

**REPORT**  
**of the**  
**OFFICERS AND COMMITTEES**  
**of the**  
**TOWN OF LINCOLN**  
**FOR THE YEAR 2019**



**LINCOLN, MASSACHUSETTS**

---

---

## TABLE OF CONTENTS

	<u>Page</u>
TOWN INFORMATION	1
GENERAL GOVERNMENT	
Board of Selectmen	3
Officers and Committees	10
Town Clerk	20
Vital Statistics	23
Annual Town Meeting	25
Annual Town Election	57
Special Town Meeting (November 2, 2019)	60
FINANCE	
Finance Director/Town Accountant	63
Collector	65
Treasurer	66
Commissioners of Trust Funds	71
Board of Assessors	73
Capital Planning Committee	75
Community Preservation Committee	77
Ogden Codman Trust	80
INFORMATION TECHNOLOGY	82
PUBLIC SAFETY	
Police Department	83
Fire Department	85
Building Department	87
Sealer of Weights and Measures	89
HUMAN SERVICES	
Board of Health	90
Dog Officer	93
Council on Aging	94
Bemis Trust	96
Veterans Services	98
PUBLIC WORKS	
Public Works and Highway Department	99
Cemetery Commission	101
Roadway and Traffic Committee	103
Water Commission and Department	104

## LAND USE BOARDS AND DEPARTMENTS

Planning Board	107
Zoning Board of Appeals	111
Historic District Commission and Lincoln Historic Commission	114
Lincoln Housing Commission	117
Conservation Commission	119
Agriculture Commission	122
Green Energy Committee	125

## LIBRARY, RECREATION, AND SCHOOLS

Lincoln Public Library Trustees	127
Lincoln Town Archives	129
Parks and Recreation Committee	131
Pierce Property Committee	134
Lincoln Cultural Council	137
Lincoln School Committee	139
Lincoln-Sudbury Regional High School Superintendent	142

## TOWN INFORMATION

<i>First Settled</i>	1650-1680
<i>Town Incorporated</i>	1754
<i>Town Area</i>	14.56 square miles
<i>Population</i>	7008 (including Hanscom AFB)
<i>Registered Voters</i>	4697 (including Hanscom AFB)
<i>Type of Government</i>	Town Meeting
<i>2019 Annual Town Meeting</i>	March 23, 2019
<i>2019 Annual Election of Officers</i>	March 25, 2019
<i>FY 2019 Tax Rate =</i>	<i>Residential \$14.03 Commercial \$18.44</i>
<i>FY 2020 Tax Rate =</i>	<i>Residential \$15.36 Commercial \$20.18</i>

## MUNICIPAL AND SCHOOL OFFICES

DEPARTMENT	OFFICE HOURS	PHONE
<b>TOWN OFFICES</b>	Mon-Fri 8:30 AM – 4:30 PM	781-259-2600
16 Lincoln Road		(main Phone #)
Accounting & Finance		781-259-2608
Town Administrator		781-259-2601
Assessors		781-259-2611
Building Inspector		781-259-2613
Collector/Treasurer		781-259-2605
Conservation		781-259-2612
Health, Board of		781-259-2614
Housing Commission		781-259-2614
Historical Commission		781-259-2614
& Historic District Comm.		
Planning		781-259-2610
Selectmen, Board of		781-259-2601
Town Clerk		781-259-2607
Zoning Board of Appeals		781-259-2615

**COUNCIL ON AGING**

Mon-Fri 8:30 AM – 4:30 PM

Bemis Hall

15 Bedford Road

781-259-8811

**PUBLIC SAFETY**

169 Lincoln Road

Emergencies

911

General Business

781-259-8113

**PUBLIC WORKS**

30 Lewis Street

Mon-Fri 7:00 AM – 3:00 PM

781-259-8999

Transfer Station (Rte 2A)

Wed & Sat 7:00 AM - 3:30 PM

**WATER DEPARTMENT**

Mon- Fri. 7:00 AM – 3:00 PM

Pumping Station, 77 Sandy Pond Road

781-259-8997

Filtration Plant, 80 Sandy Pond Road (manned daily)

781-259-1329

**RECREATION**

Ballfield Road, Hartwell Campus

781-259-0784

**LINCOLN PUBLIC SCHOOLS**

Ballfield Road

781-259-9400

Smith School (K – 4)

781-259-9404

Brooks School (5 – 8)

781-259-9408

Superintendent

781-259-9409

Business Office

781-259-9401

**LINCOLN SUDBURY REGIONAL DISTRICT SCHOOL**

390 Lincoln Road, Sudbury

978-443-9961

**HANSCOM SCHOOLS - Hanscom AFB**

Hanscom Primary

781-274-7721

Hanscom Middle

781-274-7720

**MINUTEMAN REGIONAL SCHOOL DISTRICT**

758 Marrett Road, Lexington

781-861-6500

PUBLIC MEETINGS ARE POSTED ON THE TOWN OFFICES

BULLETIN BOARD AND ON THE TOWN MUNICIPAL CALENDAR @

**[www.lincolntown.org](http://www.lincolntown.org)**

# GENERAL GOVERNMENT

## BOARD OF SELECTMEN

James Craig  
Jonathan Dwyer  
Jennifer Glass, Chair

After the town's intense focus on the Lincoln School building project and Oriole Landing in 2018, 2019 provided the Board with an opportunity to think broadly about the Town, identify priorities, and to continue to strengthen the collaboration and connections between our departments and committees. We set priorities that aim to enhance Lincoln's connection to the Greater Boston area while staying true to the town's history of thoughtful planning. The Board was particularly focused on plans to enhance Lincoln Station as a transit-oriented commercial and housing hub, increased support for the three housing groups that oversee Lincoln's affordable housing units, exploration of possible new property tax credit/reduction programs for vulnerable citizens, road and pathway projects aimed at improving both connectivity and safety for motorists, pedestrians and cyclists, and support for initiatives that address issues of sustainability.

As always, we are deeply indebted to the professionals and volunteers who imagine, thoughtfully plan, and work tirelessly to keep Lincoln moving forward. We are pleased to report on our key collective efforts of the past year.

### **Key Priorities:**

#### South Lincoln Planning:

The South Lincoln Planning & Implementation Committee's (SLPIC's) Village Planning and Zoning Team, a sub-committee of the Planning Board, has been working on proposed zoning changes to promote commercial activity and greater housing density in the Lincoln Station area and on design guidelines to assure the preservation of Lincoln's visual character. SLPIC held several public forums and co-hosted a multi-board meeting with the Board to present planned zoning changes and to gather feedback from impacted property owners and the broader community. The Team had anticipated bringing proposed zoning bylaw changes to the 2020 Annual Town Meeting but voted in January to defer a vote on zoning changes until fall 2020. In support of Lincoln Station, the Board has been in communication with state officials to encourage the release of state funds that were earmarked for accessibility improvements to the train station. *For more information about SLPIC's multiple sub-teams, please visit <http://www.lincolntown.org/507/South-Lincoln-SLPIC>.*

#### Housing:

By June 2020, it is expected that almost 14% of Lincoln's housing stock will meet the state's definition of affordable. Lincoln has built up this housing over

many decades, and the affordable status of these units is administered by three housing entities: The Housing Commission; the Affordable Housing Trust; and the Lincoln Foundation. This year, the three groups, which together form Lincoln's Housing Coalition, voted to re-join the Regional Housing Services Office (RHSO) which provides affordable housing analysis and administrative support to eight neighboring towns. Membership in the RHSO will help Lincoln as we plan for future housing and ensure that all the units in Lincoln's Subsidized Housing Index (SHI) continue to qualify as affordable.

#### Property Tax Study Committee:

The Board appointed the Study Committee in early 2019 and the Committee began its work in March. Its charge was to analyze the participation in current tax deferral and credit programs, examine how those programs might, as allowed by law, be adjusted to provide further assistance, research other programs being offered by neighboring towns, and consider whether there is an appropriate role for public/private partnerships to help financially vulnerable Lincoln residents. *The Committee held a series of public forums to get community feedback on two possible programs: a town-funded extension of the state's Circuit Breaker program and adoption of a Residential Exemption. After the forums, a presentation at the fall 2019 State of the Town, and a feedback survey, the Committee will ask residents to consider approving a "home rule petition" to the state Legislature to enable the creation of a local Circuit Breaker program. Such a program would target residents over 65 (both homeowners and renters) who meet income and asset thresholds. The vote at Town Meeting is the first of three steps. If approved by the Town, the petition must then be passed by the state Legislature before coming back to a future Town Meeting for final approval.* More information about the Study Committee's work is available at <http://www.lincolntown.org/1084/Property-Tax-Study-Committee>

#### Roadways and Paths:

- *Route 2A* – At Lincoln's request, the Massachusetts Department of Transportation (MassDOT) District 4 initiated a study last year to evaluate opportunities for increasing safety, promoting non-vehicular forms of transportation, and improving connectivity along the Route 2A corridor, from Route 128 to Route 2/Crosby's Corner. Technical support is being provided by the firm of Toole Design Group. The process has engaged key stakeholders throughout. On October 16, 2019, MassDOT presented various design concepts, which would be implemented in phases, for improving intersections and adding accommodations for pedestrians and cyclists. Phase I, scheduled for 2024, would consist of resurfacing the corridor and implementing several traffic calming elements. During the Winter/Spring 2020, MassDOT District 4 and Toole Design will be working to develop a base map of the existing conditions of the corridor to determine the feasibility of widening the roadway to accommodate bike lanes and to advance the traffic calming elements from the conceptual phase into design.

We anticipate holding another stakeholder meeting at the completion of this task. Phase 2 will consist of larger improvements and will come with the challenge of identifying funding sources. This may entail organizing a constituency to lobby the MassDOT for the funding and/or seeking other sources through programs such as Complete Streets. We are hopeful that with a broad coalition of interests (the three Towns, the National Park, Hanscom AFB, Massport, the cycling community, and others) we will be successful in securing the funds needed to transform the corridor into a roadway system that supports the varied and evolving needs of drivers, pedestrians, and cyclists.

- *Complete Streets* – Congratulations to our Complete Streets Team for securing an additional \$132,424 in State Complete Streets funding under year two of the program. This success follows a year one grant award of \$400,000. Our year two request was comprised of several proposed projects including intersection improvements, upgrades the commuter parking lot, and a variety of roadside path network improvements. The year-two grant that was approved by the State provides the funds for our proposal to improve the pedestrian connection between Codman Farm and Lincoln Station, and to improve the safety of the Codman Road/Lincoln Road intersection. The pathway design is being developed in consultation with Codman Farm, the Conservation Commission, the Roadway & Traffic Committee, and key abutters. Under the terms of the grant, the work must be completed by December of 2020.
- *BPAC* – The Bicycle and Pedestrian Safety Advisory Committee (BPAC) picked up where the Cycling Safety Advisory Committee left off, after CSAC successfully achieved its mission. With added focus on pedestrians, BPAC has been conducting and analyzing a survey of town residents regarding non-motorized transportation, collaborating with the Metropolitan Area Planning Council (MAPC) to develop a Bike and Pedestrian Master Plan for Lincoln, and collaborating with town employees and the Roadside & Traffic Committee to advise MassDOT on conceptual design considerations for the 2024 Route 2A repaving project. BPAC and RTC also worked in collaboration with the Department of Public Works (DPW) on the repaving of Route 117 and other proposals.

#### Sustainability:

During the past year, the Board has supported a series of efforts that are focused on environmental stewardship and sustainability:

- *Lincoln School Project:* The Power Purchase Agreement subcommittee of the School Building Committee continues to negotiate for the installation of a roughly 1.3-megawatt photovoltaic array that will power the renovated Lincoln School. When the project is complete, the School will be Net Zero.

The subcommittee includes members of the Green Energy Committee, Finance Committee, and School Building Committee.

- *Energy Aggregation:* At the 2018 Town Meeting, Lincoln voted to move forward with municipal electricity aggregation, a form of electricity-purchasing meant to harness the collective purchasing power of residents in order to increase the amount of affordable renewable energy in homeowners' electricity mix. Over the next year, the Green Energy Committee will be collaborating with the BOS to negotiate a program that increases the percentage of renewable energy at a competitive price. Aggregation will replace Eversource as the electricity supplier and will impact the supply portion of your Eversource electric bill. It will not replace Eversource as the electric utility. To learn more, visit <https://masspowerchoice.com/lincoln>.
- *Town Composting:* The Lincoln chapter of Mothers Out Front collaborated with the DPW to make composting an option at the Transfer Station. This initiative allows residents to compost items (e.g. pizza boxes, meat scraps, and commercially compostable dishes) that go beyond what is viable for the home-composter.
- *Storm Water Planning:* The Environmental Protection Agency (EPA) implemented a comprehensive and more stringent set of stormwater regulations which took effect on July 1, 2018. In response, the Town organized a stormwater management team to develop a response plan and hired the consulting firm of Comprehensive Environmental, Inc. (CEI) to assist. Year one activities focused on an initial assessment of existing stormwater collection and management infrastructure and development of a proposed action plan. Year two activities, which took place this past year, included mapping and testing of drainage outfalls and development of a Stormwater Bylaw that will be presented to Town Meeting this March (2020) for a vote. We are pleased to report that we remain on schedule to meet the EPA's milestones. We anticipate having a more accurate projection of required capital investments (new drainage basins, rain gardens, etc.) in Year 4 of the planning cycling, which is our Fiscal Year 2022.

#### **Fall State of the Town Meeting:**

The Board hosted the Town's 18<sup>th</sup> annual, State of the Town Meeting (SOTT) in November. SOTT plays a critical role in fostering engagement between Town officials and residents around key issues and challenges. It provides Town officials the opportunity to preview their thinking about contemplated policy or planning initiatives, projects or bylaws, and to elicit feedback early on in their deliberations. For our residents, SOTT provides an efficient opportunity to learn about key Town priorities and to influence discussions before positions have been formed. This year the Board set the context for a presentation and

discussion of the proposed zoning changes at Lincoln Station by looking at regional challenges in housing, transportation, and sustainability.

To see the presentation of the Board's meeting context, visit <https://lincolntv.viebit.com/player.php?hash=J6mbSK1H9Vh4>, and to learn more about the South Lincoln zoning proposals, visit:

<https://lincolntv.viebit.com/player.php?hash=dbScktQC7vTe>.

## **Other Activities**

Ban on Commercial Recreational Marijuana Businesses – At the Town Election on March 25, 2019, the Town voted 69% to 31% in favor of a full ban on commercial recreational marijuana businesses. This vote followed the 2/3 majority vote at a special Town Meeting on October 20, 2018. Both votes were required for the full ban to take effect.

DeCordova Working Group – At the 2019 Annual Town Meeting, residents voted unanimously to approve changes to the deCordova's bylaws enabling it to merge with the Trustees of Reservations.

Building Fees – In June, the Board voted to adopt the recommendations of the town's Building Inspector to increase and regularize the building fee schedule. The new fees are posted at:

<https://www.lincolntown.org/DocumentCenter/View/408/Fee-Schedule?bidId=>

Commuter Lot Parking Fees – In December, the Board voted to increase the parking fees at the Lincoln Station commuter lot for the first time in 15 years. The fee was raised from \$3/day to \$5/day, effective February 1, 2020.

McLean Hospital – In February 2017, the Board supported the Zoning Board of Appeals' well-reasoned decision to rule that McLean Hospital did not meet the educational criteria that would exempt them from the Town's residential zoning by-law under the so-called "Dover Amendment." The Board retained special counsel to litigate the matter in Land Court. In October 2018, the Board learned that the Town's position was upheld by the Land Court, however in September 2019 the Supreme Judicial Court unanimously reversed the Land Court's decision and ruled in favor of McLean. There is no further legal action in this case.

## **Board Outreach & Engagement**

The Board is committed to transparent communication with the community. Please stay informed through the following resources:

- BOS Newsletter: The Newsletter is mailed directly to residents at key times in the Town's planning and budget cycle. It is also available on the Town's website, [www.lincolntown.org](http://www.lincolntown.org).

- Town Website: Sign up to automatically receive notification that Board agendas and minutes have been posted by going to <https://www.lincolntown.org/list.aspx>.
- Listening Sessions: The Board has continued to hold periodic listening sessions at different locations throughout the community. Sessions are advertised in the BOS Newsletter and/or through LincolnTalk.
- BOS Meetings: All regular meetings are open to the public, are televised live on local access cable TV (Verizon channel 33; Comcast channel 8) and are available on-demand through the town website.

**Professional Staff**

The partnership between our citizen volunteers and our professional staff is critical to our ability to sustain Lincoln’s tradition of civic leadership. We are extremely fortunate to work with such an experienced, professional, and knowledgeable Town staff. On behalf of our Board and all of Lincoln’s volunteer Boards & Committees, thank you for your support, tireless work, and commitment to our town! This year, we once again had the opportunity to promote existing staff members and to add a number of highly qualified new employees to our team. We welcome:

David Sequeira	Parks & Recreation	New Hire
Susan Donaldson	DPW	New Hire
Stacy Carter	Conservation	Promotion
Emma Coates	Conservation	New Hire
Brian Young	Fire Department	Promotion
Lisa Castro	Accounting	New Hire
Victoria Otis	Pierce House	New Hire
Joan Ingersoll	Council on Aging	New Hire
Natalya Dedkov	Council on Aging	New Hire
Monica Kacprzyk	Water Department	New Hire
Gary Tuck	Water Department	New Hire

**Summary**

With the affirmative vote in December of 2018 to move forward with the school renovation, many of our professional staff and members of boards and committees have been involved in the financing, permitting, and negotiating needed to bring the project to fruition. At the same time, the decision to proceed

allowed our professionals, boards, and committees to turn their attention to other important planning. 2020 promises to bring a new set of opportunities and challenges! Critical decisions will need to be made on a variety of issues, decisions that will shape our Town for decades to come. We will continue to do our very best to listen to needs and values of Lincoln's citizens, facilitate open and respectful debate, and ensure that we work collectively to achieve the right results for Lincoln. We encourage all citizens of Lincoln, young and old, new to town or long-timers, to get involved – there is always a role for you!

## OFFICERS AND COMMITTEES

	Term Expires
<b>ELECTED</b>	
<u>Moderator</u>	
Sarah Cannon Holden	2020
<u>Town Clerk</u>	
Valerie Fox	2022
<u>Board of Selectmen</u>	
James Craig	2022
Jonathan Dwyer	2020
Jennifer Glass	2021
<u>Board of Assessors</u>	
Ellen Meadors	2020
Edward Morgan	2021
Laura Sander	2022
<u>School Committee</u>	
Peter Borden	2021
Trintje Gnazzo	2022
Adam M. Hogue	2020
Tara Lynn Mitchell	2020
Susan H. Taylor	2021
<u>Water Commission</u>	
Robert Antia (resigned 10/19)	2021
Michelle Barnes (interim appointment)	2020
Jennifer Glass (interim appointment)	2020
Ruth Ann Hendrickson	2020
Heather Ring (resigned 10/19)	2022
<u>Board of Health</u>	
Steven R. Kanner	2022
Frederick L. Mansfield	2020
Patricia Miller	2021
<u>Cemetery Commission</u>	
Manley Boyce	2020
Susan S. Harding	2021
Rob Todd	2022
<u>Lincoln-Sudbury Regional District School Committee</u>	
Cara Endyke-Doran	2022
Ellen Joachim	2021

	<b>Term Expires</b>
Carole Kasper (Lincoln Resident)	2021
Kevin J. Matthews	2022
Candace Miller	2020
Patricia M. Mostue (Lincoln Resident)	2020
 <u>Planning Board</u>	
Lynn DeLisi	2020
Steve Gladstone	2022
Craig Nicholson, Associate (Planning Board Appointee)	2021
Margaret Olson	2022
Richard L. Rundell	2020
Gerald Taylor	2021
 <u>Commissioners of Trust Funds</u>	
Donald Collins	2021
D. Paul Fitzgerald	2020
Douglas Harding	2022
 <u>Trustees of Bemis Fund</u>	
Miriam Borden	2021
John Maclachlan	2020
Sara Mattes	2022
 <u>Trustees of Lincoln Library</u>	
Jacquelin Apsler (Board of Selectmen Appointee)	2020
Ron Chester (Library Trustees Appointee)	
Lucy Maulsby (School Committee Appointee)	2022
Kathleen Nichols (Library Trustees Appointee)	
Dennis Picker (Elected)	2022
Peter Sugar (Library Trustees Appointee)	
 <u>DeCordova Sculpture Park and Museum Trustees</u>	
Ron Chester (Library Trustees Appointee)	2019
Daniel Elias (School Committee Appointee)	2019
Melinda Webster Loof (Board of Selectmen Appointee)	2019
Linda Hammett Ory (Elected)	2019
Stacy Osur (Elected)	2019
Jonathan Rapaport (Elected)	2019
Dune Thorne (Elected)	2019
 <u>Housing Commission</u>	
Diana Chirita (Board of Selectmen Appointee)	2020
Keith M. Gilbert (Elected)	2022
Evan Gorman (Elected)	2021
Bijoy Misra (Elected)	2020
Allen Vander Meulen (Board of Selectmen Appointee)	2020
 <u>Parks and Recreation Committee</u>	
Doug Carson (Board of Selectmen Appointee)	2020
Sarah Chester (Elected)	2021
Chris Fasciano (Board of Selectmen Appointee)	2021

## Term Expires

Margit Griffith (Elected)	2020
John Maclachlan (Board of Selectmen Appointee)	2022
Anita Spieth (Elected)	2022

### APPOINTED BY THE BOARD OF SELECTMEN

#### Town Administrator

Timothy Higgins

#### Assistant Town Administrator

Mary Day

#### Accountant/Finance Director

Colleen Wilkins

#### Treasurer/Collector

Krystal Elder

#### Town Counsel

Joel Bard

#### Superintendent of Public Works

Christian Bibbo

#### Superintendent of Water Department

MaryBeth Wiser

#### Acting Deputy Fire Chief

Brian Young

#### Chief of Police

Kevin Kennedy

#### Pierce House Event Manager

Victoria Otis

#### Constables

Kevin Kennedy

Robert Paul Millian

Joseph Topol

#### Animal Control Officer

Leslie Boardman

#### Sealer of Weights & Measures

Courtney Atkinson

#### Building Inspector

Mark Robidoux

## Term Expires

### Wiring Inspector

Robert Norton

### Assistant Wiring Inspector

John Bolli

### Plumbing Inspector

Russell Dixon

### Assistant Plumbing and Gas Inspector

George Dixon

Kenneth Rich

### Emergency Management

Brian Young

### Hazardous Waste Coordinator

Elaine Carroll

### Veterans' Services Officer

Peter R. Harvell

2020

### Veterans' Programming Officer

James Hogan

2020

### Tree Warden

Kenneth Bassett

2020

### Town Historian

John MacLean

### Registrars of Voters

Christopher Bursaw

2022

Margaret Flint

2020

Valerie Fox, Ex Officio (Town Clerk)

Laura Glynn

2021

### Conservation Commission

Larry Buell

2021

Christine Dugan

2020

James Henderson

2022

Ari Kurtz

2021

Susan Hall Mygatt

2022

Richard Selden

2020

Peter von Mertens

2022

### Zoning Board of Appeals

Tobias Brambrink, Associate

2022

William Churchill, Associate

2020

Joel Freedman

2021

	<b>Term Expires</b>
David Henken	2022
Kathleen Shepard	2020
Eric Snyder	2024
David Stifter, Associate	2021
David Summer	2023
 <u>Council On Aging</u>	
Dan Boynton	2021
Laura Crosby	2020
Benjamin Horne	2020
Sarah Kindleberger	2022
Wendy Kusik	2021
Don Milan	2021
Florence Montgomery	2022
Kathryn Ramon	2020
Donna Rizzo	2020
Dorothy Taylor	2022
Dilla Tingley	2020
Rob Todd	2021
 <u>Disabilities Commission</u>	
Mary Day, Ex Officio (Town Official)	
John Ritz	2021
 <u>Lincoln Historical Commission</u>	
Douglas Adams	2020
Gary Anderson	2021
Christopher Boit	2020
Frank Clark, Alternate	2020
Andrew Glass	2021
Judith Lawler, Alternate	2021
Andrew Ory	2022
Allen Vander Meulen, Alternate	2021
 <u>Historic District Commission</u>	
Douglas Adams (Architect)	2020
Gary Anderson (Historical Society)	2021
Christopher Boit	2020
Frank Clark, Alternate	2020
Lynn De Lisi (Planning Board)	2021
Andrew Glass (Real Estate Agent)	2021
Judith Lawler, Alternate	2021
Andrew Ory (Historic District Resident)	2022
Richard Rundell (Planning Board)	2020
 <u>Lincoln Cultural Council</u>	
Catherine Coleman	2021
Kathryn Corbin	2022
Patrick Greene	2022
Wendy Hubbard	2021

	<b>Term Expires</b>
Christopher Loschen	2021
Margaret Ramsey	2022
Diana Rice-Sheahan	2021
<u>Pierce House Property Committee</u>	
Margaret Byrnes	2022
Anne Crosby	2020
Terry Green	2021
Jean Horne	2022
Lucia MacMahon	2020
Pam Weismann	2020
<u>Recycling Committee</u>	
Laura Berland	2019
Elizabeth Cherniak	2019
Bernadette Quirk	2019
<u>Emergency Assistance Fund Committee</u>	
Carolyn Bottum, Ex Officio (COA Director)	
Lorraine Fiore (First Parish Church)	2022
Wendy Kusik (Council on Aging)	2021
Nancy Ritchie (St. Anne's Church)	2021
Jane Thomas (St. Julia's Parish)	2022
<u>Green Energy Committee</u>	
Jennifer Haugh	2020
Jim Hutchinson	2020
Ed Kern	2020
Sue Klem	2020
Edmund Lang	2020
David O'Neil	2020
Anne Risso	2020
Paul Shorb	2020
Jonathan Soo	2020
CJ Volpone	2020
Peter Watkinson	2020
<u>Cable Advisory Committee</u>	
James Cunningham	2020
Michael Dolan	2022
Rob Ford	2022
Harold McAleer	2022
David Trant	2020
<u>Agricultural Commission</u>	
Nancy Bergen	2020
Louise Bergeron	2021
Lynne Bower	2020
Ari Kurtz (Conservation Commission)	2021
Stacy Osur, Non-voting	

	<b>Term Expires</b>
Ellen Raja	2021
Karen Seo, Alternate	2022
<u>Hanscom Field Advisory Commission (HFAC)</u>	
Christopher Eliot	2020
<u>Hanscom Area Towns Study Committee (HATS)</u>	
Peter Braun, Non-voting (At Large)	2020
Jonathan Dwyer (Selectman)	2020
Christopher Eliot	2020
Margaret Olson, Non-voting (Planning Board)	2020
<u>MBTA Advisory Board</u>	
Andrew Glass	2020
<u>Metropolitan Area Planning Council (MAPC)</u>	
Jennifer Burney	2020
<u>Minuteman Adv. Group on Interlocal Coordination (MAGIC)</u>	
Jennifer Burney	2020
James Craig	continuing
<u>Suasco Wild and Scenic River Stewardship Council</u>	
Christine Dugan	2020
James Meadors, Alternate	2020
<u>Minuteman Senior Services</u>	
Wendy Kusik (Council on Aging)	2020
<u>Affordable Housing Trust</u>	
Vicki Braithwaite (Lincoln Foundation)	2020
James Craig (Selectman)	continuing
George Georges	2021
Bijoy Misra (Housing Commission)	2021
Tom Sander (Finance Committee)	2021
Betty-Jane Scheff	2021
<u>Bicycling and Pedestrian Advisory Committee</u>	
Doug Carson, Associate	2020
Jonathan Dwyer, Associate	2020
John Mendelson, Associate	2020
Megan Kate Nelson, Associate	2022
Margaret Olson, Associate	2020
Virginia Reiner, Associate	2021
Robert Wolf, Associate	2022
<u>DeCordova Working Group</u>	
Paul Blanchfield, Associate (At Large)	2019
Peter Braun, Associate (At Large)	2019
James Craig, Associate (Selectman)	2019

