

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 July 12, 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 everyone involved in organizing the Fourth of July Parade, the Firecracker run in the morning, and all of the other July 4th festivities.

APPOINTMENTS:

- Conservation Commission Candidate Interview – Conservation Director Michelle Grzenda joined the meeting. She gave a brief overview of what the Conservation Commission and Conservation Department are responsible for. She added that with Larry Buell opting not to renew his seat on the Conservation Commission, there was a vacancy and she put out notice that a volunteer was needed. Amber Carr applied and she joined the meeting, giving a brief overview of her background including conservation work on both the federal and state level and why she was interested in joining the Commission. Mr. Craig made a motion to appoint Amber Carr to the Conservation Commission to fill the seat vacated by Larry Buell. 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

- Board of Assessors Candidate Interview – Mr. Dwyer explained that there is a vacancy on the Board of Assessors which is an elected Board. He added that when there is a elected vacancy, Mass General law chapter 41 section 109 stipulates a process in which the Select Board meets with the remaining members of the board with the vacancy, and they jointly interview and appoint a candidate to the position to serve until the next Town election. In this case, the Assessors and Select Board are meeting to appoint a candidate to serve the last 8 months of the term previously held by Laura Sander. After bringing the Board of Assessors meeting to order, Buffer Morgan and Ellen Meadors from the Board of Assessors joined the meeting as did candidate Bruce Campbell. Ms. Meadors described the type of duties of the Board and the types of skills they were looking for. Ms. Meadors conducted a phone interview with Mr. Campbell, and endorsed him as a good candidate for the position. She added that Mr. Campbell attended the last Board of Assessors meeting. Mr. Campbell then gave a brief overview of his background and what made him interested in a position on the Board of Assessors. Ms. Glass made a motion to appoint Bruce Campbell to the Board of Assessors to fill the seat vacated by Laura Sander. 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; Morgan: Aye; Meaders: Aye.

- Zoning Board of Appeals Candidate Interview – Mr. Dwyer welcomed ZBA Chair David Summer to the meeting. Mr. Summer explained that the ZBA is made up of five full members and three associate members. Recently David Henken retired, and there is an opening for a full member. They are proposing that Tobias Brambrink to move up from Associate to Full member. This would create an opening for an associate seat on the Board and tonight they are proposing that David Elmes be appointed to the position.

Mr. Craig made a motion to appoint Tobias Brambrink to fill the Full member seat vacated by David Henken. 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

Ms. Glass made a motion to appoint David Elmes to fill the Associate member seat vacated by Tobias Brambrink. 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

TOWN ADMINISTRATOR'S REPORT:

- Public Health Update – Mr. Higgins reported that there are two new COVID cases in Lincoln. While not a cause for alarm, he noted that Town Nurse Trish McGean is conferring with her counterparts around the state. There is no trend at this point and at this stage they are just being watchful.
- Advisory Shoulder Program Plan - Mr. Higgins reported that the advisory shoulder program plan that was developed and approved by the Select Board and other boards has been filed with the Federal Highway Administration (FHWA) and the Massachusetts Department of

Transportation (MassDOT). He noted that they were hopeful for approval adding that the DPW, RTC and BPAC are all ready to move forward.

- Home Rule Petitions – Mr. Higgins reported that the Property Tax Relief Circuit Breaker and the Checkout Bag Fee Home Rule Petitions and all relevant paperwork have been submitted to the Legislature. Representative Stanley’s office will keep Lincoln updated as they work their way through the process.
- Solar PILOT Agreements – Mr. Higgins reported that one of the two Solar PILOTs (Payments in Lieu of Taxes) that were approved last meeting, the one for the Lincoln School Campus, has been executed. However, at the final hour and under advice of its counsel Minuteman High School decided that it did not need a PILOT agreement. Mr. Higgins noted that he believes that Minuteman is proceeding on its own risk and if the Lincoln Board of Assessors does not agree with Minuteman’s counsel, there will need to be a procedure to resolve the issue.
- Staff Diversity Committee – Mr. Higgins reported that the committee was convened in June. There are 11 staff members on the committee representing departmental, age, job experience, gender, and racial diversity. The first meeting was spent addressing organizational matters. The committee plans on keeping in touch with IDEA and WIDE, as well as with the Lincoln Public School’s diversity committee.
- Facilities Staff – Mr. Higgins reported that long standing Facilities Director Michael Haines is retiring at the end of August, although he indicated that he may extend his tenure through the end of September. This prompted Mr. Higgins, Superintendent McFall and Assistant Town Administrator Dan Pereira to meet to look at the job description and to consider whether there are changes that they would like to make. He added that they will put a Memorandum of Understanding (MOU) into place that sets out the understandings of the School Department and the Town with regards to personnel basics such as compensation, budget, and time and cost sharing. The previous MOU between the Schools and the Town is ten years old, and they want to make sure it is accurate as they move forward. Mr. Higgins noted that they are forming a search team and that the ad for the position has been placed.
- Net Zero Committee – Mr. Higgins updated the Board on the ongoing conversations being held with Mothers Out Front regarding a Net Zero Committee. Mothers Out Front described their vision as the next generation Recycling Committee. The difference is that Mothers Out Front is looking to form an independent committee that would work closely with Town departments and committees. This committee will be based on zero waste committees that they have seen in Wellesley, Newton, and Lexington.
- Property Tax Hearing – Mr. Higgins reported that the Property Tax Hearing has been set for September 13th at 6:30PM.

DISCUSSION:

- Open Meeting Law and Remote Meetings – Mr. Higgins reported that while he has not spoken to every Board and Committee, those with which he has spoken have expressed an interest in continuing to meet remotely going forward. He added that while the Boards and Committees continue to meet remotely, he feels that we should develop a hybrid meeting format in which

the Boards could meet in person and members of the public could join either remotely or in person depending on their individual needs.

