distancing.

Mr. Higgins reported that with the State of Emergency ending, the question of continuing with remote board meetings has come up. He added that there is significant interest from across the Commonwealth in keeping that option available. Lincoln’s legislators and those across the state are aware that there is a wish to make virtual meetings a permanent option. Mr. Higgins noted that if the if the legislation doesn’t happen and there is a return to in-person meetings, it would be a good idea to continue allowing the public to Zoom in and attend, creating a hybrid format. He added that the School’s IT Director and the Town’s IT Director are both working on the technology.

Mr. Higgins reported that the Public Health Team is continuing to meet to anticipate transitional issues. He noted that a pediatric vaccination program is rolling out over next two weeks for children ages 12 and up. He added that Trish McGean is coordinating the process for providing vaccine to our public and private school students. Mr. Higgins reported that there was a very well-attended vaccination clinic held last week where Lincoln students and Hanscom students aged 12 and up could get vaccinated. He added that 65 students took advantage of this opportunity.

Mr. Higgins reported that the plans for a regional vaccination clinic are on hold. The communities that were involved have rethought the need and since the vaccine supply and

distribution points are sufficient throughout our region, it didn't seem like a good expenditure of Town resources to move forward.

Mr. Higgins reported that there are no active cases currently in the Town. The total number of cases is holding at 197.

- Annual Town Meeting – Mr. Higgins reported that it is customary after Town Meeting to develop an Action Item List, which he circulated today. It outlines the action needed for each of the 40 articles. Actions range from reminders about budgets to confirmation of bidding process, from the availability of money to the submission of bylaws to the Attorney General's office and correspondence to our elected officials regarding citizen resolutions. He added that the work is already underway to complete this work.

Mr. Higgins took a moment to highlight the efforts of Assistant Town Administrator Dan Pereira who worked in such a collaborative way with all involved in Town Meeting to make it the seamless success that it was.

- Hanscom AFB Retiree Children's Support – Mr. Higgins reported that Lincoln's legislators have filed legislation to add a line item in the State budget to increase the support for the student children of retirees at Hanscom Air Force Base from \$100K to \$150K. He added his thanks to School Superintendent Becky McFall and School Business Manager Buck Creel who worked with him to develop the rationale and explanation to the representatives about how the contract works and about the hole that is created because Lincoln is not reimbursed for the children of military retirees. He noted that one of our representatives asked for more detailed analysis this year and that the request came in on the Friday before Town Meeting. He thanked Supt. McFall and Mr. Creel for scrambling to put together the details.
- South Lincoln Planning Advisory Committee (SLPAC) Survey – Mr. Higgins reported that the survey is out and will be open until June. He added that the Planning Board and everyone else involved is hoping for a great response from the community.
- Staff Diversity Committee – Mr. Higgins reported that at the same time the Select Board is setting up the IDEA Committee, town staff are in the process of standing up a staff diversity committee. He said that within 15 minutes of putting out a call for volunteers, he had ten staff members volunteer. He noted that there had been 15-20 staff members who participated in the WIDE training, so he is looking forward to some good collaboration and sharing of ideas between the Board's committee and the staff committee.
- American Recovery Plan Act (ARPA) – Mr. Higgins reported that Lincoln stands to receive two million dollars in federal aid under ARPA. He added that they have started informal conversations and brainstorming among staff and will spread this conversation to Boards. He noted that this will all begin to take place in a more formal way over the next few weeks. Mr. Higgins reported that it was most important that the Town understands permissible uses and impermissible uses of the funds. Mr. Higgins explained that the funds would need to be used by the end of 2024.

DISCUSSION:

- Town Meeting De-Brief – Ms. Glass brought up the idea of looking at how Town Meeting has been run over the last two years and considering which elements we would like to keep even when we go back to an indoor meeting. Mr. Craig liked the ability to have the virtual presentations, but also appreciates the open discussion on the floor at Town Meeting.
- Inclusion, Diversity, Equity, and Anti-Racism (IDEA) – Mr. Higgins reported that the appointment letters have gone out and that the initial kick off meeting has been scheduled. An agenda has been developed and they have a good idea as to how they would like to organize the group. Mr. Higgins noted that the last piece needed is for the Select Board's appointee. Mr. Dwyer stated that this committee has an opportunity to shape the Town in a significant way. Ms. Glass added that she would be willing to volunteer as the Select Board's appointee on the committee. Mr. Craig thanked Ms. Glass for throwing her hat in the ring. Mr. Craig made a motion to appoint Ms. Glass to the IDEA committee. 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.
- Liaison Reports

South Lincoln Planning Advisory Committee (SLPAC) – Mr. Craig reported that SLPAC had a meeting last week. The survey has gone out and they have had several hundred responses already. The hope is to get good feedback as to what people would like in the Lincoln Station area. In addition, Mr. Craig reported that they sent out an RFP for the septic analysis survey. He noted that there have been 4 firms that have responded. They are currently reviewing the bids in consultation with resident Packy Lawler. In addition to the zoning being considered on the mall side, they are also considering the "B2" area which includes Lewis Street. There is little business in that area due mostly to the challenges businesses face that try to open in that area. The committee would like to make the process more streamlined. One of their goals is to present their drafts at the State of the Town.

IDEA – Ms. Glass reported that the committee is meeting for the first time next week.

Bicycle & Pedestrian Advisory Committee (BPAC) – Mr. Dwyer reported that BPAC met last week and one of the main orders of business was to review an application for support from the Federal Highway Administration to implement the use of advisory shoulders at Farrar Road on an experimental basis. The Federal Highway Administration needs to be involved when pilots are being considered for traffic management.

OPEN FORUM:

- None

ACTION ITEMS:

- Municipal Relief Act FY21 – Mr. Higgins said that he is requesting that the Board take this annual vote authorizing relatively small budget transfers between budget line-items, avoiding

the need for multiple reserve fund transfers. Ms. Glass made a motion to accept the provisions of the Municipal Relief Act Chapter 44, section 33b for fiscal year 2021 authorizing the Finance Director/Town Accountant to make year-end transfers. Mr. Craig 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 May 31, 2021. Mr. Craig seconded the motion. With no further discussion, the motion was approved unanimously with a roll call vote: Craig: Aye; Dwyer: 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: Craig: Aye; Dwyer: Aye; Glass: Aye.

The meeting adjourned at approximately 7:51 P.M.

Submitted by Peggy Elder
Approved 09/13/21