	<b>Term Expires</b>
Christine Dugan, Associate (Conservation Commission)	2019
Noah Eckhouse, Associate (At Large)	2019
Steve Gladstone, Associate (Planning Board)	2019
Nancy Marshall, Associate (Finance Committee)	2019
 <u>Property Tax Study Committee</u>	
Carolyn Bottum, Ex Officio (COA Director)	2020
Brendan Coughlin, Associate (At Large)	2020
Jennifer Glass, Associate (Selectman)	2020
Regina Halsted, Associate (Finance Committee)	2020
Timothy Higgins, Ex Officio (Town Administrator)	2020
David Levington, Associate (At Large)	2020
Sara Mattes, Associate (At Large)	2020
Ellen Meadors, Associate (Board of Assessors)	2020
Kenneth Mitchell, Associate (At Large)	2020
 <u>Roadside and Traffic Committee</u>	
Kenneth Bassett (Tree Warden)	2020
Christian Bibbo (Superintendent of Public Works)	
Jonathan Dwyer (Selectman)	2020
Jane Herlacher (Garden Club)	2020
Deborah Howe (At Large)	2020
Alex MacLean (At Large)	2020
Margaret Olson (Planning Board)	2020

### **APPOINTED BY THE TOWN CLERK**

Deputy Town Clerk  
Barbara Rhines

Assistant Town Clerk  
Susan Francis

Assistant Town Clerk for the Town Archives  
Barbara Myles

### **APPOINTED BY THE BOARD OF HEALTH**

Burial Agent  
Valerie Fox

### **APPOINTED BY THE MODERATOR**

<u>Personnel Board</u>	
Rosamond Delori	2021
Julia R. Dobrow	2021
Pam Weismann	2020

## Term Expires

### Finance Committee

Paul Blanchfield	2022
Regina Halsted	2021
Jim Hutchinson	2021
Nancy Marshall	2020
Andrew Payne	2022
Tom Sander	2020
Elisa Sartori	2021

## APPOINTED BY THE PLANNING BOARD

### Battle Road Scenic Byway Committee

Paula Vaughn (Planning Board)

### South Lincoln Planning Implementation Committee (SLPIC)

Sharon K. Antia, Non-voting	
Kenneth Bassett (RLF)	continuing
Jennifer Burney, Ex Officio (Planning & Land Use Department)	continuing
James Craig (Selectman)	continuing
Lynn DeLisi (Planning Board)	continuing
Geoff McGean, Non-voting	
Craig Nicholson (At Large)	continuing
Stacy Osur (At Large)	continuing
Noah Sawyer (At Large)	continuing
Sujit Sitole (Business Owner)	continuing
Gerald Taylor (Planning Board)	continuing
Allen Vander Meulen (Housing Commission)	continuing
James White (Business Owner)	continuing

## APPOINTED BY THE SELECTMEN AND SCHOOL COMMITTEE

### School Building Committee 2017

Kimberly Bodnar (Lincoln Resident)	continuing
Timothy Christenfeld (School Committee)	continuing
Buckner Creel (Lincoln Schools)	continuing
Chris Fasciano (Lincoln Resident)	continuing
Jennifer Glass (Selectman)	continuing
Michael Haines (Facilities Manager)	continuing
Regina Halsted (Finance Committee)	continuing
Sharon Hobbs (Lincoln Schools)	continuing
Becky McFall (Superintendent of Public Schools)	continuing
Steven Perlmutter (Lincoln Resident)	continuing
Peter Sugar (Lincoln Resident)	continuing

## APPOINTED BY VARIOUS BOARDS AND COMMITTEES

### Community Preservation Committee

Craig Donaldson (Board of Selectmen Appointee)	2021
--	------

	<b>Term Expires</b>
Evan Gorman (Housing Commission Appointee)	2021
John Maclachlan (Parks and Recreation Committee Appointee)	2021
Margaret Olson (Planning Board Appointee)	2021
Tom Sander (Board of Selectmen Appointee) (FinCom)	2022
Richard Selden (Conservation Commission Appointee)	2020
Allen Vander Meulen (Historical Commission Appointee)	2021
Eric Zimmerman (Board of Selectmen Appointee)	2022
 <u>Capital Planning Committee</u>	
Jacquelin Apsler (Library Trustees Appointee)	2020
Robyn Dunbar (Moderator Appointee)	2020
Jonathan Dwyer (Board of Selectmen Appointee) (Selectman)	2020
James Henderson (Conservation Commission Appointee)	2022
Adam M. Hogue (School Committee Appointee)	2021
Peter Hussey (Moderator Appointee)	2021
Maria Hylton (Board of Selectmen Appointee)	2021
Audrey Kalmus (Board of Selectmen Appointee)	2022
Peter Montero (Board of Selectmen Appointee)	2020
 <u>Scholarship Fund Committee</u>	
Carolyn Dwyer (Moderator Appointee)	2021
Nancy Marshall (Board of Selectmen Appointee)	2020
Barbara Slayter (School Committee Appointee)	2022

## OFFICE OF THE TOWN CLERK

Valerie Fox, Town Clerk  
Barbara Rhines, Deputy Town Clerk  
Susan Francis, Assistant Town Clerk

At the March 2019 Annual Town Election, I was honored to be voted Lincoln's Town Clerk. The Town Clerk is one of the oldest positions in Municipal government, with Lincoln's first Town Clerk, Ephraim Flint, elected in 1754. I served as Lincoln's Deputy Town Clerk for seven years, and upon Susan Brooks' retirement in 2018, I was appointed Interim Town Clerk until elected as Town Clerk in March. I am excited to take the reins and continue the work of my predecessors while innovating to meet the changing needs and duties of the Town Clerk's Office.

During 2019, the Office continued to meet the demands of reviewing, registering, archiving, and providing certified copies of Vital Records. The term Vital Records refers to birth, death, and marriage records, maintained under government authority. 2019 marked the first full year that Care Dimensions Hospice House provided services in Lincoln. This has significantly impacted the role Vital Records plays in the day-to-day duties of the Office of the Town Clerk. The Hospice draws patients from throughout metropolitan Boston and, as a result, burial permits and death certificates registered by the Lincoln Town Clerk's Office rose significantly. This additional work involves not only registration, but also interacting with funeral homes, families of the decedents, medical facilities, and the Massachusetts Registry of Vital Records and Statistics in order to verify information prior to registration and overseeing amendments and corrections to previously registered records. The Office issued 3,497 certificated copies of Vital Records, fulfilling requests by phone, over the counter, and online. (There is additional information in the section on Vital Statistics.)

The Town Clerk's Office maintains the database that records all activities of Boards and Commissions, including recording charges, membership and the expiration of terms of office to ensure continuity. We confirm membership of Boards for publication in the Town Report and record the Oath of Office for all officers. Campaign Finance, Open Meeting Law and Conflict of Interest Law requirements are all coordinated and recorded through the Town Clerk's Office, which also fields inquiries on these issues. The Office is also responsible for statutory ethics compliance information being disseminated to all Town officials and the recording of acknowledgements and receipts, as stipulated by law.

The Town Clerk's Office also oversees the Cemetery, and the Town Clerk serves as the Town's Burial Agent and Cemetery Agent to the elected Cemetery Commission. Student summer intern Elena Christenfeld assisted the Office in

transferring historical file information on interments and cemetery lot owners to a searchable database created by technically talented volunteer Ellen Meadors. The expansion of this database to include contemporaneous records will be of great value to the office, providing a digital backup of irreplaceable paper records.

Creating a database of Cemetery records dovetails with a further role of the Town Clerk: Co-Director of the Town Archives. In this role, the Town Clerk shares the responsibility of overseeing the storage, upkeep and access for records that are both contemporary and historical, public and private -- but all reflecting and preserving the Town of Lincoln's cultural heritage and its civic history. (For further details, please see the report on the Archives.)

The Town Clerk also serves as the Chief Records Access Officer for Lincoln and, as such, bears the responsibility to ensure timelines and statutory obligations are met when Public Record Requests are received for Town Hall, the Lincoln Public Schools and the Fire and Police departments. Public Records requests rose dramatically over the past two years. In 2017, there were 42 requests for public records, followed by 86 requests in 2018 and a jump to 122 separate public records requests in 2019 – almost tripling over the two-year period.

One of the important issues of 2019 was completing the Local Update of Census Addresses Operation (LUCA). LUCA was the only opportunity offered to tribal, state, and local governments to review and comment on the U.S. Census Bureau's residential address list for their jurisdiction prior to the 2020 Census. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census.

The Office has continued to maintain a high standard regarding all the services we provide, from evolving census and election procedures in preparation for a very busy year in 2020, which will entail the once-per-decade Federal Census; the yearly local census; new implementation procedures for the state's introduction of Automatic Voter Registration commencing in January 2020; Lincoln's Annual Town Meeting and Annual Local Election; the Presidential Primary, with its newly instituted Early Voting requirements; a State Primary in September; and culminating with the November 3, 2020, Presidential Election.

We could not do all we do without the constant support of Cheryl Wilson, Karen Moss and Margaret Flint, and we could not run elections without the many wonderful volunteers who commit their time and energy to serving our community.

We look forward to the opportunities and challenges ahead with gratitude as always, for the many of you who've stepped up to help along the way. Heartfelt appreciation goes to my colleagues, Barbara Rhines and Susan Francis for the good humor, dedication and commitment they bring to every task, and their responsiveness to each resident and friend that we serve.

Respectfully submitted,

Valerie Fox

## VITAL STATISTICS

The Registry of Vital Records and Statistics, within the Massachusetts Department of Public Health, is the state agency responsible for managing a comprehensive state-wide system of birth, death and marriage records, all of which are locally created. The creation of birth and death vital records has been incorporated into a cloud-based program called Vital Information Partnership (VIP).

The death record component has become significantly more prominent in the Lincoln Town Clerk's Office since April 2018, when Care Dimensions Hospice House opened in Lincoln. In 2017, we registered a total of 71 deaths; in 2018, 342. 2019 was the first full year for the hospice, and our registration of deaths climbed to 601, seventy being residents of Lincoln.

The registration of a death record involves state and local government, medical staff, funeral homes, and, in some situations, the Office of the Chief Medical Examiner. It is a multiuser system that requires input from medical certifiers, decedent's family, and funeral homes if involved. The increase in registering death records has impacted this office in the urgency and responsiveness required. Additionally, the increase in deaths occurring in Lincoln has increased the number of certified copies issued by this office.

- The birth rate among Lincoln parents stayed roughly steady in 2019; there were 38 girls and 43 boys, bringing the Town's total newborns for the year to 81, compared to 82 in 2018. Hanscom parents remain the most prolific part of the Town's birth rate, with 44 births reported at the Base. The totals include two babies born in their homes in Lincoln.
- Fourteen couples, five from Lincoln, obtained marriage licenses from Lincoln in 2019. I was honored to be the officiant at three marriages; most of the couples were current residents or had grown up in Lincoln.
- Lincoln recorded 601 deaths this year. Ninety-six of this year's decedents were veterans, including thirty-one from World War II, twenty-two from the Korean conflict, and twenty-eight from the Vietnam War.

Our online payment options for requesting copies of vital records certificates or for renewing dog licenses is continuing to increase in popularity. In 2019, we issued 1,531 death certificates requested online, 35 birth certificates, 29 marriage certificates, as well as 57 dog license renewals. This represents a comparable number of dog license and birth certificate orders, but shows a significant increase in the number of death certificates requested; 737 in 2018. The opening of the Hospice has had a significant impact on requests for death certificates with 3,206 death certificates issued in total during 2019.

And, of no relation to Vital Statistics but on a happier note and a fact of presumed general interest, we are happy to report that 699 dogs became bona fide license holders in 2019 under the aegis of their commendably responsible owners' applications. The most common breed among Lincoln dogs continues to be Labrador Retriever, followed by Golden Retriever and then mixed breed. For the safety of all, please ensure your dog is licensed; you are welcome to do this online or in the office, we are always delighted to meet you.

**ANNUAL TOWN MEETING**  
**Saturday, March 23, 2019**

Pursuant to a Warrant duly served, the Meeting was called to order in the Donaldson Auditorium by the Moderator, Ms. Sarah Cannon Holden, at 9:32 a.m. The Return of Service for the Warrant was read, and a quorum being present (426 voters throughout the day), the following business was transacted:

*The Moderator called attention to ARTICLE 1 of the Warrant (Election of Officers and one ballot question), which was to be acted upon on Monday, March 25, 2019, at the Smith School Gym, with the polls open from 7:30 a.m. until 8:00 p.m.*

ARTICLE 2 Proposed by the Selectmen

Voted: (Unanimously)

That Tim Christenfeld, Al Schmetzler, Jeff Birchby and Radha Gargeya be elected Fence Viewers, and Jena Salon, Patrick Lawler, Jen James and John Snell be elected Measurers of Wood and Bark, for the ensuing year.

*Before introducing the Consent Calendar with the following motion, the Moderator offers thanks to the many volunteers and staff who offer support on the day of and lead up to Town Meeting, and makes fond acknowledgement of the contributions to the life of our community of those Lincoln residents who have passed away in the year since Town Meeting was last convened.*

After a quick review of Town Meeting protocol, the Moderator introduced the consent calendar. Pursuant to Article II, Section 13 of the General Bylaws, a Motion was made and seconded to adopt the motions listed under the articles on the Consent Calendar, those being articles 3,4,6,7,13,14,15,19,20,22,23, and 25. The motion was carried unanimously.

ARTICLE 3 Proposed by the Selectmen

Voted: (Unanimously, on the Consent Calendar)

That the reports of the Town Officers, Committees, Commissioners and Trustees, as printed in the annual Town Report, be accepted.

ARTICLE 4 Proposed by the Selectmen

Voted: (Unanimously, on the Consent Calendar)

That the Town set the salaries of the elected officials of the Town at the following amounts for the fiscal year beginning July 1, 2019

Board of Selectmen Chair	\$200
Board of Selectmen (Other members, each)	\$100
Town Clerk	\$91,640
Assessors (Chair)	\$200
Assessors (Other members, each)	\$175
Water Commissioners (Each)	\$75

**ARTICLE 5 Proposed by the Selectmen**

Voted : Majority  
That the Town hear a report on Property Tax Relief.

**ARTICLE 6 Proposed by the Selectmen**

Voted: (Unanimously, on the Consent Calendar)  
That the Town raise and appropriate the sum of \$72,500 by taxation to fund the Town’s Senior Tax Work-off Program, as established pursuant to Massachusetts General Laws, Chapter 59, Section 5K.

**ARTICLE 7 Proposed by the Selectmen**

Voted: (Unanimously, on the Consent Calendar)  
That the Town raise and appropriate the sum of \$5,000 by taxation to fund the Town’s Veteran’s Tax Work-off Program, as established pursuant to Massachusetts General Laws, Chapter 59, Section 5N.

**ARTICLE 8 Proposed by the Finance Committee**

Voted: (Unanimously, with the exception of held out item 1175, subsequently voted unanimously)

That the Town adopt as the FY20 budget appropriation the recommendations listed in the report of the Finance Committee, printed on pages 52-57 inclusive, of the Financial Section and Warrant for the 2019 Annual Town Meeting, with the following exceptions:

<b>FY20 APPROPRIATION SUMMARY</b>	
GENERAL GOVERNMENT	3,246,689
PUBLIC SAFETY	4,119,983
EDUCATION	15,898,290
PUBLIC WORKS & FACILITIES	1,937,968
HUMAN SERVICES	283,650

CULTURE & RECREATION	1,724,138
DEBT SERVICE	4,605,051
UNCLASSIFIED	7,297,973
WATER DEPARTMENT	1,373,204
<b>TOTAL - ARTICLE 8</b>	<b>40,486,946</b>

And that all items be raised by taxation except to the following extent:

- Dept. 1491      **Cemetery Department-Expenses-** \$5,000 to be transferred from Cemetery Perpetual Care Trust Fund Income-Expendable Trust.
- Dept. 1171      **Conservation Commission- Personnel Services-** \$15,000 to be transferred from the Wetlands Protection Fees-Receipts Reserved for Appropriation.
- Dept. 1290      **Town Offices- Personnel Services-** \$71,000 to be transferred from the Hanscom Fund.
- Dept. 1290      **Town Offices- Personnel Services-** \$60,000 to be transferred from the Water Enterprise Fund.
- Dept. 1331      **Lincoln Sudbury Regional High School- Assessment-**\$9,000 to be transferred from the PEG Access Cable Fund, contingent upon the approval of Article 22.
- Dept. 176-17754 **Debt Service- Principal & Interest-** \$16,549 to be transferred from various Premium on the Sale of Bonds accounts.
- Dept. 61451      **Water Department**  
                     •**Personnel Services-** \$478,304 to be transferred from the Water Enterprise Fund  
                     •**Expenses-** \$587,900 to be transferred from Water Enterprise Fund  
                     •**Debt Service-** \$233,168 to be transferred from Water Enterprise Fund, and \$33,832 to be transferred from Water Enterprise Retained Earnings (Water Surplus)

Dept. 614513 **Water Department- Emergency Reserve-** \$40,000 to be transferred from Water Enterprise Retained Earnings (Water Surplus).

ARTICLE 9 Proposed by the Capital Planning Committee  
 Voted: (Unanimously with the exception of Articles F,G,H and I, subsequently voted unanimously)

That the Town accept the report of the Capital Planning Committee and that the following amounts (items A - I) be appropriated as stated in the table below for the following purposes, including, in each instance, all costs incidental and related thereto:

FY20 CAPITAL PROJECTS				
	ITEM	\$ AMT	SPONSOR	FUNDING SOURCE
A	To fund the purchase of a new pickup truck for the Department of Public Works, and any related equipment.	\$42,000	Selectmen	Raise and appropriate by taxation
B	To fund the replacement of outdated mobile radios for the Fire Department.	\$14,000	Selectmen	Raise and appropriate by taxation
C	To fund the updating of the Council on Aging phone system, and any related equipment.	\$6,500	Selectmen	Raise and appropriate by taxation
D	To fund a Facilities Condition Assessment at the Library.	\$30,000	Library Trustees	Raise and appropriate by taxation
E	To fund the purchase of a new Kubota Tractor for Lincoln Sudbury Regional High School, and any related equipment.	\$6,897	Lincoln-Sudbury School Committee	Raise and appropriate by taxation
F	To fund the purchase and equipping of one replacement marked cruiser for the Police Department, and any related equipment, and to authorize the disposal of, by sale or otherwise, any related	\$37,063	Selectmen	Raise and appropriate by taxation

	excess vehicles or equipment.			
G	To fund the purchase and equipping of one replacement marked cruiser for the Police Department, and any related equipment, and to authorize the disposal of, by sale or otherwise, any related excess vehicles or equipment.	\$41,938	Selectmen	Raise and appropriate by taxation
H	To fund Phase 1 of the public safety radio communications project, and any related equipment.	\$37,500	Selectmen	Raise and appropriate by taxation
I	To fund the design and replacement of the Hartwell Building's Roof, and any related equipment.	\$660,000	School Committee	Raise and appropriate by taxation

ARTICLE 10 Proposed by the Community Preservation Committee  
Voted: (Unanimously)

That the Town receive and act upon a report from the Community Preservation Committee and that the following amounts (items A-L) be appropriated or reserved from Fiscal Year 2020 Community Preservation Fund Revenues, or transferred from prior year's revenues for Community Preservation purposes as specified:

CPA Article	Project	Total Appropriation	Source of Appropriation
	Appropriations:		
A	To fund, for historic preservation purposes, the FY20 debt service payment for the town offices renovation project.	\$386,275	\$386,275 from FY20 CPA projected revenues
B	To fund, for historic preservation purposes, the replacement of the Codman Farm Barn B,	\$110,000	\$110,000 from general CPA fund balance

	C and office roofs.		
C	To fund, for community housing purposes, a rental assistance program for residents at risk.	\$30,000	\$30,000 from CPA community housing reserve
D	To fund, for historic preservation purposes, the preservation of First Book of Records 1754-1806.	\$20,825	\$20,825 from FY20 CPA projected revenues
E	To fund, for historic preservation purposes, the repair of the headwall over the culvert on the Pierce House property.	\$6,000	\$6,000 from FY20 CPA projected revenues
F	To fund, for recreation purposes, the purchase and installation of a new water chemistry controller system for the Codman Pool.	\$42,500	\$42,500 from general CPA fund balance
G	To fund FY20 debt service payments due on permanent borrowing for previously voted CPA projects.	\$127,550	\$127,550 from FY20 CPA projected revenues
H	To fund CPC administrative expenses	\$3,000	\$3,000 from FY20 CPA projected revenues
	Project Appropriation Subtotal	\$726,150	
	Reserves:		
I	Housing Reserve	\$100,158	from additional FY19 state revenue and FY20 CPA projected revenues
J	Open Space/Land Acquisition Reserve	\$0	from additional FY19 state revenue and FY20 CPA projected revenues

K	Historic Preservation Reserve	\$0	from additional FY19 state revenue and FY20 CPA projected revenues
L	Recreation Reserve	\$0	from additional FY19 state revenue and FY20 CPA projected revenues
	Reserves Subtotal	\$100,158	
	Additional Appropriation:		
	Grand Total of all CPA funded Appropriations:	\$826,308	

**Article 10  
Explanations**

---

This article proposes projects recommended by the Community Preservation Committee under Lincoln’s Community Preservation Act (CPA) passed at the March, 2002 Annual Town Meeting and the November, 2002 Election. The descriptions of the proposed projects/actions are contained below:

- A. **Debt Service on Town Offices Renovation-** The 2011 Town Meeting approved project costs of \$6.8 million to renovate the Town Office Building. Of that total, \$1,000,000 was appropriated from CPA funds to reduce the Town borrowing. The annual debt service on the bond is \$386,275. It is recommended that CPA funds be used for this historic purpose in FY 2020.
  
- B. **Codman Farm Barn B, C and office roofs-** This project will remove and replace all existing roofing on Barns B, C and attached office roofs, and will be worked in coordination with the Codman Community Farm for the installation of photovoltaic solar panels. To date the Codman Community Farm has received two grants, both in the amount of \$25,000, as well as \$50,000 in private donations to support photovoltaic solar panels on the roofs. The grants will expire at the end of June 2019, and therefore the CPC is hopeful the town will support funding the roofs from CPA general fund balance in order to meet the grant deadline.
  
- C. **Housing Commission –Rental Assistance Program-** This project will support community housing by offering the opportunity for low-income residents who are homeless or who are at risk of homelessness to remain in our community through assistance in paying rent on

affordable housing units or by providing emergency shelter until permanent affordable housing can be arranged.

- D. **First Book of Records 1754-1806-** The Town of Lincoln was incorporated in 1754 and its first Town Meeting was held on April 26, 1754. Before typewriters, minutes of official meetings were handwritten in blank books. The First Book of Records 1754-1806 begins when Lincoln was incorporated as a Town. This book is a primary source for people researching the beginnings of the Town of Lincoln.
- E. **Pierce House Headwall Culvert –** The headwall over the culvert on the Pierce House property needs to be excavated and reset. When the culvert pipe was placed, the stones above the culvert (which were removed and replaced) were not interlocked, thus causing them to move, slip and create sinkholes around the wall. The engineering study recommended the need to excavate behind the wall and reset the wall in its entirety.
- F. **Codman Pool Water Chemistry Controller System-** The current water chemistry controller system is 17 years old, inefficient and complicated to operate. Local vendors have little experience with the current system and find it difficult to provide hands on support. In recent summers, operation of the chemical feed has required manual adjustments to by-pass the system to maintain safe chemical levels. It is recommended that the current system be replaced with a system that is more efficient and user friendly.
- G. **FY20 Debt Service Payments-** Debt payment costs associated with the third year of permanent financing for previously voted CPA project pursuant to Article 11 of the March 25, 2017 Town Meeting for the purchase of land and development of an athletic field.
- H. **Administrative Expenses-**These funds will be used primarily to pay the annual membership dues in the Community Preservation Coalition, a statewide organization that represents the interests of CPA communities. Other administrative expenses include costs associated with public information, mailings and public hearings. Any funds not spent prior to the end of FY20 will be returned to the CPA Fund.
- I. **Housing Reserve-** The CPA requires that a minimum of 10% of annual revenues be spent or set aside for affordable housing.
- J. **Open Space/Land Acquisition Reserve-** The CPA requires that a minimum of 10% of annual revenues be spent or set aside for open space/land conservation.

K. **Historic Preservation Reserve**- The CPA requires that a minimum of 10% of annual revenues be spent or set aside for historic preservation.

L. **Recreation Reserve**- The CPA permits, but does not require, the Town to spend or set aside funds for recreational purposes. No funds are reserved for recreational purposes at this time.

ARTICLE 11 Proposed by the Community Preservation Committee  
Voted: (Unanimously)

That the Town vote to receive and act upon a report from the Community Preservation Committee for the purchase and installation of an irrigation system at the Codman Athletic Fields and infrastructure to support future Ballfield Road campus irrigation projects, and to fund, for recreation purposes, the sum of \$300,000 from general CPA fund balance, and \$100,000 from FY20 CPA estimated revenues to support this project.

ARTICLE 12 Proposed by Citizens Petition  
Voted: Majority

That the Town vote to support the proposal of the Eighth Grade Warrant Article Group to ban the sale of electronic cigarettes (vapes) in the Town of Lincoln.

ARTICLE 13 Proposed by the School Committee  
Voted: (Majority) on the Consent Calendar

That the Town raise and appropriate the sum of \$45,000 by taxation to be used for the repair and maintenance of certain Lincoln School Campus classrooms and buildings, including all costs incidental and related thereto.

ARTICLE 14 Proposed by the Selectmen  
Voted: (Unanimously) on the Consent Calendar

That the Town raise and appropriate the sum of \$111,363 by taxation to be used for the repair and maintenance of certain Town buildings, including all costs incidental and related thereto.

ARTICLE 15 Proposed by the Library Trustees  
Voted: (Unanimously) on the Consent Calendar

That the Town raise and appropriate the sum of \$50,000 by taxation to be used for the repair and maintenance of the Lincoln Library, including all costs incidental and related thereto.

ARTICLE 16 Proposed by the Finance Committee  
Voted: Majority

That the Town raise and appropriate the sum of \$549,331 by taxation to add funds to the Debt Stabilization Fund, so called, previously established pursuant to the March 26, 2011 Town Meeting, Article 19, in accordance with Massachusetts General Laws, Chapter 40, Section 5B, for the purpose of funding future capital expenditures and debt service payments; and to transfer to the Debt Stabilization Fund the sum of money appropriated under Article 8 for the Lincoln-Sudbury Regional High School that exceeds the final Lincoln assessment for FY 2020 that is voted, no later than July 31<sup>st</sup>, by the Lincoln-Sudbury Regional High School Committee for FY 2020 in accordance with law.