- Select Board Newsletter – Ms. Glass said that it is time to start thinking about the September Select Board Newsletter. She added that the draft list of priorities distributed by Mr. Higgins serves as a good starting point. In addition, it might be useful to say something about remote meetings and experimentation with a hybrid model. Key project updates for the Rte. 2A project would also be good. She added that the newsletter should be approved at the first September Select Board meeting and asked if everyone could look at the priorities list, find the items for which they are a liaison, and put together a few sentences and send to her. She will put together a draft.

- Liaison Reports –

South Lincoln Planning Advisory Committee (SLPAC) – Mr. Craig reported that SLPAC is meeting tomorrow night for a kickoff meeting with the consultant that was hired to do the Septic Analysis. More to come after the meeting.

School Building Project (SBC) – Ms. Glass reported that the SBC is meeting virtually Wednesday night.

Climate Action Planning Subcommittee (CAPS) – Ms. Glass reported that this subcommittee of the Green Energy committee is looking at surrounding towns' climate action plans to see what they are/are not including. They are getting ready to dive into what it means for the Town and residents to try and meet the ambitious goals that the State has set for itself in reducing greenhouse gases. The group is preparing to launch a rigorous outreach campaign this Fall. They plan on getting on the agendas of as many boards and committees as possible to see what they are already doing that is relevant to this work. They would like to meet with the Select Board in September or October and possibly introduce themselves at State of the Town in November.

Inclusion, Diversity, Equity, and Anti-Racism (IDEA) – Ms. Glass reported that they met on July 1st. She noted that the group had rotated meeting leadership for the first three meetings and that during this meeting the group discussed how it would like to proceed. The group decided that they really need to have forward progress and that having set leadership would help with this. Ms. Glass reported that Jen James and Abbey Salon were voted in as Co-chairs. The group also spend time brainstorming specific questions such as what are the tasks, ideas, and short-term goals of this committee, and how best to get started on creating a blueprint for the next iteration of this committee. Ms. James provided an outline of how to complete IDEA's work before the next Town. The group has decided to meet every three weeks.

Hanscom Area Towns Committee (HATS) – Mr. Dwyer reported that he was invited to the Town of Lexington's Visitor Center last week to meet with US Representative Katherine Clark, US Senator Elizabeth Warren, State Senator Michael Barrett, State Representative Tami Gouveia, State Representative Michelle Ciccolo, and State Representative Cindy Freedman. He reported that it was a great chance to meet with Senator Warren and Representative Clark before the event started. He noted that there were roughly 300 people in attendance and that the main talking points were climate change, voter rights protection, and the use of the filibuster by the US Senate.

Mr. Dwyer reported that HATS met two weeks ago, and their guest was Colonel Katrina Stevens who is Base Commander of the 66th Air Wing. She provided the background of the Air Wing's mission, the mission of the base, and its economic impact on our state and our region. It was reported that the Sartain Gate (formerly the Vandenberg Gate) will remain as the 24-hour gate to the base. He added that the truck surveillance and entry project is still on target and will be at the Sartain Gate.

Route 2A – Mr. Dwyer reported that he had a Select Board Member listening session last week and that there were 7 people in attendance, the majority of whom live in the Rte. 2A area. He noted that the questions centered mainly around trying to understand the plan for the Brooks Road area as it was a bit confusing. Coming from Concord there is a triangle at the intersection of Rte. 2A in Lincoln and Bypass Rd. The triangle is being removed and turned into a perpendicular intersection. The Town is proposing that there be refuge islands there similar to those found at the junction of Rte. 117 and Lincoln Rd. In addition, closer to Brooks Rd. there will be a crosswalk with refuge islands. Everyone seemed pleased with the crosswalks and traffic calming items that are included in the plan.

Mr. Dwyer reported that he met with the Historic District Commission as they had received a letter from MassDOT asking for their input into the process. He met with them last Tuesday night and went over what the 25-75% design plans look like, and they voted unanimously to support Lincoln's letter to MassDOT and to draft their own letter of support.

Mr. Dwyer reported that he has been in contact with Minuteman Regional High School Superintendent Ed Boquillian and has provided him with a set of the plans as they are hard to read online. The plans note where some of the key safety items are located in relation to the MMHS entrance.

Mr. Dwyer reported that there was a staff meeting with MassDOT the Thursday before last and that Paula Vaughn, Director of Planning and Land Use, noted that it was a positive meeting. Mr. Dwyer added that it is now a 4-6 week wait to hear back about decisions regarding the Brooks Road splitter islands and crosswalk, and timber guardrails vs. steel corrugated guardrails. All of the other splitter islands and crosswalks have previously had verbal approval.

OPEN FORUM:

- **None**

ACTION ITEMS:

- Road Closure Request for Kids Triathlon – August 14th from 8:30AM – 10:30 AM from the 5-way intersection to Ballfield Road. Ms. Glass made a motion to approve the road closure for the Kids Triathlon. 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.
- Temporary Expansion of the Goose Pond Road No Parking – The Board discussed the proposal to extend the seasonal no parking zone on Good Pond Road. People have been parking in residents' driveways, which is unacceptable. The Board discussed that as a general policy consideration, it is important to think about these kinds of parking bans holistically as

there are many trailheads in Lincoln neighborhoods. The Board wants to be sure that a consistent set of criteria is used when setting policy. Mr. Craig made a motion to extend the Goose Pond Road no parking to include all of Goose Pond Road as well as Pheasant Lane and Deer Run Road on a temporary basis until Labor Day 2021. 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:

- Mr. Craig made a motion to approve the warrants dated July 12, 2021. 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.

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 8:11 P.M.

Submitted by Peggy Elder
Approved 09/13/21