

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 June 21, 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. Dwyer opened the meeting at 6:30 pm and noted that this meeting is being held remotely in a way that is consistent with Virtual Meeting Pursuant to Governor Baker's March 12, 2020 Order, as Extended on June 15, 2021, with the Governor's signing of Senate Bill # 2475, Suspending Certain Provisions of the Open Meeting Law. Mr. Dwyer 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. Dwyer 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 thanked Mr. Dwyer for his wonderful introduction at the Memorial Day Celebration. It was a great event, and she extended her appreciation for him handling it on the Board's behalf.
- Ms. Glass noted that on Saturday Lincoln marked Juneteenth for the first time in the town. She thanked First Parish church and St. Anne's for ringing their bells at 4:00PM. She also thanked the Bemis Hall Lecture Series Committee and the Historical Commission who co-sponsored the talk by Elise Lemire on the history of slavery in Lincoln which was very interesting and generated a lot of food for thought for things that we can do as a town.

APPOINTMENTS:

- Bicycle & Pedestrian Advisory Committee (BPAC) – Bob Wolf and Ginger Reiner of BPAC joined the meeting. Mr. Wolf began his presentation with the question "Why are we

considering advisory shoulders for Lincoln’s minor connecting roads?” A survey showed that Lincoln residents want to use the roads more to walk or bike, but many regard them as unsafe. The goal is to connect the neighborhoods to the Town’s institutional core safely and with low stress. BPAC researched treatments that are effective and affordable including advisory shoulders. The committee has connected with experts on advisory shoulders, visited installations, and studied research done by the Federal Highway Administration (FHWA) and others. The committee has worked closely with the Roadway Traffic Committee (RTC), Department of Public Works (DPW), Police, Planning Board, and candidate neighborhoods as well as reaching out to the broader community at the 2020 SOTT. An advisory shoulder is marked with dashed lines advising all road users on legal rights of way and safe passing distances and doesn’t change the way that people should use the road. Mr. Wolf noted that there is provisional status in the Manual on Uniform Traffic Control Devices (MUTCD) and an application to FHWA would give the Town official status and support for the pilot. He added that this is an affordable option for the Town as it just involves paint and signs. Advisory shoulders have been used successfully in many New England locations. Mr. Wolf stated that advisory shoulders are new to Lincoln and piloting them formally with FHWA would allow the Town to work with the FHWA to observe and analyze the shoulders for a fixed period of time before either expanding usage or undoing the advisory shoulders as Lincoln sees fit. Farrar Road is the best first test in Lincoln because it is straight, flat, short, has no roadside path, and has lots of foot/bike traffic. Bundled with a crosswalk across Concord Road, the advisory shoulder would connect people on bike and foot path from the entire Farrar neighborhood to the town’s roadside path network safely and with low stress. Mr. Wolf noted that at the Farrar neighborhood Zoom meeting, a significant majority was supportive of the pilot concept. An advisory shoulder design has been developed for Farrar Road. He added that the FHWA application for Farrar is also ready, the decision time is roughly 4-6 weeks, and that if the town moves on this now it may be able to be installed before Fall. With the Board’s approval the application will be submitted to FHWA. While waiting for approval, a design for the Concord Road crosswalk will be completed. In addition, BPAC will be organizing outreach in advance of installation. Ms. Glass made a motion to authorize the advisory shoulder pilot on Farrar Road and authorize the submission required documentation to the Federal Highway Administration. Mr. Dwyer seconded the motion. With no further discussion, the motion was approved with a roll call vote: Craig: Abstain; Dwyer: Aye; Glass: Aye.

- Historical Society - Historic Road Sign Markers – Andrew Glass and Don Haffner of the Historical Society joined the meeting. The Lincoln Historical Society seeks authorization to add historical road signs on top of the existing street signs on the roads leading out from the five corners intersection. The proposed signs will note the original names of the roads and their dates of creation. As the Select Board is the custodian of the Town’s roadways, the Historical Society is seeking the Board’s approval so that an application may be filed with the Historic District Commission. Motion: That the Board vote to approve the installation of historical road signs as proposed in the Historical Society’s application to the Historic District Commission, and to authorize the Historical Society to submit to the Historic District Commission. Ms. Glass made a motion to approve the installation of historical road signs as proposed in the Historical Society’s application to the Historic District Commission. Mr. Craig seconded the motion. With no further discussion, the motion was unanimously approved with a roll call vote: Craig: Aye; Dwyer: Aye; Glass: Aye.

- Solar Power PILOT Agreement - School Business Manager Buck Creel joined the meeting. He is asking the Board to exercise its authority pursuant to the Town Meeting vote under Article #34, to enter into a payment-in-lieu of tax agreement with SunPower, the private solar developer who will own and operate the new solar infrastructure on the Lincoln school campus. A PILOT is necessary to confirm the tax liability of the developer, a factor that goes into the financial proforma which helps to determine the cost of power the school department will pay under its Power Purchase Agreement. Under soon to be enacted state law, solar developers of projects like Lincoln's will be exempt from personal property taxation, but subject to real estate taxation. The proposed PILOT will exclusively address SunPower's real estate tax liability since they will be exempt from personal property taxation as a matter of law. The Assessors have been consulted and have confirmed that SunPower's real estate tax liability amounts to a nominal sum, although the solar infrastructure will occupy space, roughly 20% of the roof and a small portion of the paved parking lot which is of little real estate value.