ARTICLE 17 Proposed by the Finance Committee

To vote on article 17 and to hear a discussion on both Articles 17 and 18 together

Voted: (Unanimously)

Article 17 Proposed by the Finance Committee

Voted: (Unanimously)

That the Town raise and appropriate the sum of \$650,000 by taxation, to add funds to the Group Insurance Liability Fund established by Chapter 474 of the Acts of 2008, which Fund will help offset the Town's so-called "other post-employment benefits" liability established by the Statements 74 and 75 of the Governmental Accounting Standards Board.

ARTICLE 18 Proposed by the Finance Committee

Voted: (Unanimously)

That the Town raise and appropriate the sum of \$48,042 by taxation, to add funds representing Lincoln's proportionate share of the contribution recommended by the Lincoln Sudbury Regional High School Committee, to the Lincoln Sudbury Regional School District Retirees Health Insurance Trust Fund, established by the acceptance of Chapter 32B, Section 20 of the Massachusetts General Laws, as amended by Chapter 68, Section 57 of the Acts of 2011, for Lincoln Sudbury Regional High School, which Fund will help offset the High School's so-called "other post-employment benefits" liability established by Statements 74 and 75 of the Governmental Accounting Standards Board.

ARTICLE 19 Proposed by Selectmen

Voted: (Unanimously) on the Consent Calendar

That the Town accept and expend such sum or sums of money that may be available under the provisions of Massachusetts General Laws, Chapter 90 or other state roadway reimbursement programs and to authorize the Board of Selectmen to enter into a contract with the Massachusetts Department of Transportation Highway Division and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow in anticipation of 100% reimbursement of said amounts.

ARTICLE 20 Proposed by the School Committee

Voted: (Unanimously, after being held out on the Consent Calendar)

That the Town transfer from Free Cash the sum of \$26,000, said sum being equal to the state reimbursement amounts for Special Education Medicaid expenses, to supplement the FY20 Lincoln School operating budget.

ARTICLE 21 Proposed by the Selectmen

Voted: (Unanimously)

That the Town act on a recommendation from the Board of Selectmen and Finance Committee and present the annual Bright Light Award to Gary Davis for his outstanding volunteerism and effort improving the quality of town services/programs in the Planning Department, and to transfer from Free Cash the sum of \$500 to support this award.

ARTICLE 22 Proposed by the Selectmen

Voted: (Unanimously, on the consent calendar)

That the Town appropriate \$50,000 from the PEG Access and Cable Related Fund, previously established at the March 19, 2016 Town Meeting, Article 32, to support cable related purposes consistent with the franchise agreement between cable operators and the Town of Lincoln, including, but not limited to: (i) support of public, educational or governmental access cable television services; (ii) monitor compliance of the cable operator with the franchise agreement; or (iii) prepare for renewal of the franchise license.

ARTICLE 23 Proposed by the Cemetery Commission

Voted: (Unanimously, on the Consent Calendar)

That the Town appropriate and transfer \$5,000 from Cemetery Perpetual Care Account for Cemetery improvements, including tree pruning, including all costs incidental and related thereto.

ARTICLE 24 Proposed by the Water Commissioners

Voted: (Unanimously)

That the Town appropriate the following amounts (items A - M) as stated in the table below for the following purposes, including, in each instance, all costs incidental and related thereto:

	<b>Category</b>	<b>Description</b>	<b>Amount</b>	<b>Funding Source</b>
A	Mass DEP 2018 Sanitary Survey	Water Treatment Plant (WTP) SCADA add	\$32,000	Bonding

	regulatory compliance	redundant controlling computer		
B	Mass DEP 2018 Sanitary Survey regulatory compliance	Safe chemical Handling storage and ventilation upgrades	\$355,000	Bonding
C	Mass DEP 2018 Sanitary Survey regulatory compliance	Chemical handling and ventilation compliance at Tower Road Well/Bedford Road Tank	\$400,000	Bonding
D	Overdue maintenance / failure of aging equipment	Distribution system repairs (42 broken curb boxes, 6 gate valves, and 9 hydrants)	\$128,000	Bonding
E	To provide uninterrupted water service and communications	Emergency standby generator Tower Road Well	\$60,000	Bonding
F	Required by Mass DEP for ACO compliance	Engineering Assistance for chloramination at the WTP to comply with Admin. Compliance Order	\$30,000	Bonding
G	To provide uninterrupted water service and communications	Bedford Rd. Tank Generator	\$5,000	Bonding
	<b>Sub-Total from Borrowing:</b>			<b>\$1,010,000</b>

	Category	Description	Amount	Funding Source
H	Mass DEP 2018 Sanitary Survey regulatory compliance	Investigate groundwater under the influence of surface water per Mass DEP 2018 Sanitary Survey	\$20,000	Water Retained Earnings
I	Overdue maintenance	Office furniture	\$12,000	Water Retained Earnings
J	Upgrade equipment for	Telephone and radio	\$13,000	Water

	reliable communications	upgrades since current system works intermittently		Retained Earnings
K	Vehicle past its useful life Repair cost are now more than half the cost of a new vehicle	Vehicle replacement Truck #23 F350 truck with lift gate	\$62,000	Water Retained Earnings
L	Overdue maintenance and code compliance	Pump station interior electrical work to upgrade to code; repairing the entrance to all exterior doors; exterior lighting; replacing garage door; painting exterior trim of pump house and small building	\$20,000	Water Retained Earnings
M	Repair necessitated by damage caused by main break	Paving Bedford Road to repair damage caused by main break of aging water mains	\$28,000	Water Retained Earnings
	<b>Sub-Total from Water Retained Earnings:</b>			<b>\$155,000</b>
	<b>Grand Total Water Capital Projects:</b>			<b>\$1,165,000</b>

and to meet this appropriation, \$155,000 shall be transferred from Water Retained Earnings , and, the Treasurer, with the approval of the Selectmen, is authorized to borrow \$1,010,000 under the provisions of G.L. c.44 or any other enabling authority and to issue bonds or notes of the Town therefor; that such bonds or notes shall be general obligations of the Town unless the Treasurer with the approval of the Board of Selectmen determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C, as amended, it being the intent of the Town, however, in either such case that the entire principal of and interest on such bonds or notes shall be paid from water rates and/or surplus; that the Treasurer with the approval of the Board of Selectmen is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust established pursuant to Chapter 29C, as amended and in connection therewith to enter into a financing agreement and/or security agreement with the Trust

and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Board of Selectmen, Board of Water Commissioners or other appropriate local body or officials is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary or convenient to carry out the projects; and that any premium received upon the sale of any bonds or notes approved by this vote, and any prior vote authorizing debt, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Article 25 Proposed by the Water Department

Voted: (Unanimously on the Consent Calendar)

That the Town appropriate and transfer \$335,000 from the Water Enterprise Retained Earnings to support the FY19 budget, including all costs incidental and related thereto.

ARTICLE 26 Proposed by the Finance Committee

Voted: (Unanimously)

That the Town transfer from free cash the sum of \$4,151,500 to reduce the total amount to be raised by taxation pursuant to the votes previously taken under Article 8 of this Warrant, or any other article of this Warrant authorizing the appropriation of funds.

ARTICLE 27 Proposed by the Selectmen

Voted: (Unanimously) following the question being called and voted unanimously

That the Town vote to amend Articles II, III, IV, IX, X, XII, and XIII of the Bylaws of the deCordova and Dana Museum and Park to read in their entirety as follows, such amendments to take immediate effect upon delivery of written notice from The Trustees of Reservations formally accepting to be named as the sole Overseer of deCordova and Dana Museum and Park, with proposed deletions to the Bylaw language shown in ~~striketrough~~ text and additions shown in **bolded italic** text, provided further that the Board of Selectmen is hereby authorized to approve minor amendments to said bylaws, which amendments are within the scope of said bylaws, as may be made by the Attorney General or a court.

**ARTICLE I – Name and Seal**

The name of the Corporation shall be "deCordova and Dana Museum and Park." It shall have a corporate seal bearing the name of the Corporation

and such other device or inscription as the Board of Trustees may determine. The Board of Trustees may change the form of the seal and the inscription thereon at any time.

#### **ARTICLE II — Overseers**

The Overseers of the Corporation shall be ***The Trustees of Reservations, a Massachusetts charitable corporation established under Chapter 352 of the Acts of 1891, as a corporate entity*** (1) the original incorporators, (2) the Trustees for such period as they shall respectively hold office as such, ex officio, (3) the Selectmen of the Town of Lincoln, the members of the School Committee of the Town of Lincoln and the members of the Board of Library Trustees of the Town of Lincoln, for such period as they shall hold their respective offices, ex officio, and (4) such other persons as the Overseers above provided for may add from time to time by majority vote in any meeting duly called, notified and held for this purpose. Each Overseer added under (4) after May 1, 1994 shall serve for three years.

#### **ARTICLE III - Trustees and Officers**

The Board of Trustees of the Corporation shall consist of such numbers of persons not less than nine nor more than twenty-five as shall be fixed by the ~~Overseers~~ ***nine members***.

The officers of the Corporation shall consist of a President, one or more Vice Presidents, one of whom shall be designated as First Vice President, Treasurer and Clerk, and such other officers as may be elected by the Trustees. Officers shall be elected by the Board of Trustees at their first meeting held after the Annual Meeting of the Corporation, to serve for one year. The President, all Vice Presidents, Treasurer and Clerk shall be members of the Board. In the event of any vacancy in the office of President, Vice President, Treasurer or Clerk, the Board shall at its next meeting elect a successor for the unexpired term. Officers shall hold office until their successors are elected or appointed and qualify. Two or more offices may be held by the same person.

#### **ARTICLE IV - Election of Trustees**

*The Trustees shall consist of the following:*

- ~~Four registered voters of the Town of Lincoln, who shall be elected by the registered voters of the Town of Lincoln at the time elections for Town offices are held to serve for a term of four years and until their respective successors are elected, the terms to be staggered so that the term of one such Trustee will expire each year. A vacancy in these Trustees shall be filled by the appointment by the Selectmen of the Town of Lincoln of an eligible person to serve the unexpired term.~~
- Three registered voters of the Town of Lincoln ***will be elected by the Board of Trustees***, one to be appointed by each of the Selectmen, School Committee, and Board of Library Trustees of the Town of Lincoln ~~at the time elections for Town offices are held, to serve for a term of three years and until their respective successors are elected, the terms to be staggered so that the term of one such Trustee will expire each year. A~~

vacancy in these Trustees shall be filled by the ~~appointment by the board or committee which made the original~~ **Board of Trustees by the** appointment of an eligible person to serve for the unexpired term.

- Such additional persons as shall be elected by the Overseers at the annual or any special meeting of the Overseers, ~~provided that a majority of the Trustees shall always be residents of the Town of Lincoln, and persons so elected shall serve for a term not exceeding three years as fixed by the members and until their respective successors are elected. A vacancy in these Trustees shall be filled by the election by the Board of Trustees~~ **Overseers** of an eligible person to serve for an unexpired term. ~~There shall be a Nominating Committee of the Board of Trustees, consisting of three to five Trustees appointed by the President, which committee shall nominate candidates for Trusteeship positions under this subsection and shall report such nominations to the Overseers in writing. The Overseers may also accept nominations from other sources.~~

#### **ARTICLE V - President and Vice Presidents**

- The President shall be the Chief Executive Officer of the Corporation, shall preside at all meetings of the Board of Trustees and of the Overseers, and shall be an ex officio member of all committees of the Board. He or she shall have such other powers and duties as may be prescribed by the Bylaws, as are usually incident to this office, and may from time to time be designated by the Board of Trustees.
- In the absence of the President, his or her duties shall be performed by the First Vice President. Each Vice President shall have such other powers and duties as may be prescribed by these Bylaws and as may, from time to time, be assigned to them by the Board of Trustees.

#### **ARTICLE VI — Director**

The Director shall be the Chief Administrative Officer of the Corporation. He or she shall, subject to the control of the Board of Trustees, have general charge and overall management of the affairs of the Corporation and of all the operations thereof, and shall implement all policies established by the Board of Trustees. He or she shall have such other powers and duties as may from time to time be assigned to him or her by the Board of Trustees.

#### **ARTICLE VII - Treasurer and Assistant Treasurers**

The Treasurer shall, subject to the control of the Board of Trustees, have the custody of all funds, books or accounts, deeds, contracts, papers and securities of the Corporation, except his bond, if any shall be required. He shall make all collections and disbursements and endorse on behalf of the Corporation, for collection, checks, drafts, notes and other obligations, and shall deposit the same to the credit of the Corporation in such bank or banks or other depositories as the Board of Trustees may designate. He shall have authority to sign all receipts and vouchers for payments made to the Corporation. He may, unless otherwise ordered by the Board of Trustees, sign all checks made by the Corporation, and shall pay out and disburse the funds

of the Corporation under the direction of the Board of Trustees. He may, unless otherwise ordered by the Board of Trustees, execute all bills of exchange, notes, contracts and other obligations of the Corporation, and shall, subject to the control of the Board of Trustees, have general charge of the financial operations of the Corporation, including the borrowing and receipt and disbursement of moneys.

The Treasurer shall enter or cause to be entered regularly in books belonging to the Corporation a full and accurate account of all moneys received and paid and all business transacted by the Corporation.

The Treasurer shall perform such other acts as shall be incidental to the position of Treasurer as prescribed by the Bylaws, or as he shall be directed to perform by the Board of Trustees. In his absence, his duties shall be performed by such officer as may be designated by the Board of Trustees.

Any Assistant Treasurer shall have such powers and shall perform such duties as may be prescribed by law or by these Bylaws, or as may from time to time be assigned to him by the Board of Trustees.

#### **ARTICLE VIII — Clerk**

The Clerk shall record all votes of the Overseers and Trustees in a book or books to be kept therefore and shall perform his duties incident to his office and prescribed by law or by these Bylaws. In his absence or disability a Clerk Pro Tempore shall perform such other duties as may from time to time be prescribed by the Board of Trustees.

#### **ARTICLE IX - Powers of Trustees**

The Board of Trustees shall have the entire management and control of all the property and business affairs of the Corporation, and for that purpose they shall have and exercise all the powers of the Corporation which are not reserved to the Overseers by vote of the Overseers by the Agreement of Association, or Articles of Organization or amendments thereof, by these Bylaws or by the laws of the Commonwealth.

Without in any way restricting the foregoing general powers and authority, the Board of Trustees shall have full power with respect to the following matters:

- To purchase, lease, or otherwise acquire, and to sell, lease, mortgage, pledge, or otherwise deal in and with any and all personal property, and to enter into any and all contracts and agreements, which in their judgment, may be beneficial to the purposes of the Corporation.
- To adopt such rules and regulations for the conduct of their meetings and the management of the affairs of the Corporation as they may deem proper, and to appoint such standing or special committees as they may from time to time deem best and to fix their powers and duties.
- To require that checks, notes, bills of exchange, contracts and any or all documents be executed by such officer or officers, either with or

without countersignature, as the Board from time to time may deem best.

- To accept resignations of Trustees and officers, ~~and in case of any vacancy in any office through death, resignation, disqualification, failure to elect or qualify, or any other cause whatsoever, to fill such vacancy for the unexpired portion of the term and until the election and qualification of a successor,~~ but, until a vacancy in the Board of Trustees is filled the remaining Trustees shall constitute the full Board.
- To prescribe the duties, fix the salaries, and limit the authority of all officers of the Corporation in any way they may deem advisable not contrary to law or these Bylaws.
- To accept, receive, manage and administer in the name of the Corporation any property given in trust or otherwise which, in the judgment of the Trustees, will further the purposes of the Corporation.
- To require a bond from the Treasurer for the faithful performance of his duties in such amount and with such sureties as they may deem advisable.

#### **ARTICLE X - Meetings of Members**

The regular Annual Meeting of the Overseers shall be held in ~~May~~**March** at such time and place within the Commonwealth as may be stated in the notice of the meeting. Special meetings of Overseers may be called by the President or by a majority of the Overseers shall be held in the Commonwealth of Massachusetts. A written notice stating the place, day and hour of the meeting shall be given by the Clerk at least ten (10) days before the meeting to each of the Overseers by leaving such notice with him or at his residence or usual place of business or by mailing it, postage prepaid and addressed to such Overseer at his address as it appears upon the books of the Corporation, but any meeting at which all Overseers then entitled to vote are present, either in person or by proxy, or of which all such Overseers not present in person or by proxy have waived notice in writing, shall be as valid as if called as herein provided.

At all meetings of Overseers, each Overseer shall be entitled to cast one vote either by himself or his duly appointed attorney or proxy.

All proxies shall be in writing and filed with the Clerk before being voted.

No proxy shall be valid if dated more than six (6) months prior to the meeting at which it is used.

No business, except to organize and adjourn to a specified time or sine die, shall be transacted at any meeting of the Overseers, unless there are present in person or by attorney or by proxy persons representing at least a majority of the Members. A majority of the Overseers shall constitute a quorum.

#### **ARTICLE XI - Trustees' Meetings**

Regular meetings of the Board of Trustees shall be held at such time and place as the Board may by vote from time to time determine and no

notice of any such regular meetings or adjournment thereof shall be required.

Special meetings of the Board of Trustees may be held at the call of the President, Treasurer, or any three Trustees pursuant to a written or printed notice thereof signed by them or by the Clerk, and sent by mail to each Trustee at his last known place of business or residence one (1) day previous to the meeting, or given to him personally in time for him to attend. A majority of the whole number of Trustees then in office shall constitute a quorum, and a quorum being present, all matters acted upon shall be decided in accordance with a majority of the votes cast, except as otherwise provided by the Agreement of Association, by these Bylaws or by the laws of the Commonwealth. Any meeting of the Trustees, at which all the Trustees are present, shall be a legal meeting as though called as herein provided, and any Trustee may waive notice of any meeting in writing, either before or after the meeting.

Any meeting, the records of which are approved in writing by all of the Trustees, shall be a valid meeting, whether a quorum was present or not. Meetings of the Trustees and of the Committees appointed by them may be held outside as well as inside the Commonwealth of Massachusetts.

#### **ARTICLE XII - Fiscal Year**

The fiscal year of the Corporation shall begin on ~~July 1~~**April 1** and end on ~~June 30~~**March 31** in each year except as the same may be otherwise fixed by the Board of Trustees.

#### **ARTICLE XIII — Reports**

An annual report containing a full and comprehensive statement of the activities of the Corporation, and including a financial statement of receipts and disbursements, shall be prepared **and audited** as soon as practical after the close of each calendar year and shall be made available to the Selectmen of the Town of Lincoln ~~for printing in the annual Town Report.~~ The books and accounts of the Corporation shall be submitted annually to the Director of Accounts of the Department of Corporations and Taxation, or to such other State department or office as may from time to time have jurisdiction or authority to audit the accounts of towns, for audit and report to the Selectmen of the Town of Lincoln. ~~In the event that said Director or Department or Office shall have no jurisdiction or authority, or shall decline, to conduct such audit, the books and accounts of the Corporation shall be submitted annually to a certified public accountant, or firm of such accountants, selected and employed by the Selectmen of the Town of Lincoln, for audit and report to said Selectmen. The Corporation shall pay to such Director, Department, or Office, or to the Town of Lincoln, as the case may be, the cost of such annual audit and report.~~

#### **ARTICLE XIV — Amendments**

Adopted at a meeting of the incorporators December 2, 1948; amended at the 1982, 1984, 1987, 1990, and 1996 Lincoln Town Meetings.

These Bylaws may be amended by majority vote at any meeting of the Overseers duly called and held, provided, however:

1. That the nature of the proposed amendment shall be stated in the call for such meeting
2. That no amendment shall take effect unless and until authorized or approved by the Inhabitants of the Town by a majority vote at a Town Meeting duly called and held, the warrant for which contains an article setting forth the nature of the proposed amendment
3. That, unless and until authorized by a court of competent jurisdiction, no amendment shall be effective which would be inconsistent with the terms of said De Cordova deed, will or codicil as the same may have been or from time to time may be interpreted, or as derivations from the same may be permitted, by such a court.

ARTICLE 28 Proposed by the Planning Board

Voted: (Approved by the required 2/3 as declared by the Moderator)

That the Town vote to amend the Zoning By-Law, Section 13.6 as follows, with proposed deletions to the bylaw language shown in ~~strike through~~ text and additions shown in **bolded italic** text.

13.6 Solar Energy Systems.

13.6.1 Purpose The purpose of this Solar Energy System By-Law is to encourage investment in Solar Energy Systems in the Town of Lincoln, while providing guidelines for the installation of those systems that are consistent with the character of the Town and are necessary to protect the public health, safety and general welfare.

13.6.2 Definitions

***Solar Energy System – A device or structural design feature, a substantial purpose of which is to provide for the collection, storage, and distribution of solar energy for space heating or cooling, for electrical power generation, or for water heating.***

***Roof-Mounted Solar Energy System – A Solar Energy System that is comprised of Solar Collector Panels, including frames, supports and mounting hardware that is installed on the roof of a building.***

Building-Integrated Solar Energy System - A Solar Energy System that is an integral part of a principal or accessory building replacing or substituting for

an architectural or structural component of the building. Building-Integrated Solar Energy Systems include but are not limited to Photovoltaic, hot air, or hot water solar systems that are contained within roofing materials, walls, windows, or skylights.

Photovoltaic (PV) - The technology that uses a semiconductor material to convert light directly into electricity.

Solar Collector Panel -Any part of a Solar Energy System that absorbs solar energy for use in the system's energy transformation process. The Solar Collector Panel does not include frames, supports, or mounting hardware.

***Solar Energy Storage System – A device that reserves energy for later consumption that is charged by a connected Solar Energy System. Any such storage system shall be considered part of the Solar Energy System.***

***Canopy/Carport Solar Photovoltaic System – A free standing Solar Energy System where the Solar Collector Panels are designed to be the roof, and span to structural supports and which maintains the function of a parking surface or pedestrian walkway beneath the canopy.***

~~Solar Energy System—A device or structural design feature, a substantial purpose of which is to provide for the collection, storage, and distribution of solar energy for space heating or cooling, electrical generation, or water heating.~~

### 13.6.3 General Standards

- ~~(a) A Solar Energy System shall provide power for the principal use and /or accessory use of the property on which the Solar Energy System is located and shall not be used for the generation of power for the sale of energy to other users, although this provision shall not prohibit the sale of excess power generated to the local utility company.~~

**(a) Solar Energy Systems may provide energy either (1) for consumption on site for the purpose of defraying the cost of electricity purchased for consumption on site; or (2) for the sale of electricity to the local utility company, with benefits provided either through payments directly from the utility, from a third-party owner/provider of the Solar Energy System, or through the purchase of electricity at reduced prices from the owner/provider of the Solar energy System, or some combination of the above..**

~~(b) Whenever practical, all Solar Energy Systems shall be installed on an existing dwelling or building. All other systems shall require site plan review under Section 17.7.~~

**(b) Solar Energy Systems other than compliant Building-Integrated Solar Energy Systems and compliant Roof-Mounted Solar Energy Systems on existing structures shall be subject to site plan review under Section 17.7. As a condition of site plan approval, the Board may require a bond or other surety to assure appropriate decommissioning of the installation or other measures to protect public safety.**

**(c)** A Solar Energy System shall not be used to display advertising, including but not limited to signage.

**(d)** Solar Energy Systems shall be placed and arranged such that reflected solar glare shall not be directed onto adjacent buildings, properties or roadways.

**(e)** Appurtenant electric, piping, wiring or equipment for Solar Energy Systems shall be allowed to extend beyond the perimeter of the building on a side or rear yard exposure.

13.6.4 Design Standards in Residential Districts, ***excluding properties used for municipal purposes.***

(a) Building-Mounted Solar Energy Systems

Building-mounted Solar Energy Systems of ***any size*** are permitted in the following locations:

i. On the roofs of principal and accessory structures, and/or

- ii. On side and rear building facades

~~The Planning Board may waive strict compliance and allow a building mounted Solar Energy System and/or appurtenant electric, piping, wiring or equipment for such Solar Energy System on the front façade of the building where it determines such action to be consistent with the purpose and intent of the zoning bylaw and otherwise in the public interest.~~

- iii. Building-Integrated Solar Energy Systems **of any size** are also permitted on front or corner building facades

All Solar Energy System appurtenances such as, but not limited to, plumbing, water tanks, mounting structures, and support equipment shall be screened to the maximum extent possible without compromising the effectiveness of the Solar Collector Panels.

- (b) Roof-Mounted Solar Energy Systems

All roof-mounted Solar Collector Panels on a sloped roof will be subject to the following height limitations:

- i. The top surface of any Solar Collector Panel mounted on a ~~south-facing~~ sloped roof shall not exceed 12 inches above the adjacent finished roof surface **and shall not extend above the adjacent ridge line.**
  - ~~ii. The top surface of any Solar Collector Panel mounted on a north-, east-, or west-facing sloped roof shall not exceed 24 inches above the adjacent finished roof surface~~
- ii. The top most point of any Solar Collector Panel mounted on a flat roof (1/2 inch or less per foot slope) shall not exceed 30 inches above the adjacent finished roof surface on flat roofs ~~with or without~~

~~parapets~~ **or extend above any adjacent parapets.**

~~The Planning Board may waive strict compliance of these height limitations and allow a roof-mounted solar energy system to exceed such height limitations where it determines such action to be consistent with the purpose and intent of the zoning bylaw and otherwise in the public interest.~~

~~The Planning Board may waive strict compliance and allow appurtenant electric, piping, wiring or equipment for roof-mounted Solar Energy Systems on the front façade of the building where it determines such action to be consistent with the purpose and intent of the zoning bylaw and otherwise in the public interest.~~

(i) **Ground-Mounted Solar Energy Systems *and Canopy/Carport Solar Energy Systems***

Ground mounted Solar Energy Systems ***and Canopy/Carport Solar Energy Systems*** shall be treated as an accessory structures and ***shall*** require site plan review under Section 17.7.

***Where a property includes a Ground Mounted and/or Canopy/Carport Solar Energy System, the onsite capacity of all Solar Systems on the property shall not exceed 125% of the annual energy consumption of the property.***

Ground-mounted Solar Energy Systems shall comply with all minimum setback requirements. Ground-mounted Solar Energy Systems shall not be located within the front yard, defined as the area between the front façade of the dwelling extended to the side property lines and extending to the street line (corner lots have two (2) front facades).

Ground- or pole-mounted Solar Energy Systems shall not exceed the maximum height of twelve feet. ***as measured from the ground to the top of the solar panels when at maximum vertical tilt.***

~~The Planning Board may waive strict compliance and allow a ground- or pole-mounted Solar Energy System to exceed such height limitation where it determines such action to be consistent with the purpose and intent of the zoning bylaw and otherwise in the public interest.~~

***Canopy/Carport Solar Energy Systems shall not exceed the maximum height of seventeen feet, where justified, as measured from the ground to the top of the solar panels when at maximum vertical tilt.***

~~The Planning Board may waive strict compliance and allow a ground-mounted Solar Energy System to be located within the front yard where it determines such action to be consistent with the purpose and intent of the zoning bylaw and otherwise in the public interest.~~

13.6.5 Design Standards in Non-Residential Districts ***and for Municipal Properties in All Zoning Districts.***

(a) Building-Mounted Solar Energy Systems

Building-mounted Solar Energy Systems ***of any size*** are permitted in the following locations:

- i. On the roofs of principal and accessory structures, and/or
- ii. On side and rear building facades

~~The Planning Board may waive strict compliance and allow a building-mounted Solar Energy System and/or appurtenant electric, piping, wiring or equipment for such Solar Energy System on the front façade of the building where it determines such action to be consistent with the purpose and intent of the zoning bylaw and otherwise in the public interest.~~

- iii. In addition, Building-Integrated Solar Energy Systems ***of any size*** are permitted on front or corner building facades

All Solar Energy System appurtenances such as,

but not limited to, plumbing, water tanks, mounting structures, and support equipment shall be screened to the maximum extent possible without compromising the effectiveness of the Solar Collector Panels.

(b) Roof-Mounted Solar Energy Systems

All roof-mounted Solar Collector Panels on a sloped roof will be subject to the following height limitations:

- iii. The top surface of any Solar Collector Panel mounted on a ~~south-facing~~ sloped roof shall not exceed 12 inches above the adjacent finished roof surface **and shall not extend above the adjacent ridge line.**
  - iv. ~~The top surface of any Solar Collector Panel mounted on a north-, east-, or west-facing sloped roof shall not exceed 24 inches above the adjacent finished roof surface~~
- iii. The top most point of any Solar Collector Panel mounted on a flat roof (1/2 inch or less per foot slope) shall not exceed 30 inches above the adjacent finished roof surface on flat roofs ~~with or without parapets~~ **or extend above any adjacent parapets.**

~~The Planning Board may waive strict compliance of these height limitations and allow roof-mounted Solar Energy Systems to exceed such height limitations where it determines such action to be consistent with the purpose and intent of the zoning bylaw and otherwise in the public interest.~~

~~The Planning Board may waive strict compliance and allow appurtenant electric, piping, wiring or equipment for roof-mounted Solar Energy Systems on the front façade of the building where it determines such action to be consistent with the purpose and intent of the zoning bylaw and~~

~~otherwise in the public interest.~~

(c) **Ground-Mounted Solar Energy Systems and Canopy/Carport Solar Energy Systems.**

Ground-mounted Solar Energy Systems **and Canopy/Carport Solar Energy Systems** shall be treated as an accessory structures and **shall** require site plan review under Sections 17.1-17.6.

Ground-mounted Solar Energy Systems shall comply with all minimum setback requirements. Ground-mounted Solar Energy Systems shall not be located within the front yard, defined as the area between the front façade of the main building (or structure) extended to the side property lines and extending to the street line (corner lots have two (2) front facades).

~~The Planning Board may waive strict compliance and allow a ground-mounted Solar Energy System to be located within the front yard where it determines such action to be consistent with the purpose and intent of the zoning bylaw and otherwise in the public interest.~~

A ground- or pole-mounted Solar Energy System shall not exceed the maximum height of twelve feet **as measured from the ground to the top of the solar panel when at maximum vertical tilt.** ~~The Planning Board may waive strict compliance of this height limitation and exceed such height limitation where it determines such action to be consistent with the purpose and intent of the zoning bylaw and otherwise in the public interest.~~

***A Canopy/Carport Solar Energy System shall not exceed the maximum height of seventeen feet, as measured from the ground to the top of the solar panel when at maximum vertical tilt.***

### **13.6.6 Planning Board Waivers**

***The Planning Board may waive strict compliance with any requirement contained in Sections 13.6.3,***

**13.6.4, and 13.6.5 where it determines such action to be consistent with the purpose and intent of the Zoning Bylaw and otherwise in the public interest.**

ARTICLE 29 Proposed by the Planning Board

Voted: (Unanimously)

That the Town vote to amend the Zoning By-Law, Section 4.1(c) as follows, with proposed deletions to the bylaw language shown in ~~striketrough~~ text and additions shown in ***bolded italic*** text.

- (d) A non-conforming lot which is hereafter decreased in size loses its non-conforming protection under **Section 4.5, except when such lot is or has been altered by a taking, acquisition by, or donation to the Town or other governmental entity for a public purpose.** A non-conforming lot which is hereafter increased in size may retain its non-conforming nature, provided that the Board of Appeals issues a special permit in accordance with **Section 20** hereof, permitting the area, frontage, width, yard and depth requirements to be those to which the lot was entitled immediately prior to such increase in size, including its determination that permitting such requirements will not be detrimental to the public safety and welfare and will be in harmony with the general purpose and intent of the By-law.

ARTICLE 30 Proposed by the Planning Board

That the Town will vote to establish a Parking Benefit District, pursuant to G.L., c. 40, s. 22A1/2 and create a special fund which would allow a portion of the monies collected from commuter parking fees to be used for improvements at Lincoln Station; or take any other action relative thereto.

Voted: (Unanimously)

That the Town pass over this article

ARTICLE 31 Proposed by the Historic District Commission/FOMA

Voted: (Unanimously)

That the Town vote to add two properties to the existing Town of Lincoln Brown's Wood Historic District under Section 1.2 of Article XXV (Brown's Wood Historic District) of the Town of Lincoln General By-Laws, the locations and boundaries of which proposed additions are shown on plans on file with the Lincoln Town Clerk and to be filed with the Massachusetts Historical Commission and to be recorded with the Middlesex South Registry of Deeds. (Map/Parcel Nos. 181-13-0; 181-10-0).

ARTICLE 32 Proposed by the Lincoln Historic Commission

Voted: (Unanimously)

That the Town vote to amend the language of Section 2.3 (Definition of Demolition) of Article XXI (Demolition of Significant Buildings or Structures) of the Town of Lincoln General By-Laws as follows, with proposed deletions to the bylaw language shown in ~~strikethrough~~ text and additions shown in ***bolded italic*** text.

**2.3 Demolition:** any act of pulling down, destroying, removing, burning by arson, dismantling, or razing a building or structure, or any substantial portion thereof, ***or of encasing a substantial portion of a building or structure within another building or structure,*** or commencing the work of total or substantial destruction with the intent of completion of the same. Substantial portion is defined as twenty-five percent (25%) of the volume of the building or structure, or twenty-five percent (25%) of the roof structure. ***Nothing in this definition shall be construed to prevent the ordinary maintenance, repair, or replacement of any exterior materials of a building or structure notwithstanding the fact that the work would otherwise affect a substantial portion of the building or structure.***

ARTICLE 33 Proposed by the Conservation Commission

Voted: Majority

That the Town vote to amend its General Bylaw, by adding a new Section (Article XI, Section 19) titled "Leaf Blowers," for the purpose of limiting the use of leaf blowers to certain seasons and certain hours of the day as follows:

**A. Definition**

"Leaf blower" means any motorized device whose primary function is to use blowing air to move leaves, dirt, dust, sand, grass clippings, or any other type of litter or debris.

**B. Usage Based on Time of Year**

1. Electric and battery-powered leaf blowers may be used all year, subject to the Time of Day limitations specified in section C.
2. Gas-powered leaf blowers may be used only from October 1 through December 20 and from March 20 through May 31, subject to the Time of Day limitations specified in section C.

**C. Usage Based on Time of Day; Allowed Users**

During the times of year when leaf blowers may be used, as specified in Section B, leaf blowers may be used only during these hours:

1. Mondays through Fridays from 7AM to 6PM; all users
2. Saturdays from 9AM to 5PM; all users
3. Sundays and legal holidays from 9AM to 5PM; only residents of the property on which the leaf blower is used.

**D. Exclusions**

1. Gas-powered leaf blowers may be used in any season for public safety and emergency situations.
2. The Building Inspector may grant one-day exemptions from this By-law for the use of gas-powered leaf blowers for special situations, but not for ongoing routine maintenance. Applications for these exemptions must be applied for in writing to the Building Inspector.

**E. Enforcement and Fines**

For any violation of this By-law after October 1, 2019, the Lincoln Police or the Lincoln Building Inspector shall have the authority, after a complaint from an identified person or upon the officer's or inspector's own observation, to issue a warning upon the first violation, and a fine of \$100 for each subsequent violation. Warnings and fines shall be issued to the property owner. Each day on which there is a violation will constitute a separate violation.

**F. Effective Date**

The provisions of this By-law shall be effective starting on the date it is approved by the Attorney General or on May 15, 2019, whichever is later.

ARTICLE 34 Proposed by Citizens Petition

Voted: Majority -moved as amended, the provisional docket number has been amended to Bill # H2776

That the Town vote to adopt a citizen sponsored Resolution in Support of Changing the State Flag and Seal of Massachusetts as follows:

Whereas the history of the State of Massachusetts is replete with instances of conflict between the European Colonists and the Native Nations of the region, who first extended the hand of friendship to the Colonists on their shores in 1620, and helped them to survive starvation during the settlers' first winters on their land;

Whereas members of the Native Nation for whom the State of Massachusetts is named were ambushed and killed by Myles Standish, first commander of the Plymouth Colony, in April of 1623, barely two years after the Pilgrims arrived on their shores;

Whereas the naked Colonial broadsword brandished above the head of the Native man on the Massachusetts State Flag and Seal is modeled over Myles Standish's own broadsword, borrowed from the Pilgrim Hall in Plymouth by the illustrator Edmund Garrett in 1884;

Whereas the belt binding the Native's cloak on the Flag and Seal is modeled after a belt worn by Metacomet, known to the English as King Philip, who was among the Wampanoag leaders who resorted to a mutually destructive

war in 1675-76 in defense of Native lands against Euro-Colonial encroachment;

Whereas the proportions of the body of the Native man in the Flag and Seal were taken from a Native skeleton kept in Winthrop, the bow modeled after a bow taken from a Native man shot and killed by a colonist in Sudbury in 1665, and his features taken from a photograph of an Ojibwe chief from Great Falls, Montana, considered by the illustrator to be a "fine specimen of an Indian," though not from Massachusetts;

Whereas the history of relations between Massachusetts since Colonial times and the Native Nations who continue to live within its borders includes the forced internment of thousands of so-called "praying Indians" on Deer Island, in Boston Harbor, where they died by the hundreds of exposure in 1675, their subsequent enslavement in Boston, Bermuda, and the Caribbean Islands, the offering of 40 pounds sterling as bounty for the scalps of Native men, women and children in Massachusetts beginning in 1686, increased to 100 pounds sterling for the scalps of Native adult males by 1722, half that amount for Native women and children;

Whereas Native Nations within the boundaries of Massachusetts were kept in a state of serfdom, and their members legally considered incompetent wards of the state until the nonviolent action of the so-called Mashpee Rebellion of 1833 led to the granting of Native self-rule by the Massachusetts legislature in 1834, as if the sovereign right of Native self-government was the Massachusetts legislature's to confer;

Whereas Native Americans were legally prohibited from even stepping foot into Boston from 1675 until 2004, when that law was finally repealed;

Whereas the 400<sup>th</sup> anniversary of the landing of the Euro-Colonists at Ply mouth Plantation, which gave rise to the long chain of genocidal wars and deliberate policies of cultural destruction against Native Nations of this continent, is approaching in the year 2020, affording every citizen of the Commonwealth a chance to reflect upon this history and come to a new awareness of a better relationship between the descendants of the Euro-Colonial immigrants and the Native Nations of the Commonwealth;

And whereas Native Americans have long suffered the many abuses of racism, the appropriation of their symbols for public schools and sports teams, the diminution and pollution of their ancestral lands and the encroachment of their cultural lifeways;

Now, therefore, **BE IT RESOLVED** that the Town Meeting of Lincoln hereby adopt this resolution in support of HD.2968 and SD.1 495, a Resolve Providing for the creation of a Special Commission relative to the Seal and Motto of the

Commonwealth," and request that Senator Michael Barrett, and Representative Thomas Stanley, both representing Lincoln, co-sponsor, support and vote for the aforementioned Resolve (HD.2968 and SD.149 5) in the General Court, and that the Joint Committee on State Administration and Regulatory Oversight, after holding a public hearing on the Resolve report it out favorably, and if the legislation shall pass that the governor shall sign it and work with members of the General Court to ensure its enactment.

*Sincere tribute was paid over the course of the day to various longstanding volunteers and staff, especially Tim Higgins Town Administrator and Colleen Wilkins for their many years of continued service. The Moderator offered gratitude for the participants in the day's activities and the many voices and many generations who shared in its making.*

A motion to dissolve the 2019 Annual town Meeting carried by acclamation at 3:51 pm.

Respectfully submitted,

Valerie Fox, Town Clerk

**Annual Town Election  
March 25, 2019**

In accordance with Article One of the Warrant for the Annual Town Meeting, the polls were declared open at 7:30 a.m. by Interim Town Clerk, Valerie Fox; Deputy Town Clerk, Barbara Rhines; and Assistant Town Clerk, Susan Francis. Deputy Wardens Sarah Chester and Judy Fox assisted Ms. Fox throughout the day. The polls were declared closed at 8:00 p.m. and the results were as follows:

<b>March 25, 2019</b>			
OFFICIAL RESULTS			
<b>Ballots cast:</b>	430		
<b>Registered Voters:</b>	4697		
<b>Turnout:</b>			<b>9.15 %</b>
<b>Offices and Candidates</b>	<b>Prec. 1</b>	<b>Prec. 2</b>	<b>Total</b>
<b>Board of Selectmen 1 for 3 yrs</b>			
<b>James Craig</b>	235	127	362
<b>WRITE-IN</b>	4	1	5
<b>BLANK</b>	37	26	63
<b>Board of Assessors 1 for 3 yrs</b>			
<b>Laura Carter Sander</b>	228	124	352
<b>WRITE-IN</b>	1	0	1
<b>BLANK</b>	47	30	77
<b>Board of Health 1 for 3 yrs</b>			
<b>Steven Kanner</b>	214	122	336
<b>WRITE-IN</b>	3	0	3
<b>BLANK</b>	59	32	91
<b>Cemetery Comm. 1 for 3 yrs</b>			
<b>Conrad H. Todd</b>	231	130	361
<b>WRITE-IN</b>	1	0	1
<b>BLANK</b>	44	24	68
<b>Comm of Trust Funds 1 for 3 yrs</b>			
<b>Douglas B. Harding</b>	225	126	351

<b>WRITE-IN</b>	1	0	1
<b>BLANK</b>	50	28	78
<b>Trustee DeCordova 1 for 4 yrs</b>			
Linda Hammett Ory	235	127	362
<b>WRITE-IN</b>	0	0	0
<b>BLANK</b>	41	27	68
<b>Housing Comm. 1 for 3 yrs</b>			
Keith Gilbert	233	125	358
<b>WRITE-IN</b>	0	0	0
<b>BLANK</b>	43	29	72
<b>LSRHS 2 for 3 yrs</b>			
Kevin Matthews	180	100	280
Cara Endyke-Doran	192	107	299
<b>WRITE-IN</b>	1	0	1
<b>BLANK</b>	179	101	280
<b>LSRHS 1 for 1 year</b>			
Candace Marie Miller	195	109	304
Write In	2	0	2
Blank	79	45	124
<b>Parks and Rec. 1 for 3 yrs</b>			
Anita Spieth	218	113	331
<b>WRITE-IN</b>	1	1	2
<b>BLANK</b>	57	40	97
<b>Planning Board 2 for 3 yrs</b>			
Steve Gladstone	208	117	325
Setha Olson	209	108	317
<b>WRITE-IN</b>	0	0	0
<b>BLANK</b>	135	83	218
<b>School Committee 1 for 3 yrs</b>			
Trintje Gnazzo	222	115	337
<b>WRITE-IN</b>	2	0	2
<b>BLANK</b>	52	39	91
<b>School Committee 1 for 2 yrs</b>			
Susan Hands Taylor	224	127	351
<b>WRITE-IN</b>	4	0	4
<b>BLANK</b>	48	27	75

<b>School Committee 1 for 1 yrs</b>			
Adam Hogue	219	115	334
WRITE-IN	2	2	4
BLANK	55	37	92
<b>Town Clerk</b>			
Valerie Fox	259	144	403
WRITE-IN	0	0	0
BLANK	17	10	27
<b>Trustees of Bemis 1 for 3 yrs</b>			
Sara Mattes	225	126	351
WRITE-IN	2	1	3
BLANK	49	27	76
<b>Trustee of Lincoln Library</b>			
Dennis Picker	227	125	352
WRITE-IN	2	0	2
BLANK	47	29	76
<b>Water Commissioner 1 for 3 yrs</b>			
Heather Ring	223	123	346
WRITE-IN	0	0	0
BLANK	53	31	84
<b>Question 1 Marijuana Ban</b>			
Yes	181	99	280
No	77	49	126
BLANK	18	6	24
<b>TOTAL VOTES CAST</b>			<b>430</b>

## SPECIAL TOWN MEETING

Saturday, November 2, 2019

*Pursuant to a Warrant duly served, the Meeting was called to order in the Donaldson Auditorium on November 2, 2019, by the Moderator, Sarah Cannon Holden, at 9:01 a.m., and a quorum being present, the following business was transacted:*

### Article 1 Proposed by the Water Commissioners

**Voted: Two Thirds Majority**

That the Town appropriate the following amounts (items A - G) as stated in the table below for the following purposes, including, in each instance, all costs incidental and related thereto:

	Category	Description	Amount	Funding Source
A	Filter bank maintenance platform/catwalk	Structure to enable safe maintenance of filters – OSHA required. Original appropriation was inadequate.	\$125,000	Bonding
B	Complete replacement of water treatment plant filter banks	Filters have reached the end of their useful life.	\$364,000	Bonding
C	Chemical handling and ventilation system replacements at Treatment Plant and at Tower Road well	Revised cost estimates are higher than amounts appropriated by Town Meeting in March of 2019, reflecting expanded project scope which includes installation of a chlorination system at the Tower Road well.	\$148,000	Bonding
D	Treatment Plant coagulation treatment	Pilot testing, demonstration study, design, permitting and construction of coagulation pretreatment system to reduce organics to achieve regulatory compliance.	\$330,000	Bonding
	<b>Sub-Total from Borrowing</b>			<b>\$967,000</b>

	<b>Category</b>	<b>Description</b>	<b>Amount</b>	<b>Funding Source</b>
E	Tower Road well – chemical release remediation costs	Costs associated with containing and remediating a release of potassium hydroxide at the Tower Road well, including costs associated with complying with the Massachusetts Department of Environmental Protection’s (DEP) Order.	\$100,000	Water Retained Earnings
F	Treatment plant filter maintenance	Costs associated with cleaning and maintaining, and making other temporary improvements to the treatment plant filter system, pending the full replacement of the filters as proposed under line-item B above.	\$180,000	Water Retained Earnings
G	Contract Treatment Plant Operator	Costs associated with hiring an independent contractor to provide part-time Treatment Plant staffing support pending the hiring of licensed, full-time staff, pursuant to the regulations of the Massachusetts Department of Environmental Protection (DEP).	\$60,000	Water Retained Earnings
	<b>Sub-Total from Water Retained Earnings</b>			<b>\$340,000</b>
	<b>Total Proposed Water Appropriations</b>			<b>\$1,307,000</b>

and to meet this appropriation, \$340,000 shall be transferred from Water Retained Earnings , and, the Treasurer, with the approval of the Selectmen, is authorized to borrow \$967,000 under the provisions of G.L. c.44 or any other enabling authority and to issue bonds or notes of the Town therefor; that such bonds or notes shall be general obligations of the Town unless the Treasurer with the approval of the Board of Selectmen determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C, as amended, it being the intent of the Town, however, in either such case that the entire principal of and interest on such bonds or notes shall be paid from water rates and/or surplus; that the Treasurer with the approval of the Board of Selectmen is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust established pursuant to Chapter 29C, as amended and in connection therewith to enter into a financing agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Board of Selectmen, Board of Water Commissioners or other appropriate local body or officials is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary or convenient to carry out the projects; and that any premium received upon the sale of any bonds or notes approved by this vote, and any prior vote authorizing debt, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

A motion to dissolve the meeting was seconded and approved.  
Respectfully submitted,

Valerie Fox  
Town Clerk

**Town of Lincoln, Massachusetts**  
**Combined Balance Sheet - All Fund Types and Account Groups**  
**Colleen Wilkins, Finance Director/Town Accountant**

**June 30, 2019**

	Governmental Fund Types				Proprietary		Fiduciary		Totals (Memo Only)
	General	Special		Enterprise	Trust & Agency	General Long Term Debt Group	General Fixed Asset Account Group		
		Revenue	Capital Projects						
<b>Assets</b>									
Cash/Investments	14,482,841	11,297,410	83,069,242	1,417,154	12,049,473				122,316,120
Petty Cash	900	945							1,845
Receivables:									-
Property Taxes	559,099	5,807							564,906
Allowance for Abatements and Exemptions	(366,166)								(366,166)
Excises	144,753								144,753
Tax Liens	86,085	1,194		8,527					95,806
Tax Possession	31,150								31,150
Departmental Receivables	3,175	80,217		5,429					88,821
Subdivision Bond -40 Deerhaven	25,000								25,000
User Charges, Net of Allowance for Uncollectible				44,274					44,274
Due from Other Governments	176,473	2,980,495							3,156,968
Fixed Assets, Net of Depreciation			-	12,803,313				92,260,893	105,064,206
Land									-
Accum Depr Plant Machinery & Equip				(5,456,070)					(5,456,070)
Accum Depr Machinery & Equip								(28,707,292)	(28,707,292)
Amount to be Provided for Payment of Bonds						82,445,000			82,445,000
<b>Total Assets</b>	<b>15,143,311</b>	<b>14,366,067</b>	<b>83,069,242</b>	<b>8,822,627</b>	<b>12,049,473</b>	<b>82,445,000</b>	<b>63,553,601</b>	<b>279,449,322</b>	

<b>Liabilities and Fund Equity</b>										
<b>Liabilities:</b>										
Warrants Payable	496,802	133,790						16,386		710,566
Accrued Payroll	\$1,081,629	1,042,004						5,194		2,146,702
Withholding Payable	463,244									463,244
Unclaimed Items	20,910	73								20,983
Due to Proprietary Funds										-
Due to Other Governments	(42)									(42)
Bonds Payable									82,445,000	83,460,000
BANS										-
Guarantee Deposits	25,000									25,000
Other Liabilities (IBNR, Agency Accts)								207,501		207,501
Deferred Revenue:										
Def Rev Intergovernmental								44,274		44,274
Property Taxes	(179,696)	2,980,495								2,800,495
Property Taxes Paid in Advance	35,609	50,589								(173,889)
Property Tax Accruals										86,198
Excises	144,754									-
Tax Possessions	31,150									144,754
Tax Liens	86,085	1,194						8,527		31,150
Debt Receivables	3,175	80,217						5,429		95,806
Def taxes	314,267									88,821
Total Liabilities	2,522,887	4,294,168						1,154,695	229,081	314,267
										82,445,000
										-
										90,645,831
<b>Fund Equity:</b>										
Invested in Capital Assets, Net										
Retained Earnings:										
Reserved for Encumbrances										63,553,601
Unreserved Retained Earnings	602,814							6,579		609,393
Fund Balances:										960,668
Reserved for Endowments										-
Reserved for Encumbrances	1,114,600	1,856,754								1,154,973
Reserved for Expenditure	4,177,500	901,967								3,116,269
Reserved for Snow & Ice										17,872,583
Reserved for CPA purposes										-
Reserved for Debt Service:										138,986
Unreserved Fund Balance:	6,725,509.65									-
Designated										6,725,510
Undesignated										2,513
Total Fund Equity	12,620,423	10,071,899						7,667,932	11,820,392	88,336,753
										-
										188,803,491
Total Liabilities and Fund Equity	\$15,143,311	14,386,067						8,822,627	12,049,473	279,449,322
										63,553,601.35
										82,445,000

**COLLECTOR'S REPORT**  
**Krystal Elder, Collector**  
**Cash Balances as of June 30, 2019**

Description	Balance 6/30/2018	Commitments / New Charges	Abatements / Credits	Payments Received	Balance 6/30/2019
<b>REAL ESTATE TAXES</b>					
Tax Title Accounts	80,119.09	52,644.68		46,678.74	86,085.03
Taxes in Deferral	397,278.34	26,191.88		109,203.36	314,266.86
2013 Real Estate	39.84				39.84
2014 Real Estate	(0.01)				(0.01)
2015 Real Estate	-				-
2016 Real Estate	80.40			10.31	70.09
2017 Real Estate	(1.54)			0.01	(1.55)
2018 Real Estate	222,113.36			222,093.55	19.81
2019 Real Estate	-	29,373,941.88	35,844.47	29,103,984.99	234,112.42
Real Estate Possession	31,150.00				31,150.00
<b>TOTAL REAL ESTATE</b>	<b>\$ 730,779.48</b>	<b>\$ 29,452,778.44</b>	<b>\$ 35,844.47</b>	<b>\$ 29,481,970.96</b>	<b>\$ 665,742.49</b>
<b>PERSONAL PROPERTY TAXES</b>					
2008 Personal Property	179.75				179.75
2009 Personal Property	23.81				23.81
2011 Personal Property	3.64				3.64
2012 Personal Property	606.40				606.40
2013 Personal Property	658.39				658.39
2014 Personal Property	-				-
2015 Personal Property	2.79			4.76	(1.97)
2016 Personal Property	543.30				543.30
2017 Personal Property	1,159.17				1,159.17
2018 Personal Property	1,163.18			9.98	1,153.20
2019 Personal Property	-	631,788.50		625,522.46	6,266.04
<b>TOTAL PERSONAL PROPERTY</b>	<b>\$ 4,340.43</b>	<b>\$ 631,788.50</b>	<b>\$ -</b>	<b>\$ 625,537.20</b>	<b>\$ 10,591.73</b>
<b>MOTOR VEHICLE AND TRAILER EXCISE</b>					
2008 Excise	3,891.57				3,891.57
2009 Excise	4,123.98			120.42	4,003.56
2010 Excise	4,288.96			131.25	4,157.71
2011 Excise	4,523.77			92.50	4,431.27
2012 Excise	6,064.07			10.62	6,053.45
2013 Excise	5,422.06		45.83	207.92	5,168.31
2014 Excise	6,121.66			319.68	5,801.98
2015 Excise	5,278.47			1,206.88	4,071.59
2016 Excise	9,536.42		1,328.02	356.88	7,851.52
2017 Excise	20,707.31		1,915.22	9,069.50	9,722.59
2018 Excise	64,128.47	177,258.16	20,531.98	195,807.80	25,046.85
2019 Excise	-	981,747.99	16,435.53	900,759.86	64,552.60
<b>TOTAL EXCISE</b>	<b>\$ 134,086.74</b>	<b>\$ 1,159,006.15</b>	<b>\$ 40,256.58</b>	<b>\$ 1,108,083.31</b>	<b>\$ 144,753.00</b>
<b>WATER USAGE CHARGES</b>					
Total Water Commitments	23,972.85	1,236,903.21	55,046.70	1,162,497.38	43,331.98
Water Liens Added to Tax	8,237.18	17,938.18	8,608.09	16,469.11	1,098.16
Water Liens Added to Tax Title	847.07	8,198.58		518.80	8,526.85
<b>TOTAL WATER</b>	<b>\$ 33,057.10</b>	<b>\$ 1,263,039.97</b>	<b>\$ 63,654.79</b>	<b>\$ 1,179,485.29</b>	<b>\$ 52,956.99</b>
<b>COMMUNITY PRESERVATION ACT</b>					
2013 CPA	-				-
2014 CPA	-				-
2015 CPA	-				-
2016 CPA	-				-
2017 CPA	(0.64)				(0.64)
2018 CPA	5,671.09			5,671.53	(0.44)
2019 CPA	-	795,593.55	1,747.61	788,038.14	5,807.80
Tax Title CPA	1,049.01	698.77			1,747.78
<b>TOTAL CPA</b>	<b>\$ 6,719.46</b>	<b>\$ 796,292.32</b>	<b>\$ 1,747.61</b>	<b>\$ 793,709.67</b>	<b>\$ 7,554.50</b>
<b>GRAND TOTALS:</b>	<b>\$ 908,983.21</b>	<b>\$ 33,302,905.38</b>	<b>\$ 141,503.45</b>	<b>\$ 33,188,786.43</b>	<b>\$ 881,598.71</b>
<b>MISC. OTHER COLLECTIONS</b>					
				<u>Receipts</u>	
Interest on R.E. Taxes				\$ 50,968.27	
Interest on P.P. Taxes				39.70	
Interest on Mot. Veh. Excise				6,569.19	
Interest on CPA Surcharge				1,270.00	
Late Charge on Water				2,170.00	
Interest on Water				5,470.99	
Demand & Warrant Fees				8,655.00	
License Marking Fees				2,360.00	
Municipal Lien Cert. Fees				3,575.00	
<b>TOTAL</b>				<b>\$ 81,078.15</b>	