Lincoln School Vote - Mr. Craig made a motion that the Board vote in accordance with the vote of the Town under Article 34 of the Warrant for the 2021 Annual Town Meeting to approve an agreement for payment in lieu of taxes with Solar Star Lincoln School, LLC for real property taxes associated with the solar photovoltaic facility to be located at the Ballfield Road campus presented at this meeting and to authorize the Town Administrator to execute the agreement on behalf of the Board. Ms. Glass seconded the motion. With no further discussion, the motion was unanimously approved with a roll call vote: Craig: Aye; Dwyer: Aye; Glass: Aye

- Minuteman Regional Vocational Technical High School Vote - Ms. Glass made a motion that the Board vote in accordance with the vote of the Town under Article 35 of the Warrant for the 2021 Annual Town Meeting to approve an agreement for payment in lieu of taxes with Select Energy, LLC for real property taxes associated with the solar photovoltaic facility to be located at Minuteman Regional Vocational Technical High School at 758 Marrett Road presented at this meeting and to authorize the Town Administrator to execute the agreement on behalf of the Board. Mr. Craig seconded the motion. With no further discussion, the motion was unanimously approved with a roll call vote: Craig: Aye; Dwyer: Aye; Glass: Aye

TOWN ADMINISTRATOR'S REPORT:

- COVID Update – Mr. Higgins reported that there are no new cases in Lincoln. He added that the State of Emergency was lifted on June 15th. He is awaiting clarification about which temporary measures will continue. The state legislature acted this week and extended the authority for remote meetings until December 15th. He added that they are working on the logistics to enable hybrid meetings but need time to test before making this format available. He reported that the Commonwealth is now operating under a mask advisory for those who are unvaccinated rather than a mask order. He added that the Public Health Team is continuing to meet, but now only monthly, to anticipate transitional issues.
- Annual Town Meeting – Mr. Higgins reported that all Bylaw Amendments have been submitted to the Attorney General's office. He added that later in the meeting under Action Items he will ask the Board to vote to submit two Home Rule Petitions (Property Tax Circuit Breaker and Bag Fee) to the legislature. Mr. Higgins reported that he will submit copies of the resolutions to state and federal representatives. He added that he is keeping sponsors and key staff/boards updated as the process goes on.

- American Recovery Plan Act (ARPA) Funds – Mr. Higgins reported that they are moving forward with the process outlined during last meeting. The first formal meeting with staff to explain process and to encourage brainstorming is scheduled for Thursday. He added that he would continue to update Select Board and that there will be a formal presentation to Select Board and key stakeholders in the Fall.
- Staff Diversity & Inclusion Committee – Mr. Higgins reported that 11 staff members have volunteered. While this is a large number of members, the plan is to welcome all volunteers onto the Committee. He added that he will be sending out confirmations of appointment this week. He has asked everyone to begin thinking about start-up planning and short-term action items. Mr. Higgins noted that the Committee’s primary role will be to advise on ways to make our culture, practices, and policies as fair and inclusive as possible (e.g., training, policy review, complaint process, recruitment practices, engagement strategies, etc.).
- Select Board/Town Administrator’s Priorities for 2021/2022 – Mr. Higgins reported that it has been the custom and a good idea to create a list of priorities for the Board. They are as follows:
 - 1 Implement votes of Town Meeting
 - 2 Pandemic transition and full reopening
 - 3 Develop ARPA Investment Plan
 - 4 Launch IDEA Committee
 - 5 Launch Staff Diversity Committee
 - 6 Support Lincoln Station Planning initiative
 - 7 Review Community Center planning next steps
 - 8 Collective bargaining
 - 9 Work with Council on Aging and Human Services to evaluate staffing needs
 - 10 Similar analysis needed for Human Resources including support for IDEA related work.
 - 11 Transportation related: RTC, Codman Path, Advisory Shoulders, Route 2A Improvements, Shuttle feasibility study
 - 12 Landfill Solar project
 - 13 Climate Action Plan – Lay out timeline with GEC for strategic plan
 - 14 Cable License Renewal
 - 15 Train Whistle Quiet Ban renewal
 - 16 Significant stage in Stormwater planning – Phosphorus/Charles River/Capital costs
 - 17 November SOTT
 - 18 L-S Agreement follow up
 - 19 Codman Farm – Review 5-year plan
 - 20 Revisit cell coverage discussion
 - 21 Legislative matters: Remote meetings, Housing Choice, MBTA
 - 22 Circuit Break Program Planning/Administrative Set-up
 - 23 Pierce Park Drainage
 - 24 Town Administrator Review & Contract Renewal
- Board Vacancies – Mr. Higgins reported that there are vacancies on the ZBA, Conservation Commission, and the Board of Assessors. The openings are being announced through the *Lincoln Squirrel*, Lincoln Talk, and on the website. He added that David Summer has agreed to serve as Chair of the ZBA. He expects recommendations coming from these boards shortly.