**FINANCE**  
**TREASURER'S REPORT**  
**KRYSTAL ELDER, TOWN TREASURER**  
**CASH BALANCES AS OF JUNE 30, 2019**

<b>General Town Funds</b>	<b>Cash on Deposit</b>
<u>Citizen's Bank</u>	
Depository Account	3,710,724.61
Vendor Account	(965.55)
Payroll Account	728.23
Hanscom Account	3,889,650.73
Justice Drug Fund	157.78
State Drug Fund	80.21
Recreation Revolving Account	341,768.20
Student Activity Agency Funds	71,590.21
Escrow Account	87,214.81
Cultural Council	8,349.94
<u>Eastern Bank</u>	
Depository Account	2,979,576.68
Vendor Account	0.00
Payroll Account	0.00
<u>Century Bank</u>	
Money Market	1,069,095.26
Conservation	12,617.89
<u>Harbor One</u>	
Depository Account	730,139.42
CPA	268,034.85
Water	1,263,682.73
<u>UniBank</u>	
Remote Capture	288,066.11
Online Collections	588,792.71
ACH Transfers	1,130,800.03
Stabilization	1.08
Certificate of Deposit	0.00
School Unipay	4,188.32
Town Offices	9,395.39
<u>Rockland Trust</u>	
Depository Account	542,227.20
School Lunch Revolving Fund	56,675.67
Police Narcotics Fund	1,302.01
Minuteman	1,627.15
Minuteman Monitor	15,845.34
<u>Commonwealth Financial</u>	
Library Funds	968.50
<u>State Retiree Benefits Trust Fund</u>	
OPEB	9,448,006.69
<u>Needham Bank</u>	
Stabilization	5,646,798.04
<u>Mass. Municipal Depository Trust (pooled investment)</u>	
General Town Account	2,356,201.40
Community Preservation Act Fund	1,313,409.23
Affordable Housing	617,595.48
School Project	19,822,672.40
<u>Belmont Savings Bank</u>	
Depository Account	1,719,457.51
Hanscom Account	2,623,160.04
<u>Enterprise</u>	
School Project Depository Account	8.77
School Project ICS Account	8,052,665.28
<u>Webster Bank</u>	
Depository Account	1,524,757.27
<u>Petty Cash</u> (located in various offices)	1,845.00
<b>General Town Funds - Total</b>	<b>\$70,198,912.62</b>

<b>Trust Funds</b>			
<u>Commonwealth Financial Network</u>			
Various Investments			
	Cash/Cash Equivalents		17,317.52
	Equities		1,244,092.66
	Fixed Income		469,954.51
<b>Trust Funds - Totals</b>			<b>\$1,731,364.69</b>
<b>School Project</b>			
<u>Commonwealth Financial Network</u>			
Various Investments			
	Accrued Interest		148,719.32
	Money Markets		10,376,041.00
	CD's		10,244,388.56
	US Treasury/ Agency Sec.		29,618,539.20
<b>School Project - Totals</b>			<b>\$50,387,688.08</b>
<b>TOTAL CASH BALANCE (06/30/18)</b>			<b>\$122,317,965.39</b>
<b>(General Town Funds Total + Trust Funds Total)</b>			

**STATEMENT OF OUTSTANDING DEBT  
AS OF JUNE 30, 2019**

General Obligation Bond (2.206555%) - For road improvements  
 Issued May 1, 2010 under Ch. 44 Section 7(5) and as amended  
 and voted at annual town meeting on March 29, 20008 and March 31, 2008  
 Article 21, Question 1

**OUTSTANDING PRINCIPAL                      \$150,000.00**

**REMAINING REPAYMENT SCHEDULE**

<b>DUE DATE</b>	<b>PRINCIPAL DUE</b>	<b>INTEREST DUE</b>
11/1/2019		2,250.00
5/1/2020	150,000.00	2,250.00
<b>TOTAL</b>	<b>150,000.00</b>	<b>4,500.00</b>

General Obligation Bond (2.0497%)- For Land Acquisition  
 Dated May 10, 2011 under GL Ch 44 Section 7(3) and a vote  
 of the Town passed on March 27, 2010 (Article 11) and March 29, 2010 (Question 1)

**OUTSTANDING PRINCIPAL                      \$150,000.00**

**REMAINING REPAYMENT SCHEDULE**

<b>DUE DATE</b>	<b>PRINCIPAL DUE</b>	<b>INTEREST DUE</b>
11/1/2019		2,437.50
5/1/2020	75,000.00	2,437.50
11/1/2020		1,218.75
5/1/2021	75,000.00	1,218.75
<b>TOTAL</b>	<b>150,000.00</b>	<b>7,312.50</b>

General Obligation Bond (1.710%)- For Computer Hardware and Software  
 Dated May 10, 2011 under GL Ch 44 Section 7(28) and 7(29) and a vote  
 of the Town passed on March 27, 2010 (Article 11) and March 29, 2010 (Question 1)

**OUTSTANDING PRINCIPAL                      \$50,000.00**

**REMAINING REPAYMENT SCHEDULE**

<b>DUE DATE</b>	<b>PRINCIPAL DUE</b>	<b>INTEREST DUE</b>
11/1/2019		812.50
5/1/2020	50,000.00	812.50
<b>TOTAL</b>	<b>50,000.00</b>	<b>1,625.00</b>

General Obligation Bond (3.886%)- For Town Hall Remodeling  
Dated May 10, 2011 under GL Ch 44 Section 7(3A) and a vote  
of the Town passed on March 26, 2011 (Article 9) and March 28, 2011 (Question 1)

**OUTSTANDING PRINCIPAL** **\$4,555,000.00**

**REMAINING REPAYMENT SCHEDULE**

<b>DUE DATE</b>	<b>PRINCIPAL DUE</b>	<b>INTEREST DUE</b>
11/1/2019		88,137.50
5/1/2020	210,000.00	88,137.50
11/1/2020		84,725.00
5/1/2021	210,000.00	84,725.00
11/1/2021		81,312.50
5/1/2022	210,000.00	81,312.50
11/1/2022		78,162.50
5/1/2023	210,000.00	78,162.50
11/1/2023		75,012.50
5/1/2024	210,000.00	75,012.50
11/1/2024		71,600.00
5/1/2025	210,000.00	71,600.00
11/1/2025		67,925.00
5/1/2026	210,000.00	67,925.00
11/1/2026		64,250.00
5/1/2027	210,000.00	64,250.00
11/1/2027		60,312.50
5/1/2028	210,000.00	60,312.50
11/1/2028		56,375.00
5/1/2029	205,000.00	56,375.00
11/1/2029		52,275.00
5/1/2030	205,000.00	52,275.00
11/1/2030		48,175.00
5/1/2031	205,000.00	48,175.00
11/1/2031		44,075.00
5/1/2032	205,000.00	44,075.00
11/1/2032		39,975.00
5/1/2033	205,000.00	39,975.00
11/1/2033		35,618.75
5/1/2034	205,000.00	35,618.75

General Obligation Bond (3.886%)- For Town Hall Remodeling  
Dated May 10, 2011 under GL Ch 44 Section 7(3A) and a vote  
of the Town passed on March 26, 2011 (Article 9) and March 28, 2011 (Question 1)

**REMAINING REPAYMENT SCHEDULE (continued)**

<b>DUE DATE</b>	<b>PRINCIPAL DUE</b>	<b>INTEREST DUE</b>
11/1/2034		31,262.50
5/1/2035	205,000.00	31,262.50
11/1/2035		26,906.25
5/1/2036	205,000.00	26,906.25
11/1/2036		22,421.88
5/1/2037	205,000.00	22,421.88
11/1/2037		17,937.50
5/1/2038	205,000.00	17,937.50
11/1/2038		13,453.13
5/1/2039	205,000.00	13,453.13
11/1/2039		8,968.75
5/1/2040	205,000.00	8,968.75
11/1/2040		4,484.38
5/1/2041	205,000.00	4,484.38
<b>TOTAL</b>	<b>4,555,000.00</b>	<b>2,146,731.28</b>

General Obligation Bond (3.935%)- Land Acquisition			
Dated June 15, 2017 under GL Ch 44, Section 7(1) or 44B and a vote of the Town passed on March 25, 2017 (Article 11)			
	<b><u>OUTSTANDING PRINCIPAL</u></b>	<b><u>\$1,025,000.00</u></b>	
<b>REMAINING REPAYMENT SCHEDULE</b>			
	<b>DUE DATE</b>	<b>PRINCIPAL DUE</b>	<b>INTEREST DUE</b>
	12/1/2019		21,775.00
	6/1/2020	80,000.00	21,775.00
	12/1/2020		19,775.00
	6/1/2021	80,000.00	19,775.00
	12/1/2021		17,775.00
	6/1/2022	80,000.00	17,775.00
	12/1/2022		15,775.00
	6/1/2023	80,000.00	15,775.00
	12/1/2023		13,775.00
	6/1/2024	80,000.00	13,775.00
	12/1/2024		11,775.00
	6/1/2025	80,000.00	11,775.00
	12/1/2025		9,775.00
	6/1/2026	80,000.00	9,775.00
	12/1/2026		7,775.00
	6/1/2027	80,000.00	7,775.00
	12/1/2027		5,775.00
	6/1/2028	80,000.00	5,775.00
	12/1/2028		4,575.00
	6/1/2029	80,000.00	4,575.00
	12/1/2029		3,375.00
	6/1/2030	75,000.00	3,375.00
	12/1/2030		2,250.00
	6/1/2031	75,000.00	2,250.00
	12/1/2031		1,125.00
	6/1/2032	75,000.00	1,125.00
	<b>TOTAL</b>	<b>1,025,000.00</b>	<b>270,600.00</b>

General Obligation Bond (3.3799%)- School Lincoln  
Dated March 7, 2019 under GL Ch 44, Section 7(1) and a vote  
of the Town passed on December 1, 2018

**OUTSTANDING PRINCIPAL      \$76,515,000.00**

**REMAINING REPAYMENT SCHEDULE**

<b>DUE DATE</b>	<b>PRINCIPAL DUE</b>	<b>INTEREST DUE</b>
9/1/2019		1,447,075.83
3/1/2020	1,350,000.00	1,496,975.00
9/1/2020		1,463,225.00
3/1/2021	1,365,000.00	1,463,225.00
9/1/2021		1,429,100.00
3/1/2022	1,435,000.00	1,429,100.00
9/1/2022		1,393,225.00
3/1/2023	1,505,000.00	1,393,225.00
9/1/2023		1,355,600.00
3/1/2024	1,580,000.00	1,355,600.00
9/1/2024		1,316,100.00
3/1/2025	1,660,000.00	1,316,100.00
9/1/2025		1,274,600.00
3/1/2026	1,745,000.00	1,274,600.00
9/1/2026		1,230,975.00
3/1/2027	1,830,000.00	1,230,975.00
9/1/2027		1,185,225.00
3/1/2028	1,920,000.00	1,185,225.00
9/1/2028		1,137,225.00
3/1/2029	2,015,000.00	1,137,225.00
9/1/2029		1,086,850.00
3/1/2030	2,120,000.00	1,086,850.00
9/1/2030		1,044,450.00
3/1/2031	2,205,000.00	1,044,450.00
9/1/2031		1,000,350.00
3/1/2032	2,290,000.00	1,000,350.00
9/1/2032		954,550.00
3/1/2033	2,385,000.00	954,550.00
9/1/2033		906,850.00
3/1/2034	2,480,000.00	906,850.00
9/1/2034		869,650.00
3/1/2035	2,555,000.00	869,650.00
9/1/2035		831,325.00
3/1/2036	2,630,000.00	831,325.00
9/1/2036		790,231.25
3/1/2037	2,710,000.00	790,231.25
9/1/2037		747,887.50
3/1/2038	2,795,000.00	747,887.50
9/1/2038		702,468.75
3/1/2039	2,885,000.00	702,468.75
9/1/2039		655,587.50
3/1/2040	2,980,000.00	655,587.50
9/1/2040		607,162.50
3/1/2041	3,080,000.00	607,162.50
9/1/2041		555,187.50
3/1/2042	3,180,000.00	555,187.50
9/1/2042		499,537.50
3/1/2043	3,295,000.00	499,537.50
9/1/2043		441,875.00
3/1/2044	3,410,000.00	441,875.00
9/1/2044		382,200.00
3/1/2045	3,530,000.00	382,200.00
9/1/2045		311,600.00
3/1/2046	3,670,000.00	311,600.00
9/1/2046		238,200.00
3/1/2047	3,815,000.00	238,200.00
9/1/2047		161,900.00
3/1/2048	3,970,000.00	161,900.00
9/1/2048		82,500.00
3/1/2049	4,125,000.00	82,500.00
<b>TOTAL</b>	<b>76,515,000.00</b>	<b>52,255,325.83</b>

## COMMISSION OF TRUST FUNDS

Krystal Elder, Treasurer  
Paul Fitzgerald  
Doug Harding  
Donald Collins, Chair

The fiscal year ending June 30<sup>th</sup> 2019 was a successful period for the Town Of Lincoln's Trust Funds, although investment returns were buffeted by heightened volatility in global equity markets. The fiscal year started off on a positive note with a broad advance in equity markets. But the second fiscal quarter (ending 12/31/18) experienced a sharp correction in equity prices. The US equity market as measured by the S&P 500, an index of 500 large US corporations, fell 13.52% in just three months. Equity markets then rebounded briskly in the third and fourth fiscal quarters to end the year with positive returns. For the full fiscal year, the Town's investment portfolios achieved mid-single digit returns.

The Town's portfolio is well diversified and is invested across a number of different asset classes which helped to dampen market volatility. Investments in Fixed Income and Alternative Asset Classes achieved returns comparable to equities with less volatility thereby lowering portfolio risk while providing a measure of current income.

The past several years have been a rewarding period for the Town's investment portfolio. However financial markets can be volatile as the performance of the past year clearly demonstrates. The Commission Of Trust Funds Committee seeks to control risk by adhering to an investment policy that provides a consistent framework for portfolio management.

**FY 2019 TRUST FUND COMMISSIONERS' REPORT**

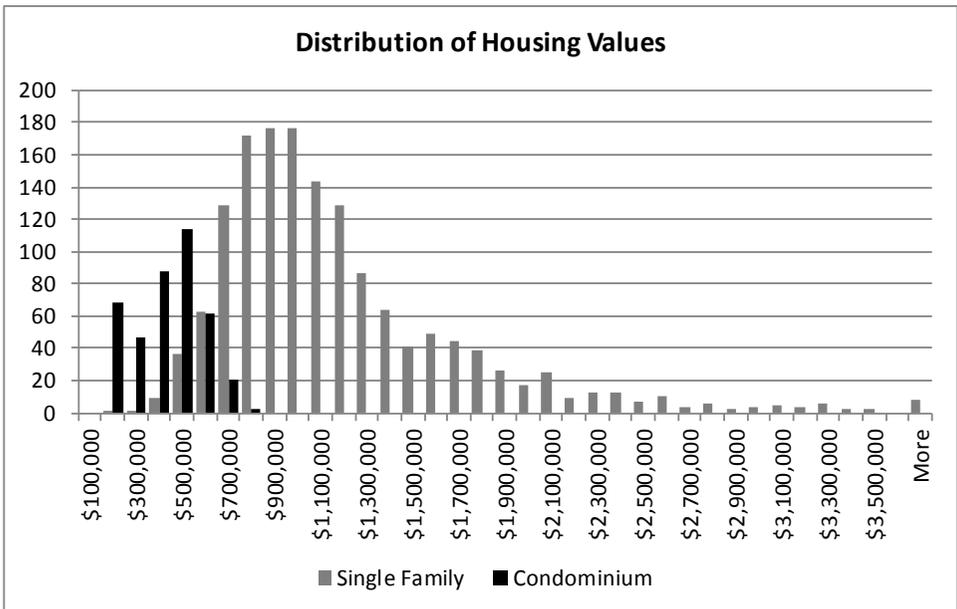
	6/30/2018			6/30/2019	
	BALANCE	REVENUE	EXPENSES	BALANCE	PRINCIPAL*
<b>Library Funds</b>					
Abbie J. Stearns Fund	4,203.47	242.52		\$ 4,445.99	1,500.00
Alice D. Hart & Olive B. Floyd Fund	2,066.16	119.19		\$ 2,185.35	1,000.00
C. Edgar & Elizabeth S. Wheeler Fund	2,697.52	155.63		\$ 2,853.15	1,000.00
Codman Fund	2,116.21	122.12		\$ 2,238.33	1,000.00
Dorothy Moore Fund	13,741.01	792.70		\$ 14,533.71	5,000.00
Edith Winter Sperber Fund	0.01	-		\$ 0.01	-
George C. & Eleanor F. Tarbell Fund	22,265.71	1,284.52		\$ 23,550.23	11,875.62
George G. Tarbell Fund	10,902.58	628.97		\$ 11,531.55	4,000.00
George Russell Fund	2,310.06	133.28		\$ 2,443.34	1,000.00
Gleason Fund	34,461.60	1,698.60	(2,623.00)	\$ 33,537.20	30,000.00
Herschbach Fund	12,404.96	715.63		\$ 13,120.59	5,025.00
John H. Pierce Fund	1,614.84	93.15		\$ 1,707.99	1,000.00
John W. & Eleanor Tarbell Carman Fund	69,349.81	3,888.90	(1,080.01)	\$ 72,158.70	30,652.50
Joseph & Henri-Ann Sussman Fund	19,236.87	6,016.54		\$ 25,253.41	13,846.42
Katherine S. Bolt Fund	4.24	0.26		\$ 4.50	-
Lincoln Library Fund	1,982.13	146.39		\$ 2,128.52	1,030.00
Lucretia J. Hoover Fund	4,947.11	285.42		\$ 5,232.53	2,206.26
Mary Jane & Murray P. Farnsworth Fund	1,909.42	110.17		\$ 2,019.59	1,000.00
Virginia S. Dillman Fund	11,433.60	659.60		\$ 12,093.20	5,000.00
West Abrashkin Fund	2,097.85	121.02		\$ 2,218.87	1,000.00
<b>Library Funds - TOTAL</b>	<b>\$ 219,745.16</b>	<b>\$ 17,214.61</b>	<b>\$ (3,703.01)</b>	<b>\$ 233,256.76</b>	<b>\$ 117,135.80</b>
<b>Miscellaneous Funds</b>					
Abbie J. Stearns Fund for the Silent Poor	5,265.03	303.72		\$ 5,568.75	1,225.05
Alfred Callahan Fund	5,266.36	303.82		\$ 5,570.18	3,015.93
Bemis Lecture Fund	35,567.06	2,051.89		\$ 37,618.95	30,000.00
Betty Bjork Prof Dev Fund	35,652.34	2,377.41		\$ 38,029.75	23,040.00
Christine Patterson Fund	20,547.34	1,185.37		\$ 21,732.71	11,425.05
Codman Scholarship Fund	307,587.65	14,947.76	(31,760.00)	\$ 290,775.41	262,500.00
DeCordova School Equipment Fund	55,628.76	11,198.90	(5,851.50)	\$ 60,976.16	56,443.57
Donald Gordon Recreation Fund	19,257.19	1,110.94		\$ 20,368.13	5,256.07
Jane Hamilton Poor Scholarship Fund	11,892.78	686.08		\$ 12,578.86	1,235.00
John H. Pierce Legacy Fund	243,692.41	13,464.47	(6,210.35)	\$ 250,946.53	115,000.00
John Todd Fund	44,144.02	2,441.21	(738.51)	\$ 45,846.72	30,000.00
Joseph Brooks Grammar School Fund	2,719.30	156.88		\$ 2,876.18	1,217.27
Lawrence H. Green Fund	6,836.15	394.37		\$ 7,230.52	1,307.65
Lincoln Scholarship Fund	328,073.47	43,716.25	(12,843.06)	\$ 358,946.66	252,193.50
Norman Haggood Fund	837.60	19.31	(283.63)	\$ 573.28	535.66
Tricentennial Fund	18,913.75	483.21	(5,934.52)	\$ 13,462.44	12,579.55
<b>Miscellaneous Funds - TOTAL</b>	<b>\$ 1,141,881.21</b>	<b>\$ 94,841.59</b>	<b>\$ (63,621.57)</b>	<b>\$ 1,173,101.23</b>	<b>\$ 806,974.30</b>
<b>Special Funds</b>					
Cemetery Perpetual Care Fund	\$ 297,164.39	32,842.92	(5,000.00)	325,007.31	229,117.95
<b>Special Funds - TOTAL</b>	<b>297,164.39</b>	<b>32,842.92</b>	<b>(5,000.00)</b>	<b>325,007.31</b>	<b>229,117.95</b>
<b>All Funds - TOTAL</b>	<b>\$ 1,658,790.76</b>	<b>\$ 144,899.12</b>	<b>\$ (72,324.58)</b>	<b>\$ 1,731,365.30</b>	<b>\$ 1,153,228.05</b>
*NOTE: Principal represents the portion of the Fund Balance which cannot be spent.					

## BOARD OF ASSESSORS

Ellen Meadors, Chair  
Edward Morgan, Member  
Laura Sander, Member

**Staff** – Our full time staff person is Dorothy Blakeley. To provide additional assessing services we contract with Regional Resources Group, Inc. Wil Coelho, an employee of RRG is in the office one day a week (usually Thursdays) and Harald Scheid, President of RRG, is in the office one morning a week (usually Monday).

**Housing Values** – Sales in calendar year 2018 (the basis for the FY 2020 values) showed that prices increased about 3 percent on average from the previous year. Assessments were based on 58 single-family home sales and 22 condominium sales. The average value of a single-family home for fiscal year 2019 was \$1,178,200 resulting in an average tax bill of \$18,594 including the CPA tax. Single-family home values ranged from \$199,900 to \$6,656,500 with the median at \$1,043,300. The average value of a condominium was \$411,600. Condominium values ranged from \$130,300 to \$728,600 with the median at \$432,200.



**Abatements** – For fiscal year 2020, 20 abatement applications were filed. Each property was measured and inspected, and then compared with similar properties that sold in 2018. Of the total, twelve abatements were granted and

seven were denied and one was withdrawn. Abatement decisions may be appealed to the Appellate Tax Board. In fiscal year 2020 there have been two appeals filed with the ATB. Taxpayers who believe their assessment is too high are encouraged to file an abatement with the Assessor's Office within one month of getting their fall tax bill.

**Split Tax Rate** – The Selectmen voted to continue the current split tax rate that increases the proportion of taxes paid by the owners of commercial properties. For fiscal year 2020, the tax rate was set at \$15.36 per \$1,000 for residential property and at \$20.18 per \$1,000 for commercial property.

**Top Ten Taxpayers**

Assessment	Name	Location
\$76,615,000	THE COMMONS IN LINCOLN *	1 HARVEST CIRCLE
\$19,494,900	LINCOLN NORTH **	55 OLD BEDFORD RD
\$12,393,480	NSTAR	VARIOUS
\$7,729,500	LINCOLN WOODS	1-95 WELLS RD
\$6,921,700	LINCOLN RIDGE ESTATES	RIDGE RD AND GREENRIDGE LN
\$6,656,500	PRIVATE CITIZEN	
\$5,424,600	THE MALL AT LINCOLN STATION **	
\$5,346,600	PRIVATE CITIZEN	
\$5,255,700	PRIVATE CITIZEN	
\$5,024,700	PRIVATE CITIZEN	

\* Taxed partially at the higher commercial rate

\*\* Taxed at the higher commercial rate

**Property Tax Deferrals and Exemptions** – Lincoln's property tax deferral program allows seniors 60 years or older with income below annually established levels to defer all or part of their annual property taxes. Presently incomes may not exceed \$60,000 for a single person, or \$90,000 for a married couple. Deferred property taxes and interest at 4% are repaid to the Town when the owner dies or sells the home. Five property owners took advantage of the property tax deferral in fiscal year 2020. Please call the office at any time of the year to receive an application or consult with office staff about the various exemption and deferral programs.

**Re-inspections** – Each year the Assessors periodically conduct re-inspections of about one-fifth of Lincoln properties to verify that the data on the property record card is correct. This process helps keep valuations accurate and up to date. You will receive notification in the mail if your property is planned for re-inspection.

**Assessments** – The fiscal year 2020 assessed values, Assessors' maps, and Property Record Cards are available from the Assessors page of the Town website at [www.lincolntown.org](http://www.lincolntown.org) or by calling our office at 781-259-2611.

## **CAPITAL PLANNING COMMITTEE**

Audrey Kalmus, Chair and At-large Citizen Representative  
Jacqueline Apsler, Library Trustee Representative  
Jonathan Dwyer, Selectmen Representative  
Jim Henderson, Conservation Commission Representative  
Maria Hylton, At-large Citizen Representative  
Pete Hussey, At-large Citizen Representative  
Peter Montero, At-large Citizen Representative  
Robyn Dunbar, At-large Citizen Representative  
Adam Hogue, School Committee Representative  
Mary Day, Assistant Town Administrator – Member Ex-officio

Since the establishment of the modified Capital Planning Bylaw, the Capital Planning Committee (CapCom) is charged with evaluating capital requests as well as maintenance funding requests. The CapCom is tasked with evaluating each proposal for need, viability and the effect on operating budgets.

In 2019, the CapCom reviewed departments' requests for FY20 (totaling \$1,579,323) and recommended funding as shown in the following table.

In addition, to inform the town building projects process the CapCom conducted detailed interviews with town departments regarding expected/planned capital needs over the next ten years. The information gathered in these interviews was summarized and presented at the January 9, 2018 multi-board meeting.

FY20 Capital				
FY20 initial proposals listed in priority order for each department	Cash Capital Request	Disapproved Items	Approved Cash Capital Items	Approved Maint. Items
<b>DEPT OF PUBLIC WORKS (DPW)</b>				
New Pickup Truck	\$ 42,000.00		\$ 42,000.00	
Used Mini Excavator	\$ 50,000.00	\$ 50,000.00		
<b>DPW Sub-total</b>	<b>\$ 92,000.00</b>			
<b>FIRE DEPARTMENT/EMS</b>				
Replace the Chief Vehicle (field command post)	\$ 55,000.00	\$ 55,000.00		
Replace Outdated Mobile Radios	\$ 14,000.00		\$ 14,000.00	
Update Brush Truck Skid Pump Project	\$ 10,500.00	\$ 10,500.00		
<b>Fire Sub-total</b>	<b>\$ 79,500.00</b>			
<b>IT</b>				
Update COA Phone System	\$ 6,500.00		\$ 6,500.00	
Cleanup Wiring in Library & Public Safety Server Rooms	\$ 6,000.00	\$ 6,000.00		
<b>IT Sub-total</b>	<b>\$ 12,500.00</b>			
<b>LIBRARY</b>				
Parapet Repairs	\$ 95,000.00	\$ 95,000.00		
Facilities Condition Assessment	\$ 30,000.00		\$ 30,000.00	
First Floor Improvements	\$ 160,000.00	\$ 160,000.00		
Maintenance	\$ 50,000.00			\$ 50,000.00
<b>Library Sub-total</b>	<b>\$ 335,000.00</b>			
<b>LINCOLN PUBLIC SCHOOLS (LPS)</b>				
Design & Replace Roof-Hartwell Building	\$ 660,000.00		\$ 660,000.00	
Abate Asbestos-Containing Materials-Hartwell Building	\$ 65,000.00	\$ 65,000.00		
Maintenance	\$ 45,000.00			\$ 45,000.00
<b>LPS Sub-total</b>	<b>\$ 770,000.00</b>			
<b>LSRHS</b>				
Kubato Tractor w/Front Loader Package	\$ 6,897.00		\$ 6,897.00	
<b>LSRHS Sub-total</b>	<b>\$ 6,897.00</b>			
<b>PIERCE HOUSE</b>				
Driveway Paving	\$ 50,000.00	\$ 50,000.00		
<b>Pierce House Sub-total</b>	<b>\$ 50,000.00</b>			
<b>POLICE DEPARTMENT/COMMUNICATIONS</b>				
Replacement of Marked Police Vehicle	\$ 37,063.00		\$ 37,063.00	
Replacement of Marked Police Vehicle	\$ 41,938.00		\$ 41,938.00	
Phase 1 of Radio System Upgrade	\$ 37,500.00		\$ 37,500.00	
<b>Police Sub-total</b>	<b>\$ 116,501.00</b>			
<b>TOWN FACILITIES</b>				
Maintenance	\$ 116,925.00	\$ 5,562.50		\$ 111,363.00
<b>ANNUAL TOTALS</b>	<b>\$ 1,579,323.00</b>	<b>\$ 497,062.50</b>	<b>\$ 875,898.00</b>	<b>\$206,363.00</b>
			<b>\$1,082,260.50</b>	

## COMMUNITY PRESERVATION COMMITTEE

Craig Donaldson  
Evan Gorman  
John MacLachlan  
Susan Hall Mygatt  
Margaret Olson  
Tom Sander  
Allen Vander Muelen  
Eric Zimmerman, Chair

The Community Preservation Committee's (CPC's) mandate is to study the needs of the Town in four areas of community interest: open space, preservation of historic structures, community housing (defined as low and moderate income housing), and recreation. It solicits inputs from citizens and other town boards and committees and makes funding recommendations to the Town in these areas. The goals of the Community Preservation Act (CPA) coincide closely with Lincoln's Vision Statement on open space, historical legacy, economic diversity, and citizens' convenience. To address these goals, the CPC meets with town boards and other organizations to develop a thorough understanding of the town's present and future needs, priorities, and objectives in the areas of CPA concern. It solicits proposals and evaluates them in light of these priorities.

At Town Meeting in March, 2019, the CPC proposed and the Town approved the following CPA fund appropriations:

Debt service on town office renovation	386,275
Codman Farm Barn B, C and office roofs	110,000
Housing Commission -Assistance for residents at risk	30,000
Archives -preserve First Book of Records 1754-1806	20,825
Pierce House Culvert	6,000
Recreation Pool Water Chemistry Controller	42,500
CPA- Codman Fields & Ballfield Road Athletic Field Irrigation system	400,000
FY19 debt service for previously voted projects	127,550
CPC administrative expenses	3,000
<b>TOTAL</b>	<b>\$ 1,126,150</b>

The table below summarizes total appropriations and expenditures by the Town for projects funded using CPA funds from 2009 through 2019.

<b>Town of Lincoln</b>				
<b>CPA Appropriations &amp; Project Status</b>				
<b>2009-2019</b>				
<b>Project</b>	<b>Appropriation</b>	<b>Paid to Date</b>	<b>Balance</b>	<b>Status of Project</b>
75 Tower Rd Renovation	150,000	150,000	-	Complete
Admin Expenses	33,500	33,500	-	Complete
Arborvitae Cemetery Stonewall	50,000	50,000	-	Complete
Bemis Hall Basement Reconstruction	290,000	107,946	182,054	In progress
Bemis Hall Repairs	639,985	533,150	106,835	In progress
Codman Farm Repairs	133,500	133,500	-	Complete
Codman Tot Pool Renovation	182,000	151,475	30,525	In progress
Conservation stonewall restoration	20,000	20,000	-	Complete
Construction of archival vault at the Library	489,097	489,097	-	Complete
Consultant to update Consolidated Housing Plan	20,230	20,230	-	Complete
Control invasive species on conservation land	51,300	51,300	-	Complete
Flint Homestead Survey	8,000	7,860	140	Complete
FoMA Area Studies	6,000	6,000	-	Complete
Fund debt service on borrowing for CPC project	1,370,916	1,370,916	-	Complete
Fund debt service on borrowing for Town Offices	2,509,975	2,509,975	-	Complete
Funding debt service on borrowing for Wang Property	135,500	129,545	5,955	In progress
Funding of Affordable Housing Trust	3,317,829	3,317,829	-	Complete
Funding of Conservation Fund	198,359	198,359	-	Complete
Historic records archive and preservation	257,659	238,688	18,971	In progress
Historic Town buildings needs assessment	160,000	160,000	-	Complete
Inventory of historic properties	55,250	36,534	18,716	In progress
Housing Consolidated Plan	20,230	17,230	3,000	In progress
LSRHS Softball Fields	50,000	-	-	Withdrawn
Multisport Court	146,000	146,000	-	Complete
Pierce House repairs	147,176	90,020	57,156	In progress
Purchase of conservation land	1,525,000	1,525,000	-	Complete
Rehabilitation of tennis courts	20,000	20,000	-	Complete
Repairs & Improvements to Lincoln Library	117,654	113,679	3,975	In progress
Repairs to historic cemetery monument	38,000	38,000	-	Complete
School Wetland Trail & Observation Platform	137,355	114,543	22,812	In progress
Smith School Playground	50,000	50,000	-	Complete
Town Office Renovation	1,000,000	1,000,000	-	Complete
Wang Property Acquisition & Athletic Field	1,800,000	1,800,000	-	Complete
Wayfinding Battle Road Byway	1,000	-	1,000	In progress
<b>GRAND TOTAL</b>	<b>15,131,515</b>	<b>14,630,377</b>	<b>451,138</b>	

CPA funding has helped Lincoln considerably to create affordable housing, purchase conservation land, preserve key historic properties and create and rehabilitate recreation assets. Funds have been obtained through a 3% surcharge on our property taxes, which was supplemented by a 100% state match until 2008 and reduced levels of matching since, including a 19% match

in FY2019. Even at current level of matching, savings to the Town are substantial.

The committee is currently reviewing proposals for the 2020 Town Meeting. In evaluating these proposals, it is considering:

- consistency with Lincoln's vision
- support by relevant town committees or organizations
- the extent to which the project helps to preserve threatened resources or town-owned assets;
- the extent to which the project serves multiple needs and populations, including the underserved;
- whether the project can realistically be accomplished within the proposed time frame and budget;
- the impact of delays in initiating the project; and
- the breadth of support for the project as indicated by fundraising through grants or private donations.

We welcome community inputs during all stages of our process – requesting, examining, and decision-making.

**OGDEN CODMAN TRUST**

Susan T. Monahan, Trustee  
 Maura E. Murphy, Trustee  
 Michael F. O’Connell, Trustee

The Ogden Codman Trust provides support to organizations that benefit residents of the Town of Lincoln. Information about the trust, including its history and grant guidelines may be found at [www.codmantrust.org](http://www.codmantrust.org). Inquiries may be directed to Susan Monahan by email at [smonahan@rackemann.com](mailto:smonahan@rackemann.com) or by calling 617-951-1108.

**The following is a list of all the grants that the trustees made in 2019:**

Organization	Project Title	Grant Amount
<b>Historic New England</b>	<i>Codman Estate Septic Project (last installment of \$150,000 grant)</i>	<b>\$50,000</b>
<b>Massachusetts Audubon</b>	<i>Drumlin Farm Environmental Learning Center (last installment of \$50,000 grant)</i>	<b>\$25,000</b>
<b>Rural Land Foundation of Lincoln</b>	<i>Protecting the Heart of Thoreau’s Walden Woods (1<sup>st</sup> installment of \$50,000 grant)</i>	<b>\$15,000</b>
<b>Town of Lincoln Council on Aging</b>	<i>Gateway to Independence: Town Social Work Services for Adults Under 60 and Families Project (year-one of two-year commitment)</i>	<b>\$18,720</b>
<b>Magic Garden</b>	<i>Scholarship Support</i>	<b>\$15,000</b>
<b>De Cordova Museum</b>	<i>Expanding Learning and Engagement at DeCordova</i>	<b>\$10,000</b>
<b>Codman Community Farms</b>	<i>Purchase of Refrigerated Van</i>	<b>\$30,000</b>
<b>St. Vincent de Paul Society St. Joseph Conference</b>	<i>Scholarship and Educational Fund</i>	<b>\$10,000</b>
<b>Town of Lincoln</b>	<i>Team Building Program for Town Employees and Volunteers</i>	<b>\$1,500</b>
<b>Town of Lincoln Parks &amp; Recreation</b>	<i>2019 Summer Camp Scholarships</i>	<b>\$10,000</b>
<b>Lincoln Public Library</b>	<i>Tarbell Room AV System</i>	<b>\$12,000</b>
	<b>TOTAL GRANTS PAID</b>	<b>\$197,220</b>

## **INFORMATION TECHNOLOGY**

Michael Dolan, Director

### **Server Upgrades**

The Town of Lincoln installed new server hardware last year. After the upgrade, the programs and data that were running on the older servers, were moved to the newer hardware. Our virtual platform has also been upgraded to newer host software, that is much more stable and much easier to manage. We still have a few upgrades to go but our core server environment has been completely updated.

### **Network Electronics Upgrade**

The Town's firewall was also upgraded last year. The new firewall provides greater security and throughput. In addition, we have added a second Internet connection as backup. In the event that our main provider experiences an outage, the switchover will be almost instantaneous. We have had outages that affect multiple carriers, but this should reduce our Internet outages significantly.

### **Building Permit Tracking Software**

Our new Building Permit Tracking System, provided by Full Circle Technologies, is fully operational. We can now take online payments and applicants can more easily apply, and communicate, with the Building Department regarding applications. To date we have processed over 700 applications since February of 2019. Links to our system are accessible through Town website under the Building Department's web page.

### **Water Dept Phone System Upgrade**

The Water Department has a new phone system which is in the process being rolled out. While incoming calls still come into the old line, some of the communication issues associated with that line have been resolved. Eventually all incoming calls will come into the new system. The upgrade will allow residents to leave messages for specific individuals and reach them directly by extension numbers using the same system as Town Hall. Due to the complexities of the existing lines, and how they interact with the alarm system, it will take another few months to complete the switchover.

### **Operating System Upgrades**

Windows 7 is out, and Windows 10 is in. Most of our applications are Windows 10 ready but we still have older PCs running Windows 7. New computers with Windows 10 are being rolled out as well as the new version of Microsoft Office. Replacements will occur throughout the first half of the year, and the migration process will be much easier now that the back end of the network has been upgraded.

## **EMAIL Migration**

Currently we are still running on premise Exchange, which means our email is hosted internally. As part of the server upgrades, we have migrated the mail system to updated servers, that are considerably more stable and running a newer operating system. The next phase is to install a server that will allow us to migrate our current mailboxes to the cloud, while still using our local accounts. The advantage is that the staff will be able to **securely** connect to email, even if they are not physically connected to the Town network. Currently we are working to reduce the number of mailboxes that need to be migrated by archiving mail for employees that are no longer active before the move. This will reduce the cost of the migration as well as trim down the current mail database. By the end of the year, all active Town users should have email access through Office365 on Microsoft hosted servers.

## **Records Request Software**

We are working with FOIA Direct to implement new records request software. This software will allow the public to make records requests directly to the appropriate department or relevant entity. The system will keep them informed as to the status of the request, and securely present the information once the request is complete. The software will also help us monitor deadlines and retain all communication between the requestor and the Town.

# PUBLIC SAFETY

## POLICE DEPARTMENT

**Chief:** A. Kevin Kennedy  
**Lieutenant:** Sean E. Kennedy

**Officers:** Matthew Armata  
Matthew Forance  
Joseph Pellegrini  
David Regan  
Peter Roach  
Laura Stewart

**Sergeants:** Anthony Moran  
Richard McCarty  
Jon Wentworth  
Paul Westlund

**Detective:** Ian Spencer

**Dispatchers:** Antonio Clemente  
Michael Harriman  
Spencer Hughes  
Michael Keough

**Admin. Assistant:** Catherine Dubeshter

The Lincoln Police Department is committed and dedicated to the needs of our community. We strive to provide quality police services in an effective, responsive and professional manner. Our responsibility is to maintain order while treating every individual we encounter with respect, dignity and compassion. Our objective is to improve the quality of life through community and interagency partnerships in order to promote a safe and secure community for all.

The following are highlights of the department for 2019.

**Crisis Intervention Training:** A number of officers and dispatchers attended forty (40) hours of Crisis Intervention Training offered by Eliot Community Human Services. The training provides officers and dispatchers with a better understanding of people living with: Mental Health & Cognitive Disorders, Personality Disorders, Childhood and Adolescent Mental Disorders and Treatment, Aging and Dementia, Suicide Intervention and Risk Assessment, Veteran Readjustment and Services, Traumatic Brain Injury and Cultural Awareness.

**Domestic Violence Services Network (DVSN):** In partnership with DVSN, selected officers and dispatchers attended a forty (40) hour advocate training on domestic violence, dating violence and stalking. The training, which brings together various service providers, highlights the resources available from each provider and the manner in which a victim can access such services. Officers were also training on risk assessment and safety planning for the victims and their families.

**Police Intervention:** Our partnership with Eliot Community Human Services has allowed families and individuals dealing with mental health and/or substance abuse to connect with services within the community and through their health insurance. Our mental health/substances abuse coordinator has connected a number of residents with services.

**Middlesex Regional Safe Keep Program:** In October, the department joined the Middlesex Regional Safe Keep Program which allows the department to transfer custody of pre-arraignment prisoners to the Middlesex Sheriff's Department who would otherwise be held in police custody for longer periods of time, such as; nights, weekends and holidays. By doing so, the prisoner is being held in a safe environment with the necessary resources to assist their needs.

**E-911 Cellular Calls:** This past year, the department has been receiving cellular E-911 calls directly. Previously, all of our E-911 cellular calls went directly to the Essex Regional Dispatch Center and then eventually transferred to the department. By receiving the E-911 cellular calls directly, we are able to provide a better service to our callers while reducing our response time to emergency calls.

**Roadway Safety:** The department continues to be an active participant with both the Roadway Traffic Committee and Cycling Safety Committee. We completed our eighth year of the Traffic Monitoring Program which deploys traffic counters at sixty-one (61) different locations throughout the town. By combining this traffic data with accident data, the department is able to identify specific areas for enforcement and monitoring to ensure the roadways are safe for motorists, pedestrians and bicyclists.

**Community Outreach:** The department continues to provide community outreach and education on various topics which impact our community.

**PROTECTION OF PERSONS & PROPERTY:** The following is a summary of activity by the Lincoln Police Department for the 2019 calendar year.

Calls for Service	8380
Crimes against Person	19
Crimes against Property	55
Larceny/Fraud	51
Arrests	83
Criminal Complaints	208
Traffic Stops	4632
Traffic Citations	2603
Operating Under the Influence	42
Accident Investigations	119

***A. Kevin Kennedy, Chief of Police***

## LINCOLN FIRE DEPARTMENT

**Fire Chief:** Stephen E Carter

**Acting Deputy Chief:** Brian J Young

**Lieutenants/Shift Commanders:**

Scott Christensen (Mechanic)

Ben Juhola (Training Coord.)

Mark Mola

Tim Neufell (Fire Prevention)

**Firefighters:**

Joseph Cavanaugh

Dave Appleton

Kevin Kirmelewicz (L.E.P.C.)

Caleb Hagarty (P.I.O.)

Tom Pianka (Interim FF)

Mike O'Donnell

Michael Gassiraro (EMS Coord.)

Joseph Lenox IV

Jeff Lyons

Mike Ott (Massport Fire)

**Call Firefighters:**

Dave Whalen

Zach Krauzyk

Brian Nielsen

Ronnie Row

Mitch Taylor (Devens Fire)

Dan Sawicki (Littleton Fire)

Tom Routhier

Brian Lewis

Taylor Ziegler-Miller

Dan Tyler (Belmont Fire)

Tim O'Malley (Concord Fire)

The Lincoln Fire Department strives to achieve the absolute confidence from the community by providing residents and neighboring communities with professional emergency medical services, fire suppression and fire prevention programs.

The Lincoln Fire Department is currently in a transitional period. Chief Steve Carter was forced to retire due to a chronic injury sustained from repeated incidents over his tenure as chief. Firefighter Brian Young has been acting as Chief and the town will soon begin a process to find candidates interested in the position.

**Emergency Medical Services:** Our ambulance continues to stay busy doing 704 medical calls in 2019. We run our ambulance at a Basic Life Service (BLS) level and are lucky to have regional Advanced Life Service (ALS) coverage stationed in our town provided by Emerson Hospital and staffed by PROems paramedics. This intercept truck covers Concord, Lincoln, and Weston. The ALS members will board our ambulance and provide advanced skills and equipment such as Electrocardiograms and IV's. In 2019, ALS responded to 427 of the medicals in our town.

**Grants:** This year we are closing out our Federal grant that resulted in \$185,000 worth of SCBA air packs which are now in service on every vehicle in our fleet.

We have had a good year on the state level with grants. We just finished out our 2019 SAFE and Senior SAFE grants and have been awarded another SAFE grant for 2020. This grant pays for supplies and time for firefighters to visit every student in elementary school. The Senior Safe side of this grant allows for supplies and a firefighter to assist in replacing batteries and old smoke detectors for residents that are over 65. This program has become so popular that we typically run out of supplies. Finally, we received a grant from the Department of Fire Services for new firefighter hoods and gloves as the state has assisted in the fight against occupational cancer.

**New Apparatus:** We recently took delivery our new Ambulance (A-1) and Fire Engine (Engine 3). The Fire engine is still getting some finishing touches. We are mounting all the tools that are required for the wide range of emergencies we encounter. Check out the drone tour of the new apparatus we posted on our Instagram page: @lincoln\_mafire

**Summary:** 2019 was a challenging year for staffing as we lost several call firefighters to neighboring towns. Our call department members gain a lot of experience working alongside our career firefighters and become very qualified candidates when applying elsewhere. Firefighter Michael Ott transferred to Massport Fire Department after 11 years here in Lincoln. This vacancy was filled by one of our qualified call fire department members. We spent much of the summer building up our call department to get back to full strength. There are a lot of new faces on the call department, but we have been focused on hiring local aspiring firefighters. Three of the seven call firefighters we have hired attended Lincoln-Sudbury High School. We had a pretty standard year for run volume as we typically approach 1500 calls per year. In 2019 we responded to 1415 total emergency calls. Below is a breakdown of our most common incident types:

- 784 Emergency Medical incidents
- 29 Carbon Monoxide incidents
- 92 Residential fire alarms/smoke detector activations
- 261 Commercial smoke detector activations
- 2 Structure fires
- 10 Brush fires
- 4 Vehicle fires
- 87 Motor vehicle accidents with 29 reported as possible injuries
- 26 Reports of wires down
- 72 Mutual aid incidents including 37 ambulance calls

## BUILDING DEPARTMENT

Mark Robidoux, Building Commissioner  
Elaine Carroll, Administrative Assistant  
Robert Norton, Wiring Inspector  
Russell Dixon, Jr., Plumbing & Gas Inspector

The Building Department is responsible for administering the General laws of the Commonwealth of Massachusetts and the Town of Lincoln bylaws as they relate to land Use and the construction and occupancy of buildings and structures.

The Building Department's goal is to deliver a high level of customer service as we safeguard the public health, safety, and general welfare through structural strength, means of egress, stability, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the build environment. The Building Department supports the Planning, Conservation and Zoning functions of the land use departments and supports the needs of the existing departments, and is committed to improve operational efficiency, and to enhance service delivery.

Values of construction permits for work during the past year as submitted by applicants in 2019:

Building (Residential and Commercial)	\$24,370,489.00
Plumbing (Residential and Commercial)	2,267,944.00
Electrical (Residential and Commercial)	<u>3,618,745.00</u>
	\$30,257,178.00

### Permit Fees Collected in 2019 – Residential and Commercial

Building	\$228,036.00
Plumbing/Gas	46,891.00
Electrical	134,515.00
Re-certification Fees	<u>800.00</u>
Total	\$410,242.00

### Building Permits Issued in 2019

New Residential	2
Additions and Remodeling	164
Garages and barns	5
Decks and porches	<u>9</u>
Sheds	3
Steel Metal Permits	20
Demolitions (house)	1
Demolitions (accessory structures)	1

Re-roofing	41
Tents (temporary)	23
Wood Burning Stoves	6
Cell Tower – addition to existing	1
Accessory Apartments	1
Solar Panels	23
Signs	3
Fences	5
Modular School Trailers	1
Building Permits Issued:	309
Plumbing/Gas Permits Issued:	271
Electrical Permits Issued:	265

2020 looks to be another busy year with the inspections for Oriole Landing, a 60 unit apartment complex constructed in two buildings and ongoing inspections for the Minuteman School as they complete their school project and the new School Complex, along with the various residential inspections to be conducted. Additionally, this year we finally launched our online permitting system that will reduce paper and improve efficiency. In July of 2019, we raised the fees on our permits, which had not been changed since 1996. The Building Department is located on the second floor of the Town house at 16 Lincoln Road, Lincoln MA 01773. We can be reached at 781-259-2613.

## SEALER OF WEIGHTS AND MEASURES

Joseph Mulvey

The Sealer of Weights and Measures for the Town of Lincoln is Joseph Mulvey.

In May and June of 2019, Mr. Mulvey inspected 3 service stations, Drumlin Farm, Linden Tree Farm and Donelan's Supermarket in Town as required by the Commonwealth of Massachusetts.

Service Stations	3
Supermarkets	1
Farm Stands	2
Sealing fees collected	\$826.00

Any questions regarding weights and measures for the Town of Lincoln should still be directed to the Office of the Building Inspector, at Telephone Number 781-259-2613.

## **BOARD OF HEALTH**

Steven Kanner, M.D.

Patricia Miller.

Frederick L. Mansfield, M.D., Chair

The Board of Health meets the first Wednesday of each month at 7:30 p.m., and all meetings are open to the public. Citizens wishing to be placed on the agenda should contact the Board of Health Office at least two weeks before the scheduled meeting date. The Board's office manager is Elaine Carroll, who is also the Administrative Assistant for the Building Department. Inspectional services are provided through an inter-municipal agreement with the Town of Concord with Stan Sosnicki acting as our Health Inspector. Patricia McGean, Town Nurse worked on such topics as flu vaccines, school immunizations, tick borne illnesses and communicable diseases.

The Board of Health is responsible for a variety of issues related to water protection, solid and hazardous waste disposal, communicable diseases, and public health hazards in the environment. The Board is charged with overseeing the onsite wastewater (septic) system program; enforcing the State Sanitary Code for food establishments, summer camps, swimming pools, beaches, private water wells, overseeing mosquito control programs; supporting mental health services for Lincoln residents through Eliot Community Human Services; and works closely with the Town appointed Animal Control Officers.

### **PERMIT ACTIVITY**

In 2019, the Board of Health issued: 40 permits to construct/alter onsite wastewater (septic) systems, 5 Recreational Camp permits, 2 pools, 22 Food Establishment Permits, 46 catering permits, 26 temporary events permits, 2 permits to trap beaver and 6 private wells. This year, the Board of Health Agent witnessed soil evaluations and percolation tests at 11 properties for the siting of onsite wastewater (septic) systems, conducted 17 Title 5 building reviews, 84 septic installation inspections, and 35 food service inspections. In 2019, 2 food service facilities were completely renovated and construction of the Minuteman Regional Vocational High School food facilities was completed. The REAL Restaurant opened up and has been well received by the Town.

### **HEARINGS**

The Board voted to grant 5 variances to local septic regulations in 2019 during its regular meetings.

On September 10, 2019 the Board approved the spraying of the Town fields with Mavrik Perimeter to combat the threat of EEE and protect the school children. The fields were also closed to all activities from 6:00 p.m. to 6:00 a.m.

In 2019, the Board revised their Tobacco21 Regulation to say that flavored e-cigarettes (vapes) can only be sold in Lincoln in 21 Smoke Shops. The Health Inspector is in charge of inspecting that the various establishments are following the ban on plastic water bottle and plastic bags, which started on January 1, 2019. The Board supports the Town’s decision not to be involved in the sale or distribution of recreational cannabis products. The Board feels it is best to minimize the exposure of minors to the adverse effects of recreational marijuana.

**OTHER ACTIVITIES**

	Disease Reports	2017	2018	2019
Communicable disease control: Communicable disease reports regarding Lincoln residents are now forwarded to Trish McGean, Town Nurse, for review and possible follow-up. Case reports investigated for the Board of Health since 2017 are summarized on the following table. The numbers indicate cases which may be confirmed, suspect, or probable and may also indicate residents who are considered contacts of individuals (residents and non-residents) with communicable diseases.	Lyme Disease	33	20	34
	Human Granulocytic Anaplasmosis	3	2	2
	Campylobacteriosis	0	0	2
	Salmonellosis	2	2	1
	Influenza	11	15	7
	Hepatitis A	0	0	1
	Borrelia miyamotoi infection	0	1	1
	Hepatitis B	0	1	2
	Hepatitis C (chronic)	1	0	1
	Babesiosis	2	4	1
	Ehrlichiosis	1	1	1
	Group A Streptococcus	1	2	0
	Group B Streptococcus	1	2	0
	Tuberculosis	1	10	1
	Pertussis	0	0	1
Hepatitis E	0	1	1	
Amebiasis	0	0	1	
Varicella	0	0	2	

**HAZARDOUS WASTE COLLECTIONS:**

This year 119 residents signed up to bring their hazardous waste to the facility in Lexington. Lincoln is one of eight towns that participate in the Minuteman Hazardous Waste Facility located on Hartwell Avenue in Lexington. The facility holds eight collection days a year beginning in April and ending in November.