DISCUSSION:

- IDEA – Ms. Glass reported that they had their 2nd meeting on June 9th where Jen James led a series of getting to know each other exercises. Meeting remotely makes this type of work a bit more challenging. They also focused on what are the deliverables of the committee and how they get there. Ms. Glass noted that their next meeting is on July 1st and since they have not selected chairs yet, they are alternating who is creating the agenda for each meeting. She noted that while not the typical model, she has found that it has worked in the short term.
- 250th Anniversary Planning – Mr. Dwyer reported that there is a Semiquincentennial (250th anniversary) of the coming up. He noted that in this area the celebration starts in 2025 because that is when everything started here a year before 1776. There is a Federally sponsored America 250 committee, a Massachusetts 250 committee being formed at the State level, and in this region (Lincoln, Lexington, Bedford, Arlington & Concord) Battle Road 250 has been formed. There have been proposals to have stamps commemorating the events of April of 1775. He added that they have web addresses such as battleroad250 with the thought of having a cohesive plan. Key entities include Massport, Hanscom Air Force Base, Minuteman National Historical Park along with the towns of Lincoln, Lexington, Arlington, and Concord). Ms. Glass made a motion to appoint Ray Shepard to the Battle Road 250 Committee as Lincoln's at-large representative. 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.

- Liaison Reports –

South Lincoln Planning Advisory Committee (SLPAC) – Mr. Craig reported that they had received four separate proposals to do a septic analysis, they have been reviewed with the assistance of Packy Lawler, and they have made a recommendation to the Planning Board to go with Wright-Pierce to do the study. The Planning Board has given their approval and they will be kicking this off in July by holding an initial meeting with them. Lincoln Woods owner Community Builders owns the current septic system and they have agreed to pay for half the cost of the first two steps of the three-step study process. The study will not be completed by the State of the Town in November, but it would be a good idea to give a comprehensive update at that time with the final study completed by the end of the year.

School Progress – Ms. Glass reported that a small group was able to take a brief tour this morning, that the school looks great, and that there is a lot going on. In August the SBC will be able to take a tour. Phase 1 is winding down and it will overlap with the start of Phase 2. She reminded everyone that Phase 1 is really 60% of the work and it is the more complex part of the building project.

Route 2A Improvement Project – Mr. Dwyer reported that Route 2A is undergoing a re-pavement project by MassDOT and their 25-75% design spec is available. The Bicycle & Pedestrian Advisory Committee (BPAC) reviewed those specs and provided comments that they sent on to the Roadway & Traffic Committee (RTC) who added their comments and passed them on to the Planning Board which is meeting tomorrow. The result will be one list of Lincoln's feedback on the design spec.

OPEN FORUM:

- None

ACTION ITEMS:

- Article 33: Property Tax Relief Circuit Breaker - Ms. Glass made a motion that the Board will call upon Representative Stanley to submit to the General Court on the Town's behalf the petition adopted under Article 33 of the Warrant for the 2021 Annual Town Meeting for the creation of a means tested property tax circuit breaker for Lincoln senior citizen homeowners. 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.
- Article 38: Bag Fee - Ms. Glass made a motion that the Board will call upon Representative Stanley to submit to the General Court on the Town's behalf the petition adopted under Article 38 of the Warrant for the 2021 Annual Town Meeting relative to a mandatory check out bag fee at all Lincoln retail establishments. 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.
- Regional Housing Services Organization (RHSO) Annual Budget – Mr. Higgins reported that the Board is being asked to approve the budget for RHSO which is updated each year and attached to our agreement. For FY21 they budgeted 192 hours at a cost of just under \$15,000. After consultations with the housing boards, the hours have been increased to 263 for FY22 at a total cost of \$20,976. He added that the transition has gone incredibly well, and the feedback has been positive. Mr. Craig made a motion to approve the budget for the RHSO for FY22. Ms. Glass seconded the motion. With no further discussion, the motion was approved with a roll call vote: Craig: Abstain; Dwyer: Aye; Glass: Aye.
- Special Police Office Appointment - Ms. Glass made a motion appoint Bethany Nikolassy to the position of Special Police Officer for the Town of Lincoln. Mr. Craig seconded the motion. With no further discussion, the motion was approved with a roll call vote: Craig: Abstain; Dwyer: Aye; Glass: Aye.

CORRESPONDENCE:

- None

WARRANTS:

- Ms. Glass made a motion to approve the warrants dated June 28, 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. Craig 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 8:42 P.M.

Submitted by Peggy Elder
Approved 09/13/21