2020 Dates:

- April 18
- May 16
- June 13
- July 18
- August 15

Sunday, September 20  
October 17  
November 7

**ANIMAL CENSUS:**

The following table lists the population of farm animals since 2012.

Type	2012	2013	2014	2015	2016	2017	2018	2019
Cattle, beef	54	79	53	39	48	31	36	38
Cattle, yearlings	14	1	6	0	0	0	0	0
Goats	22	14	1	6	0	0	0	18
Sheep	142	126	137	132	133	127	103	109
Rabbits	2	0	1	4	0	0	0	0
Swine	13	45	39	26	13	22	22	25
Horses/Ponies	74	78	68	59	60	59	49	49
Llamas/Alpacas	7	5	10	7	7	7	8	8
Donkeys	1	1	2	2	1	1	0	0
Chickens	417	418	505	563	1196	1383	1052	1211
Turkeys	3	48	4	0	0	0	0	0
Waterfowl	9	12	14	14	12	10	13	17
Geese	0	3	7	0	9	1	1	0
Guinea Hens	0	0	1	0	0	0	6	0
Water Buffalo	0	1	0	0	0	0	0	0
Pigeons	0	0	0	0	6	0	0	0

## DOG OFFICER

<b>TOTAL NUMBER CALLS HANDLED - 2019</b>	<b>226</b>
# Complaint Calls	13
# Lost Dog Calls	3
# Lost Cat Calls	2
# Other Cat related calls	2
# Animal / Wildlife Calls	9
# Miscellaneous Calls	109
TOTAL # ANIMALS PICKED UP	5
Total # dogs not licensed	
Total # dogs not claimed	
# still in dog officer custody	
#surrendered to Humane Shelter	
TOTAL # HUMAN BITE OR ANIMAL -> ANIMAL BITE CALLS	15
TOTAL # QUARANTINE ORDERS ISSUED/RELEASED	40
TOTAL # CITATIONS ISSUED	
# No license citations	
# Leash Law/Dog not under owner control	
# Other Offense	
# Court summons processed	
<b>BARN INSPECTIONS COMPLETED</b>	<b>26</b>
<b>ANNUAL KENNEL INSPECTIONS COMPLETED</b>	<b>2</b>
<b>#ANIMAL SPECIMENS SUBMITTED TO STATE LAB</b>	<b>0</b>

## LINCOLN COUNCIL ON AGING

Dan Boynton  
Laura Crosby  
Ben Horne, Vice-Chair  
Sally Kindleberger  
Wendy Kusik  
Don Milan  
Florence Montgomery  
Kathy Ramon  
Donna Rizzo  
Dilla Tingley, Recorder  
Rob Todd  
Dorothy Taylor, Chair

**Mission Statement:** The Council on Aging (COA) strives to enrich the lives of Lincoln's 2,200 residents 60 years of age or older and assist these residents to remain safely and independently in our community by providing activities and social services. In addition, the COA provides a variety of human services to Lincoln residents of all ages who are in need of social work, financial assistance, mental health, and other assistance. The majority of our educational, social, and recreational activities are open to residents of all ages.

Much of our effort over the past year has been focused on responding to the significant increase in human services needs across all populations that has been noted by many Town departments and organizations. Over the past year we have:

- Hired a 12 hour-a-week Town Social Worker with a grant from the Ogden Codman Trust to provide services to residents under 60 years of age.
- Received funding from the First Parish and St. Anne's for monthly mental health clinics that began in the spring.
- Began a Rental Assistance Program cosponsored by the Housing Commission with funding from the Community Preservation Act to provide monthly subsidies to households in need for the purpose of bringing housing costs down to 30% of income.
- Established a fund for emergency housing for residents at risk of or experiencing eviction through a grant from The Commons in Lincoln.
- Significantly increased our outreach to residents of all ages who are eligible for Fuel Assistance and other benefits and programs.

We have also enhanced our ability to serve residents by:

- Collaborating with Benchmark Senior Living, the Commons in Lincoln, and Right at Home in Home Care to launch a Memory Café for elders with dementia and caregivers.

- Joining with three Girl Scout troops in highly successful drives to collect necessary items for holiday gift bags and winter emergency preparedness kits for older adults in need. In addition, the Girl Scouts are distributing sand and salt buckets to any seniors requesting one.
- Providing over 1,100 rides to doctor's appointments and other necessary destinations through volunteers and taxis funded by the Friends of the COA. This is a 79% increase over last year.
- Offering more than 3,200 units of social service, including case and crisis management, information and referral, counseling, and more. This is an increase of about 50% from last year.
- Conducting trainings at Lincoln Woods and Bemis Hall on inclusive best practices for those with disabilities.
- Initiating a new program to provide air conditioners to people experiencing dangerous hyperthermia due to medical conditions.
- Publishing an expanded edition of the Lincoln Community Resource Guide for all ages.
- Adding ten new spots to the Senior Work-Off Program.
- Working with the Finance Committee and Assessor's Office to publicize available abatements and exemptions, especially the CPA exemption.

In addition, we strive to offer a slate of programs that meets the needs of a wide diversity of Lincoln residents, including seniors and "near seniors" ranging in age from their 40s to their 90s, caregivers and family members, and children and young people. Among this year's highlights:

- Lincoln Academy presentations on climate change, Russian poetry, Africa and other travel destinations, the Flint Homestead, and more.
- Cultural programs funded by the Lincoln Cultural Council including a performance about Herman Melville and a presentation on Ogden Codman and Edith Wharton with Historic New England; a dramatic event about Dickens and history lectures about the 20s and French History with the Library; and a performance about Abigail Adams with the Friends of the COA.
- Programs for those who are downsizing and moving, including an antiques appraisal and a program on how to find affordable housing,
- New groups including Mah Jongg and coping with loss and change.
- Health programs on such topics as diabetes, paying less for prescriptions, medical marijuana, balance, CPR, bone health, and more.
- Many programs on important issues such as preventing scams with Middlesex DA Marion Ryan, cohousing, tenant rights, and Medicare.
- Trips to the Taza Chocolate Factory, Peabody Essex Museum, Prudential Center, Isles of Shoals, and Kennedy Institute for the Senate.

Special thanks go to our almost 150 volunteers, the Friends of the COA, and the many businesses and organizations who contribute to the COA with collaborative programming and donations, all of whom make our work possible.

## **BEMIS TRUST**

Mimi Borden, Trustee  
John MacLachlan, Trustee  
Sara Mattes, Trustee

The Bemis Free Lecture Series began in 1892 and was held in Bemis Hall.

It was common for wealthy men of the era to leave a legacy of buildings, and Lincoln entrepreneur George Bemis was no exception. Not only did he build Bemis Hall to be a town office and meeting place, he built the second floor to be a lecture hall and performance space, and he endowed a lecture series.

The lecture series was modeled after the Chautauqua movement of his time, which aimed to bring entertainment and culture to the masses. The Bemis Trust charge for the lecture states that the series was “to bring education and edification to the citizens of Lincoln.” The ordinary folk of Lincoln were to enjoy what previously had been reserved for a wealthy and elite society. The lectures series’ endowment was doubled in 1982 by the bequest of native son, John Todd, and the charge expanded to include “entertainment and recreation.”

Over the years, the series has hosted Robert Frost, Archibald Cox, John Kenneth Galbraith, Julie Taymor, Imago Theatre, Grace Paley, Dr. Benjamin Spock, The Steel Band of Blue Hill Maine, a basketball clinic run by Dave Cowens, Mission: Wolf, Margaret Mead, Julia Glass, Michael Fitzgerald, and many others of great note.

Today, the Bemis Free Lecture Series is run by 3 elected trustees.

In 2019, the series hosted Lawrence Lessig, the Roy L. Furman Professor of Law and Leadership at Harvard Law School. Lessig was previously a professor at Stanford Law School, where he founded the school’s Center for Internet and Society, and at the University of Chicago. He clerked for Judge Richard Posner on the 7th Circuit Court of Appeals and Justice Antonin Scalia on the US Supreme Court. While much of Lessig’s career has focused on law and technology, his recent work has concentrated on politics and activism and addressing what he sees as essential: to correct the corrupting influence of money in American politics.

Lessig’s standing-room-only lecture was based on his forthcoming book, *They Don’t Represent Us: Reclaiming our Democracy*, in which he addresses “institutional corruption” - relationships which, while legal, weaken public trust in an institution, especially as that affects democracy.

Lessig pointed out critical differences between public response to today's impeachment trial of Donald Trump and that of Nixon and the issues it poses for today's debates in the public square. During Watergate, we had a limited number of media platforms and three major networks with respected journalists reporting the news. We were a society that shared a commonly accepted set of facts. Lessig reminded us that in today's universe, the explosion of cable networks and social media platforms has created a set of competing "facts" and a distrust of their respective sources. He stressed the need for reform, including a move to public campaign funding, which would correct our failing political culture and make our democracy work for all of us.

As we plan for the coming year, the Bemis trustees welcome all ideas for lectures and entertainment for the education and edification of the citizens of Lincoln!

## **VETERANS SERVICES**

Peter Harvell, Veterans Services Officer

The mission of the Lincoln Veterans Services Officer (VSO) is to advocate on behalf of all of Lincoln's veterans, provide them with quality support services and to direct the Commonwealth's Veterans Benefits, MGL Chapter 115 program of emergency financial assistance to those qualifying veterans and their dependents.

The Veterans Services Officer also serves as a resource for a wide array of veterans' benefits and entitlements. The Office assists veterans and qualifying dependents in applying for these benefits such as the following federal programs: Compensation, Pension, Dependent Indemnity Compensation, VA Health Care, Burials and the GI Bill for education benefits. On the State and local level we assist with veterans Annuity, Property Tax abatement, "Work Off" programs, War bonuses, and burials in State Veterans Cemeteries as well as Chapter 115.

Veteran Services Office hours are from 9AM-12PM each Thursday at the COA in Bemis Hall.

The Office phone is the same as the COA: 781-259-8811. You may call on Thursdays mornings to speak to the VSO or you may call at any time to schedule an appointment.

Follow us on Facebook: Town of Lincoln Veteran Services.

## DEPARTMENT OF PUBLIC WORKS

In 2019 the Public Works Department again completed many projects and activities.

In 2019 road repair and repaving continued. Road paving included sections on:

- Route 117
- Bedford Lane
- Sunnyside Lane
- Bedford Road

As compared to the record winters in the past, January and February of 2019 produced average snow fall in Lincoln. DPW crews worked around the clock to maintain safe roadways and sidewalks and responded to a total of 22 snow and ice events. The Department also utilized its winter pre-treatment process. This process includes applying salt brine to the major Town roads in advance of a storm event. By applying this Brine, the snow begins to melt immediately on the road. The snow and ice will not bind to the roadway, thereby reducing the overall amount of effort and materials that have to be used.

During the spring, the Department continued the process of removing tons of built up sand on the roadway shoulders. This sand built up during the winter and is the result of our heavy reliance on sand for snow and ice control. The sand interferes with the roadway drainage and is a major contribution to pavement damage.

This past summer, the Department performed roadside vegetative maintenance, performed roadway striping, repaved sidewalks, put a curb in at the corner of Weston Road, filled potholes, fixed road signs, performed cemetery burials and maintenance, and made repairs to several drainage structures.

The Public Works Department continued to use its equipment to trim back over grown roadside vegetation. By trimming back this vegetation, the Town's residents have a safer, more aesthetically pleasing roadway. The beautiful farmer's stone walls that we have been repairing can now be seen and enjoyed.

During the fall, the Department cleaned leaves and fixed damaged catch basins as well as tree clean up after the October windstorm. The Department also continued with its roadside program, trimming various roadsides and intersections.

During the course of the year, the Department was also tasked with the operation of the Town's Transfer Station. The town implemented food waste composting with Black Earth Compost with the help of Mother's Out Front. A new larger swap shed was built to house resident's usable items.

The Department continued with the maintenance and operation of the Town's cemeteries.

New equipment for the DPW included a new Ford F350 Pick-Up Truck.

Looking ahead to 2020, the Department anticipates continuation of the trail and path maintenance program, roadside improvements including stonewall repair, continued improvements to the Transfer Station, improved leaf removal program, and continued development of the Public Works yard and materials handling.

Carol Withycombe retired as Administrative Assistant after 13 years of service in January of 2019. The Department hired Susan Donaldson as the new Office Manager.

**The 2019 Lincoln Department of Public Works Department Staff:**

- Chris Bibbo – Superintendent
- Susan Donaldson – Office Manager
- Steve McDonald - Foreman
- Jim Durkin – Crew Chief
- Brian Kerrigan – Mechanic
- John Neri
- Ian Sears
- Steve Frias
- Dan Scirocco
- Brent Boudrot

## **CEMETERY COMMISSION**

Susan Harding  
Conrad Todd  
Manley Boyce, Chairperson  
Valerie Fox, Agent for the Cemetery Commission and Town Clerk

2019 was another busy year for the Lincoln Cemetery Commission!

First, the newest section of the Lexington Road Cemetery, named Fern Way, will be opened in 2020 pending the completion of the two-foot-high stone wall designed to complement and protect the landscape.

Exciting future plans for the Lexington Road Cemetery include the completion of the area of land designated as Juniper Way. Juniper Way includes a proposed area designated for Green Burials, also known as “Natural Burials”. Green Burials are increasingly sought by those looking for a simpler and environmentally “greener” option than those of a traditional burial. These Green Burials have unique conditions along with specific rules and regulations.

In keeping with “natural” and “green”, the Cemetery Commission is encouraging the use of native plants in landscape design decisions. Susan Harding, along with the help of Tom Gumbart of the Lincoln Conservation Commission and Ken Bassett as Tree Warden is happy to make suggestions.

A new Lincoln Cemetery Rules and Regulations Brochure, currently being compiled, will be a comprehensive guide addressing rules and regulations for our cemeteries. This brochure will include the Green Burial rules and restrictions, new pricing for cemetery lots and services, landscaping guidelines, recreational parking and pet walking rules, along with other helpful information. The Town Clerk will have copies of this publication, along with a list of preapproved plantings for your convenience.

Maintaining our cemeteries is a massive and non-ending undertaking. Under the leadership of Steven McDonald, foreman of the Lincoln Highway Dept., the hardworking and willing crew of the highway department support the work of Joseph Cotoni, our caretaker, in keeping the cemetery free of debris and the roads accessible among their too many to mention other responsibilities.

The Cemetery Commissioners recognize that like those of other municipalities, our most daunting problem is to assure we will be able to accommodate the residents of Lincoln, both current and future. Looking ahead, we may need to consider acquisitions or land swaps to accommodate additional growth. Valerie Fox, our dedicated and hardworking agent, represents our commission, and the

townspeople of Lincoln, with her vast capabilities and deep compassion. We thank her for this and the many things she does for all of us. There were 39 interments and 27 lots sold in 2019.

## **ROADWAY AND TRAFFIC COMMITTEE**

Jonathan Dwyer  
Ken Bassett, Chair  
Margaret Olson  
Jane Herlacher  
Alex MacLean  
Deborah Howe  
Tim Higgins  
Chris Bibbo  
Chief Kevin Kennedy

The Roadway and Traffic Committee (RTC) continues in its role as an advisory body to the Board of Selectmen on issues related to the Town's public roadway right-of-ways. The RTC's membership consisting of Town officials and citizen volunteers provides a forum for discussion of roadway related issues, including public safety, traffic management, and aesthetics.

During 2019 the RTC coordinated its activities with the ongoing initiatives of the Complete Streets program administered through the Planning Board as well as the initiatives of BPAC, the Bicycle and Pedestrian Advisory Committee, which is advisory to the Selectmen. Common to all three entities is the pursuit of physical right-of-way improvements that will provide traffic calming, enhance the safety of pedestrians and cyclists, and preserve the rural character of our roadways through thoughtful design. Notable in 2019 was the initiation of a study by Mass Highways of Route 2a focused on similar concerns; that is, how the planned resurfacing of the roadway could incorporate improvements that would benefit pedestrian and bicyclist safety, protect the character of the National Park setting, and better manage traffic flows. Participation in the planning process is being facilitated for boards and committees in Lexington, Lincoln, and Concord as well as the Park Service and other interests in the 2a corridor.

## **WATER DEPARTMENT**

Ruth Ann Hendrickson, Chairman  
Michelle Barnes, Commissioner  
Jennifer Glass, Commissioner  
MaryBeth Wiser, Superintendent

Established in 1874, the Lincoln Water Department (LWD) provides clean, safe drinking water and fire flow protection throughout the Town. The main components of the system are its two sources of supply, Flint's Pond and the Tower Road well; the micro-filtration plant on Sandy Pond Road to treat the Flint's Pond water; the storage tank on Bedford Hill; and the 58 miles of distribution piping and fire hydrants.

Governed by three elected Commissioners, the Department is funded entirely by user fees. We operate as an Enterprise Fund, meaning that revenues are expected to meet or exceed expenditures on a year-to-year basis, with the difference (retained earnings) held in reserve to fund emergency repairs, capital expenditures, and system improvements. Our budget and capital expenses are voted by the Town, and capital expenditures and system improvements are approved at the annual Town Meeting when paid for by retained earnings or bonding. LWD maintains liaisons with various Town entities, including Town Administration and the Finance Committee and has begun more active participation in the town's formal budget processes.

At the 2019 Town Meetings, the town approved \$1.977M in borrowing by the water department and a total transfer of \$495K from retained earnings. This funding need resulted from various factors including: the costs to address deficiencies noted in the August 21, 2018 Massachusetts Department of Environmental Protection (Mass DEP) Sanitary Survey of our water system operations; the costs to comply with new OSHA requirements; unexpected expenses related to infrastructure failure; higher-than-estimate bids for the safety catwalk and the chemical handling and ventilation system replacements; the planned and necessary replacement of filter banks; and the Mass DEP requirement that we hire an independent contractor to provide part-time treatment plant staffing support. To pay for this funding, increases in water rates are necessary. The average annual residential water bill is about \$560 for FY2020 to date.

<b><i>Operating Budget</i></b>	<b><i>Collected/ Budgeted</i></b>	<b><i>Expended</i></b>	<b><i>Retained Earnings</i></b>
<b>FY2019 Actual</b>	\$1,292,303	\$1,507,720	\$(215,417)
<b>FY2020 Proposed</b>	\$1,373,204		
<b>FY2021 Proposed</b>	\$1,835,468		
<b><i>Capital Budget</i></b>			
<b>FY2019</b>	\$120,000		
<b>FY2020</b>	\$1,122,000		
<b>FY2021</b>	\$250,000		

The increase in the operating budget represents some of the factors highlighted above, including debt service from the FY2020 borrowing and a \$50,000 emergency reserve fund that reverts to retained earnings if not used.

The Department’s FY2021 operating and capital budgets are the minimum necessary to comply with the Mass DEP and OSHA requirements and fund projects that cannot be delayed further until we develop a long-term plan. While subject to change as we undergo long-term planning, the current five-year capital plan includes the following items not already funded by prior Town Meeting authorization: water treatment plant residuals handling and neutralization system upgrades; constructing a replacement well; remodeling the second floor, the non-OSHA compliant bathroom and constructing an HVAC system at the pump station; replacement of the water main from the storage tank to the water treatment plant; and storage tank replacement.

The department is pleased to report that our residential water consumption in 2019, our total annual withdrawal was 171,546,300 gallons, 6 percent below permitted level. This is the first time the department has been below the permitted level; we believe this is the result of a wetter summer and correcting some major leaks in the system. But Unaccounted for water remains in the range of 20-25 percent.

The water department has undergone significant turnover in both commissioners and staff over the past year. Still under-staffed, the department plans to continue aggressive onboarding efforts.

More information about the LWD can be found on the town website: <https://www.lincolntown.org/219/Water-Department>

The Commissioners are grateful for the support of our dedicated staff, MaryBeth Wisner (Water Superintendent), Gary Tuck (Water Treatment Plant Manager), Davis Scribner (Part-time Weekend/ Holiday Water Operator), Nick Iarussi

(Weekday/ Weekend/ Holiday Water Operator), Aaron Miller (Weekday Temporary Operator), Brian Johnson (Weekday Temporary Operator), Shawn Rock (Weston and Sampson Contract Operator), Kevin Sampson (Weston and Sampson Contract Operator), and Monica Kacprzyk (Administrative Assistant). We wish Jeremy Bernard and William MacInnes well in their future endeavors, and thank them for their years of service.

## LAND USE BOARDS AND DEPARTMENTS

### PLANNING BOARD

Margaret Olson, Chair  
Lynn DeLisi, Vice Chair  
Richard Rundell  
Gary Taylor  
Stephen Gladstone  
Craig Nicholson – Associate Member

**Staff** – Jennifer Burney, Director of Planning and Land Use and focuses on short and long-term goals, planning initiatives, and grant opportunities. Paula Vaughn-Mackenzie, Assistant Director of Planning and Land Use, focuses on project permitting, project monitoring as well as assists with planning initiatives.

The Planning Board's work is comprised of ongoing permitting activities, amendments to the Zoning Bylaw and Subdivision Rules, regional projects, grants, planning studies, and long-term planning to preserve the health and character of the Town through the 21<sup>st</sup> century. The Planning Board and Staff participate with various regional organizations, such as MAGIC (Minuteman Advisory Group on Interlocal Coordination), Battle Road Byway Committee, and MAPC (Metropolitan Area Planning Council and attends meetings on regional transportation projects.

**Permitting Activities:** The Planning Board conducts Site Plan Review for the construction of new single-family homes, large additions, institutional and commercial building, modification requests to prior site plan approvals, as well as fence and sign applications, and ANR plan endorsements.

### **Major projects before the Planning Board this year included:**

Oriole Landing: The Planning Board issued a special permit and approved a site plan for a 60-unit mixed-income rental community located at 1 Mary's Way. Oriole Landing includes fifteen units (25%) reserved for those earning a maximum of 80% of the Area Median Income. All 60 units will count toward the Town's Subsidized Housing Inventory (SHI). Construction began December 2018. The project is expected to be completed spring/early summer 2020.

Minuteman Regional High School: The Planning Board approved the construction of a new school building and campus. The school welcomed students in September 2019. An associated Athletic Complex was approved by the Planning Board, with construction to begin in Spring 2020.

The Birches School and the Town's new soccer field are completed and up and running. The 16-acre site includes an athletic field for Parks and Recreation, a school building for the Birches School and conservation land.

The Lincoln Elementary and Middle School. The Planning Board approved the site plan for the new Lincoln School project in December 2019. Temporary modular classrooms for students have been delivered and construction will begin spring/summer 2020. It is anticipated that the project will take three years to complete.

## **Regulatory Activities 2019 Town Meeting**

The Town voted to approve two amendments to the Zoning Bylaw. Section 13.6. Solar Energy Systems was amended to allow the sale of energy to the grid or other third party; added regulations for stand-alone Canopy/Carport structures; and added a requirement for surety for abandonment and removal of commercial solar systems.

Section 4.1 (c) was amended to extend protection to non-conforming lot owners in cases where a non-conforming lot is made smaller through a public land taking or acquisition by the Town of Lincoln or other public entity for a public purpose. The amendment states "such lot shall not be rendered non-compliant, illegal, non-conforming or more non-conforming solely by reason of such taking or acquisition."

## **Lincoln Station/South Lincoln**

In 2017 the Planning Board appointed a 10 member subcommittee, the South Lincoln Planning Implementation Committee (SLPIC) to work on a number of initiatives at Lincoln Station. SLPIC has four project teams which focus on specific planning projects such as MBTA improvements, Wayfinding, Placemaking and Planning and Zoning. Membership represents a wide range of stakeholders including representatives from the Planning Board, Board of Selectmen, Housing Commission, Local Businesses, Lincoln Woods, the Rural Land Foundation and town residents.

Planning and Zoning Team: The SLPIC Planning and Zoning Team has been working on the rezoning of Lincoln's village center with design guidelines to accomplish the goals set forth in the 2009 Master Plan by creating a vibrant, active, walkable, and sustainable village center with a diversity of housing choices. The Town was awarded multiple grants for a total of \$68,560 to support this effort. The Planning Board anticipates bringing a zoning amendment to a 2020 Town Meeting.

MBTA Team - The MBTA Team is focusing efforts on the needs of commuters including ADA accessibility and parking as well as amenities such as signage, shelter, and bicycle racks. The Team has visited other commuter rail stations in the area and has made recommendations to the MBTA. The Town was awarded funding of \$500,000 through a Capital Bond Bill for the planning and design of the commuter rail facilities at Lincoln Station, however; funds have not been released by the State Executive Office for Administration and Finance. Improvements might include ADA improvements, a raised platform, pedestrian shelters and seating, and relocating the inbound stop to the westerly side of Lincoln Road so that both the inbound and outbound stops are on the same side of the road. A parking study of the commercial and commuter parking lots to determine parking capacity was done during 2019. As a complement to the parking study, the Team explored adopting a new pay system and creating a parking benefits district. A parking benefits district would allow parking fees to be used for parking lot, pedestrian and bike improvements at Lincoln Station.

Wayfinding Team: The SLPIC Wayfinding Team worked on Branding and Wayfinding at Lincoln Station creating a new wayfinding system with a central informational kiosk located at the new pocket park. Phase 1 of the wayfinding program leads residents and visitors to Drumlin Farm and back again to Lincoln Station with stops along the way to Codman Farm and the Codman Estate. Wayfinding will help capture the spending power of the 140,000 annual visitors to Drumlin Farm. Phase 1 was funded through a Complete Streets grant. The Team is currently working with The Trustees of Reservation (TTOR) to expand the wayfinding program to include the de Cordova museum.

Placemaking Team - The Placemaking Team is working on efforts to make Lincoln Station a vibrant active center by improving underutilized spaces and building a playground in the village center.

### **Other Initiatives, Studies and Grants**

Since 2016, approximately \$1,715,533 in grants and funding have been awarded to the Town. Some of the initiatives and studies are listed below. For a more information on these efforts as well as others visit the town's website at [www.lincolntown.org](http://www.lincolntown.org)

Business Consulting Services: This grant provided free consulting services to local businesses. The consultant facilitated a well- attended workshop and then worked one on one with individual businesses on business planning and marketing.

Environmental Bond Bill: The Town was awarded \$321,500 by an Environmental Bond Bill approved by the State for pedestrian connectivity,

intersection improvements, crosswalks, and expansion of the wayfinding program, however funding has not been released by the State Executive Office for Administration and Finance.

DPW Study: A Feasibility Study was conducted of the DPW site to explore options of rebuilding in place, relocating to a new site or consolidating operations to free up space for potential housing and/or commercial development. The study identified current and future needs, and included a site selection analysis, conceptual site layouts and cost estimates.

Municipal Vulnerability Preparedness (MVP): The Town was awarded a planning grant to help assess its vulnerability to climate change. This planning study identified risks and strategies for creating resiliency in infrastructure and energy, agriculture and forestry, transportation and other service areas. The completed plan was approved by the Executive Office of Energy and Environmental Affairs and Lincoln is now designated as a state-certified MVP community, making it eligible for additional state grants to implement the plan's recommended actions.

Stormwater: Lincoln is one of many Massachusetts communities regulated under the Environmental Protection Agency's (USEPA) National Pollutant Discharge Elimination System (NPDES) and the 2016 Massachusetts Small MS4 General Permit. This permit program was created with the intention of improving the quality of the nation's waterways by reducing pollutant loads associated with stormwater runoff. Under the MS4 permit, Lincoln is required to work on a range of measures to address regulation requirements. The Town in collaboration with MAGIC (sub regional planning organization under MAPC made up of 13 communities including Lincoln) was awarded a \$102,000 grant to take a regional approach to complying with the Storm Water Program. In addition to the regional effort, Lincoln, with the assistance of a consultant, is working on initiatives which include developing plans, policy, resources and educational information to address stormwater.

Complete Streets: The Town was awarded a \$132,424 to construct a shared use path from Lincoln Station to Codman Farm. The grant also includes pedestrian safety improvements at Lincoln and Codman Roads.

## ZONING BOARD OF APPEALS

Tobias Brambrink, Associate Member  
William Churchill, Associate Member  
Eric Snyder, Member  
David Stifter, Associate Member  
David Summer, Member  
Joel Freedman, Co-Chair  
David Henken, Co-Chair  
Peggy Bozak, Administrative Assistant

The Zoning Board of Appeals (ZBA) is a land use Board that interprets and applies the Town's zoning bylaw. It decides on a case by case basis requests for variances, special permits and appeals of decisions of the Building Commissioner, considering the impact on the town and neighborhoods and the requirements of the bylaw and State law.

The Board welcomed Tobias Brambrink as its new Associate Member and accepted the resignation of Kathleen Shepard as a Member and thanks her for her years of service. The board is seeking 1 additional volunteer to bring it to a full complement of 8 members.

2019 was a typical year, in terms of number of matters appearing before the Board. The Board held 12 monthly meetings and heard 24 applications for special permits, variances and appeals. The list below represents applications that were considered by the Board in 2019, listed by the date of the initial public hearing.

### **March 7, 2019**

William and Hedy David, M/P 113-9-0, 41 Morningside Lane to request a special permit to rebuild a screened porch and add an addition of master bath and closet. GRANTED

Jean Carney, M/P 174-14-0, 14, 47 Farrar Road for a special permit to add a second floor on existing structure. GRANTED

Margaret and Merritt Brown, M/P 187-12-0, 79 Old Sudbury Road for a special permit for an accessory apartment. GRANTED

Tobias Brambrink, M/P 174-23-0 12 Huntley Lane for transfer and renewal of a special permit for an accessory apartment. GRANTED

### **April 4, 2019**

Stephen and Paula Johnson, M/P 150-29-0, 99 Trapelo Road renewal of a special permit for an accessory apartment. GRANTED

Care Dimensions, M/P 167-1-0, 121-129 Winter St. for renewal and extension of time on original special permit. GRANTED

**May 16, 2019**

Ayr Muir, M/P 172-25-0, 1 Meadowbrook Road to request a special permit to demolish existing garage and replace with a new two-story garage and studio. GRANTED

9 Lewis Street Realty LLC, M/P 161-5-0 9, 11 Lewis Street for a modification of the special permit to modify and alter the buildings on the property. WITHDRAWN

**June 13, 2019**

Richard Jensen, M/P 155-1-0, 161 Concord Road for renewal of the special permit for an accessory apartment. GRANTED.

Richard Albert, M/P 114-4-0, 190 Bedford Road for a special permit to construct a deck with pergola. DENIED

170 South Great Road LLC, M/P 172-27-0, 170 South Great Road for a special permit to sell used vehicles on the property. WITHDRAWN

**July 11, 2019**

Michael Sheahan, M/P 173-57-0, 219 Concord Road for a special permit to add a canopy over house entry, add a mudroom and second floor deck. GRANTED

Tamer Khafagy, M/P 163-17-0, 62 Beaver Pond Road for a special permit to extent existing deck and install a gazebo. GRANTED

Jacqueline Stephen/Doggy Day Care M/P 150-36-0 28 Winter St. for a special permit to operate a doggy day care on the property. WITHDRAWN

**August 1, 2019**

Colin and Diane Smith, M/P 144-7-0, 8 Trapelo Road for a special permit to add a small addition to expand the kitchen, bedroom and bath. GRANTED

Carol and John Sofranko, M/P 149-38-0, 11 Huckleberry Hill for a special permit to add connector between house and garage, expand kitchen, extend living room and study, add bathroom and storage in garage. GRANTED

**September 5, 2019**

John and Laura Pontin, M/P 144-3-0, 19 Bedford Road for renewal of a special permit for an accessory apartment. GRANTED

Adam Sodowick, M/P 140-20-0, 233 Old Concord Road request for a special permit to renovate existing structure and add an addition to the kitchen, new porch and deck. GRANTED

**October 3, 2019**

John Carr, M/P 132-15-0 84 Davison Drive transfer and renewal of a special permit for an accessory apartment. GRANTED

David Fine, M/P 133-46-0, 109 Lexington Road request for a special permit for an accessory apartment. GRANTED

**October 23, 2019**

Executive Session

**November 7, 2019**

Kathleen Corkin, M/P 142-4-0, 18 Baker Bridge Road renewal of the special permit for an accessory apartment. GRANTED.

Kim and Neal Rajdev M/P 181-10-0, 18 Moccasin Hill for a special permit for accessory structure and to convert garage to studio space with bathroom. GRANTED.

**November 15, 2019**

Robert and Debra Campbell, M/P 142-11-0, 0 Baker Bridge Road for request of a variance for relief of the 250' width requirement. GRANTED

Executive Session

**December 5, 2019**

Rosamond and Francois DeLori, M/P 163-1-0, 44 Tower Road for a special permit for an accessory apartment. GRANTED

**LINCOLN HISTORICAL COMMISSION (LHC)  
HISTORIC DISTRICT COMMISSION (HDC) and  
BROWNS WOOD HISTORIC DISTRICT COMMISSION (BWHDC)**

Douglas Adams  
Gary Anderson  
Christopher Boit  
Frank Clark (Alternate – LHC/HDC/BWHDC)  
Judith Lawler (Alternate – LHC/HDC/BWHDC)  
Andrew Ory  
Richard Rundell (HDC only)  
Lynn DeLisi (HDC only)  
Allen Vander Meulen (Alternate – LHC/HDC/BWHDC)  
Andrew Glass (Chair, LHC/HDC/BWHDC)

**Welcome to New Members of the Commissions**

In 2019, the LHC/HDC/BWHDC welcomed Gary Anderson as a member (as the representative for the Brown's Wood Historic District) and Allen Vander Meulen as an alternate member. We greatly value their contributions to our meetings.

**Commission Missions**

The Lincoln Historical Commission is responsible for reviewing requests, under the Demolition Delay By-law, for demolitions and major exterior alterations to buildings and structures outside of the Town's Historic Districts and is also responsible for overseeing two houses subject to Town-held Preservation Restriction Agreements. The Historic District Commission and the Brown's Wood Historic District Commission review applications for exterior above-grade changes visible from a public way to buildings and structures within the Town-wide Historic District and the Brown's Wood Historic District, respectively.

**Lincoln Historical Commission Decisions**

Applications approved without demolition plan review:

- **158 Bedford Road** – demolition of detached garage
- **47 Farrar Road** – demolition of more than 25% of roof structure
- **9-13 Lewis Street** – demolition of No. 11 and partial demolition of Nos. 9, 11A, and 11B
- **79 Lincoln Road** – demolition of detached garage
- **1 Meadowbrook Road** – demolition of detached garage
- **19 South Great Road** – demolition of dwelling and 3 sheds (lot to be left vacant)

Applications approved after demolition plan review because buildings or structures are historically, architecturally, or culturally significant:

- **1-8 Ballfield Road** – agreement reached with School Building Committee to follow certain design principles in the renovation of the Smith and Brooks Schools
- **91 Weston Road** – agreement reached with owners of property to extend six-month delay on demolition of house
- **11 Woodcock Lane** – agreement reached with owners of property after review of proposed new dwelling

LHC 2019 Initiatives and On-Going Activity

The LHC made its annual inspection visits to the Flint Homestead and the Wheeler House under the Preservation Restriction Agreement governing each house.

Historic District Commission/Brown's Wood Historic District Commission

Certificates of Appropriateness:

- **14 Bedford Road** – installation of solar panels on south-facing roof at the rear "ell" of the Parish House
- **37 Bedford Road** – replace the split-rail fence
- **58 Codman Road** – addition of solar panels on the main barn complex; install hoop house tent for propagation of vegetables and flowers
- **18 Moccasin Hill Road** – convert garage into studio space; construct two-car carport; demolish non-contributing small barn, screen house, pergola, and small shed
- **24 Sandy Pond Road** – replace columns and decking on portico
- **51 Stonehedge Road** – replace windows and sliding glass doors; reside house; add insulation to existing roof and first-floor overhang; re-shingle roof; replace skylights; install electric car charger
- **8 Trapelo Road** – expansion to renovate kitchen, bedroom, bath, and laundry; addition of small entry addition; re-shingle house
- **20 Trapelo Road** – replace two windows on front of house
- **2 Weston Road** – restore balustrade on flat roof above sunroom
- **17 Weston Road** – replace sign for the Pierce House

Certificates of Non-Applicability:

- **58 Codman Road** – Roof repairs to Barns B and C; replace heating and cooling system in Barn D with mini-split condenser; replace propane

tanks and air-conditioning condenser with a mini-split heat pump for Milk House

- **9 Sandy Pond Road** – repair entry way and roofing; install storm windows
- **8 Trapelo Road** – repair and replace portions of stockade fence

### HDC 2019 Initiatives

In conjunction with the Friends of Modern Architecture/Lincoln, the HDC worked with two Modern house owners to join the Brown's Wood Historic District. The Town voted to approve the additions at the Annual Town Meeting in March 2019. There are now 13 houses in the Brown's Wood Historic District, 37 Modern houses in the town's two Historic Districts, and a total of 103 properties in the Town's two Historic Districts.

## **LINCOLN HOUSING COMMISSION**

Diana Chirita  
Bijoy Misra  
Allen Vander Meulen III  
Evan Gorman, Vice Chair  
Keith Gilbert, Chair

### **The Housing Commission's Mission**

Our mission is to provide housing for people with low or moderate incomes and for others whose needs are not met by the regular housing market. The Lincoln Housing Commission (HC) is responsible for coordinating all facets of the Town's affordable housing program including planning, advocacy, and policymaking. The Housing Commission is also tasked with the administration of the Town's seven rental units.

### **The Affordable Housing Coalition**

Together, the Housing Commission, the Affordable Housing Trust, and the Lincoln Foundation form the Affordable Housing Coalition with a unified mission to facilitate the expansion of affordable housing while preserving the affordable units we currently have on our Subsidized Housing Inventory [SHI].

### **10% SHI Mandate Status, Risks, and Projections**

Two years ago, Lincoln was at risk of falling below the Commonwealth's goal for town's to allocate 10% of its housing stock as affordable (i.e., counted as part of Lincoln's Subsidized Housing Inventory [SHI]). The SHI is a critical statistic: falling below 10% could allow developers under State Law (Chapter 40B) to build high density developments that include affordable housing, overruling local zoning laws with little recourse for the Town if a 40B developer chose to ignore our local concerns and goals.

With the approval of the Oriole Landing project at Town Meeting two years ago, in March 2018, came the addition of 60 units to the Town's SHI. This increased our SHI inventory from 238 to 298 units, and will likely keep our SHI above 10% for several decades.

Lincoln has included Affordable Housing in its planning and land use goals since the 1960s. Now that the Town continues to no longer be in a position in which a 40B development can be thrust upon us, we as a Commission and as a Town are turning our attention to a larger and longer-term issue: not just meeting our goals for "affordable housing" in its legal and technical terms, but encouraging the development of housing for the average family that is more affordable.

### **Joint Effort with the Council on Aging**

18 months ago, the Commission entered into a joint effort with the Lincoln Council on Aging in an attempt to provide housing stability for low income seniors, individuals and families. In partnership with the COA, the Commission won a \$30,000 grant from the Community Preservation Committee, which was ratified at last year's Town Meeting. This grant provided the funds for the creation of the Lincoln Rental Assistance Program (or "LRAP"), the function of which is to assist low-income Lincoln residents with temporary subsidies to defray their housing costs, such that these families can remain in our community.

Adverse life events such as sickness, a temporary loss of employment or a broken car can put people with little savings in danger of eviction. The temporary assistance of LRAP is meant to forestall eviction and give the receiving family or individual the opportunity to regroup and continue living in Lincoln as our neighbor.

Carolyn Bottom, head of the Lincoln COA, is to be commended for being the architect of the creation of LRAP through the COA's partnership with the Housing Commission.

After nearly a year of operation, LRAP has discovered significantly more need in Lincoln residents for this kind of assistance than was initially anticipated, and is attempting to scale up its operation in begin to meet this need. Through LRAP, vulnerable people continue to be helped, with the side benefit of preserving at least some level of economic diversity in Lincoln.

### **Changes in Membership/Committees**

Diana Chirita is the HC liaison to the COA. Allen Vander Meulen is the HC's liaison to the South Lincoln Planning Implementation Committee, ("SLPIC"). Keith Gilbert is Chair of the HC, and Evan Gorman is Vice-Chair, and liaison to the CPC. Bijoy Misra is the Commission's Representative to the Housing Option Working Group and represents the HC on the Housing Trust.

### **Contributions of Town Employees and Consultants**

The Affordable Housing Commission could not manage without the administrative assistance of Elaine Carroll, the facilities management expertise and efforts of Gerald O'Doherty and Michael Haines, the guidance of Katherine M. O'Donnell on legal matters, and Mary Day's assistance in navigating requests for proposals. We are deeply thankful and appreciative for their support, effort, and wisdom.

## CONSERVATION COMMISSION

Larry Buell  
Christine Dugan  
James Henderson  
Ari Kurtz  
Susan Hall Mygatt  
Richard Selden  
Peter von Mertens, Chair

We had several changes with the Conservation Commission. Ron Chester stepped down from the Commission and we thank him for his service. Peter von Mertens resigned at the end of 2019. He served for 16 years, including 11 as co-chair and 4 as chair. Peter has truly been the anchor of the Commission for a long time and we thank him for his willingness to invest significant amounts of both time and energy into protecting Lincoln's natural resources. This year we welcomed Susan Hall Mygatt as our newest Commissioner and her legal background and time on the Zoning Board of Appeals will help us considerably.

There were also staff changes. Our Land Manager, Tim Beliveau, departed and we wish him well with his future career. To fill this role, Stacy Carter was promoted from Land Steward to Land Manager. Emma Coates, a certified arborist with a strong forestry background, was hired as our new Land Steward. Jennifer Curtin continues as our Conservation Assistant and Tom Gumbart completed his 20<sup>th</sup> year as Conservation Director. This team does an excellent job of representing and fulfilling the conservation ethic and goals of Lincoln and we truly thank them and the many volunteers who helped us during the year.

Municipal conservation land in Lincoln includes 95 separate parcels totaling 1,527 acres. In addition, the Commission holds Conservation Restrictions (CRs) on 60 parcels totaling 537 acres. This land includes a remarkable diversity of agricultural fields, meadows, forest, ponds, streams, and an extensive trail system that connects them all. A vital role of the Commission and Conservation Department staff is to provide effective stewardship of this considerable amount of permanently preserved land. Therefore it is critical we have adequate personnel, equipment, and an operating budget to ensure appropriate land care happens. This is both for today, and out into the future, as we handle an increasing demand for access and use, and adapt to meet climate resiliency needs. Fortunately some of the Commissioners generously donate their project management and technical skills, physical labor, and equipment to help complete many of our major projects. We also closely collaborate with the Lincoln Land Conservation Trust (LLCT) in our stewardship efforts. LLCT protects an additional 1,100 acres of land, either through direct ownership or CRs, and these lands often seamlessly merge with town-owned lands at the landscape level.

As stated above our protected lands include farmland and Lincoln is a community that values farming and the individual farmers who work so hard to keep it healthy and productive. There are 195 acres of agricultural land managed by the Commission and this land is crucial for maintaining our rural heritage. Currently 11 farms license this land, each with its own unique program: Breton Meadow Farm (Ouessant sheep), Codman Community Farms (a wide mix of livestock, hay, and produce), Cupp & Sons (Sunflowers), The Food Project (organic produce and CSA), Lindentree Farm (certified organic produce and CSA), Matlock (Flint's) Farm (hay), Raja Farm (sheep), Red Rail Farm (horses and hay), Sweet Spirit Alpacas (alpaca wool), Trim Orchard (organic peaches and pears), and Verrill Farm (produce). Please be sure to visit and support these farms whenever possible. In 2020 Drumlin Farm (Mass Audubon) will start farming the Umbrello Field, which was previously the Blue Heron Organic Farm. They will also farm using current organic standards. Cupp and Sons are going to expand their acreage at the Ricci Field to take on 5 acres of currently fallow land to grow sunflowers.

We administer Wetlands Protection laws to make sure construction and landscape projects do not adversely impact wetland and buffer zone resources. If you are contemplating a project that may affect land or vegetation in or near wetlands please check in with the Conservation Department. Usually we can provide walk-in support to answer questions and help you start your project with the correct wetland information and a properly planned approach. In 2019 the most important project that was reviewed and permitted by the Commission was the Lincoln Public Schools project. We worked closely with the School Building Committee and design team to be certain that the new facility will result in environmental improvements. The new campus will employ a number of green initiatives and we are especially pleased with the full upgrade of the stormwater management system. This will help protect our local waters that ultimately supply drinking water to the City of Cambridge. We also worked on additional permitting and construction oversight for the Minute Man Regional Vocational High School. This new school was completed in 2019 and it has been completely relocated from Lexington into Lincoln. Other permits issued included work on septic systems, additions, outbuildings, and aquatic plant control efforts on ponds.

We are participating with the Charles River Climate Compact, a watershed-based group of communities working with the Charles River Watershed Association. The goal is to facilitate coordination among local governments on regional issues being impacted by global climate change, ranging from flood risk to the impacts of summer heat stress on residents.

Our outreach to schools and local organizations continues to be successful. We host a variety of events including Conservation Coffees and a morning walk series. If you want to be on the e-mail list to receive notifications on these events and more, please email [gumbartt@lincolntown.org](mailto:gumbartt@lincolntown.org). Additional Conservation Commission information can be found at [www.lincolntown.org](http://www.lincolntown.org).

## **AGRICULTURAL COMMISSION**

Nancy Bergen, voting  
Lynne Bower, voting  
Stacy Osur, alternate  
Ellen Raja, voting  
Karen Seo, alternate  
Ari Kurtz, Co Chair, voting  
Louise Bergeron Co Chair, voting  
Open position, non-voting  
Open position, alternate

**Mushroom growing workshop** - On April 4, 2019, the Agricultural Commission sponsored a workshop on mushroom cultivation. Elizabeth Almeida from Fat Moon Farm, Westford MA, presented techniques for the commercial cultivation of a variety of edible fungi. Louise Bergeron demonstrated how to inoculate wood logs with shiitake mushrooms for personal cultivation. A handout with instructions was sent to anyone who signed up and was posted on the town website. Thirty-eight people signed up to receive further information, with about 50 people in attendance.

**Establishment of a farming section in the Lincoln library** - In 2018, Agricultural Commission members started working with the librarians at the Lincoln Library to set up a section for books on farming. Members of the agricultural commission selected and purchased diverse books on the subject of agriculture to add to the library collection. Through 2019, over thirty new books exploring a large array of subjects pertinent to farming are now on the library shelves.

**Support to the town staff about responding to a resident complaint concerning a horse** - In October and November 2019, the Agricultural Commission reviewed the complaint, and provided a written evaluation with respect to Lincoln's Agricultural Zoning By-law (General By-Laws, Article XXVI) and relevant Zoning By-laws. Section 6.1 and 6.2). As demanded by the complaining resident, the Agricultural Commission provided meeting minutes that included discussions about the amendments to the town farming bylaws that were implemented following a vote at the town meeting in 2017.

**Coordination with the Lincoln Garden Club** - The Agricultural Commission promotes farming in Lincoln through collaborations with other Lincoln associations. Members of the Agricultural Commission attended the annual meeting of the Garden Club in October 2019, and provided input on activities and subjects for informational presentations that could overlap with both agriculture and gardening in Lincoln. A member of the Agricultural Commission is also a member of the Garden Club's Conservation and Environment

Committee which has interests overlapping with those of the farming community.

**Barns of Lincoln** - The Agricultural Commission has compiled a list of all the barns of Lincoln with addresses and pictures. We wish to understand the role of those building in the history and continuity of Lincoln's farms. Our ultimate goal is to publish a book that features the beauty and value of those farming buildings. We are collaborating with Lincoln historical society on this project.

**Discussions with the Lincoln Water Commission and local farms to discuss appropriate water rate policies** – In December 2019, two farmers noticed a large increase in their water bill and contacted one of the co-chairs of the Agricultural Commission. Agricultural water rates had been in place since 2011 but were rescinded in July 2019. Members of the Agricultural Commission started to engage the water commissioners in a discussion about whether agricultural rates could be reinstated, what those rates would be, who would qualify for the Ag rates, and how would farmers apply.

**Investigations of deer management** - Following complaints from farmers about deer damage to crops, the Agricultural Commission investigated the issue of deer control. We gathered information from three of the major farms in Lincoln about their assessment of damage and methods used for exclusion of deer from agriculture fields. In addition, Agricultural Commission members attended a series of seminars organized by the Harvard Conservation Committee on the exploding deer populations, potential consequences and methods of control. The Commission will continue to gather information and support farmers but decided not to lead a major effort on deer control at this time.

**Review and support of Drumlin's greenhouse project** - In March 2019, members of the Agricultural Commission discussed the placement and construction of a hoop house by Drumlin Farm and offered suggestions.

**Tracking of State Legislature actions relevant to farming – The Agricultural Commission reviewed** State legislative actions related to agriculture. Some of the items discussed at the state level include: Support for farming on non-contiguous land, allowing farm operations to end in December instead of October, and exempting some farming structures from taxes for the first 7 years.  
**Lincoln's Right to Farm Bylaw** - The Town of Lincoln passed a Right to Farm Bylaw at Town Meeting on March 26, 2011. The public notice for the Right to Farm Bylaw is published below for new residents.

“It is the policy of the Town of Lincoln to conserve, protect and encourage the maintenance and improvement of agriculture land for the production of food and agricultural products, and also for its natural and

ecological value. This disclosure notification is to inform buyers and occupants that the property they are about to acquire or occupy lies within a town where farming activities occur. Such farming activities may include, but are not limited to, activities that cause noise, dust, and odors. Buyers or occupants are also informed that the location of property within the Town maybe impacted by commercial agricultural operations including the ability to access water services for agricultural use under certain circumstances.”

## GREEN ENERGY COMMITTEE

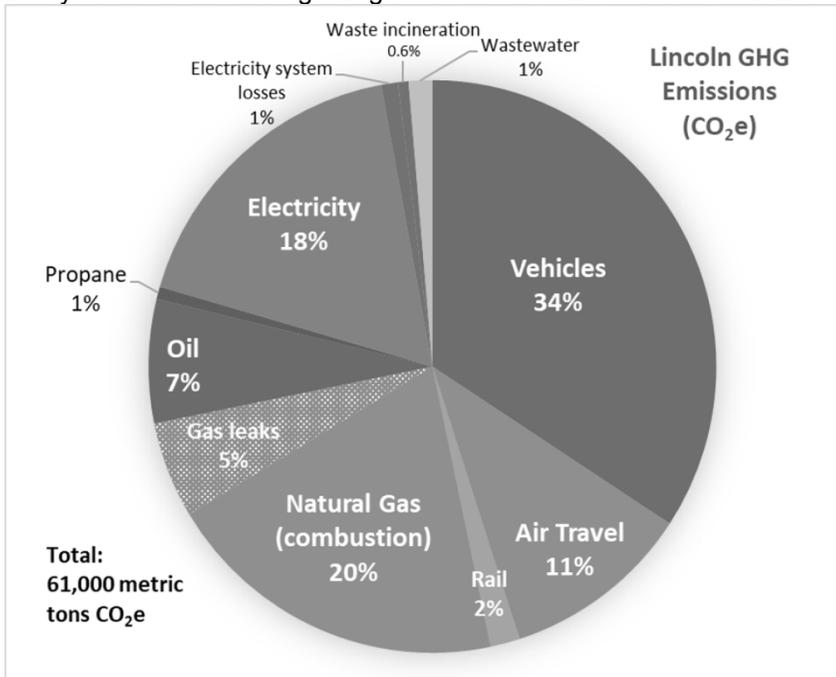
Jim Hutchinson  
Sue Klem  
Edmund Lang  
Ed Kern  
Ann Risso

Paul Shorb  
Jonathan Soo  
CJ Volpone  
Mary Day, Ex-officio  
Peter Watkinson, Chair

Established by the Selectmen in 2007, the Green Energy Committee (GEC) serves as the Town's primary resource to identify technologies, initiatives, and resources in order to reduce Lincoln's CO<sub>2</sub>e emissions. In addition to our committee members, there is a deep bench of GEC contributors advocating for, leading and supporting municipal and town efforts. Jennifer Glass is the Select Board BOS/GEC Liaison.

We would like to highlight some of the GEC's key efforts:

- The GEC worked with James Booth who developed **Lincoln's Greenhouse Gas (GHG) Emissions Report** in 2019. This pie chart below represents a summary of that work and a guiding focus for the GEC's actions in 2020.



Lincoln's GHG emissions accounting enables the GEC to quantify Lincoln's CO<sub>2</sub>e emissions, focus on reducing/eliminating the primary emissions

sources, communicate effectively amongst town boards, committees and residents and track Lincoln's progress toward our carbon neutral objective.

- Launch the EV 2020 Campaign to switch Lincoln residents to electric vehicles (EV) through the purchase/lease of new/used pure electric vehicles. Lincoln's vehicles, mostly residentially-owned, are responsible for 1/3 of Lincoln's direct CO<sub>2</sub>e emissions. Lincoln has the most EVs per capita in neighboring towns (MOR-EV data) and the GEC wants to aggressively extend that lead.
- Use Community Choice Aggregation (CCA) to boost the renewably-generated content of Lincoln's electricity above the 16%, currently mandated by the Commonwealth, to 100%. This is critical because shifting to renewably-generated electricity will make our homes and EVs in Lincoln CO<sub>2</sub>e emissions-free. The GEC will make a recommendation to the BOS for the CCA renewable electricity percentage for Lincoln later this year.
- Develop campaigns and working groups/subcommittees to address the other major CO<sub>2</sub>e emissions from natural gas, oil and air travel. These represent the remaining 50% of Lincoln's CO<sub>2</sub>e emissions.
- Establish a new working group to support legislative efforts to help us achieve our direct CO<sub>2</sub>e emissions reduction goals and to address our indirect CO<sub>2</sub>e emissions (embedded in the food, products and services that we buy). These indirect CO<sub>2</sub>e emissions are comparable to our direct CO<sub>2</sub>e emissions.
- Continue to work with the School Building Committee (SBC) on a high efficiency school building envelope powered completely by onsite photovoltaic (PV - Solar) arrays through a Power Purchase Agreement (PPA) to achieve a Net Zero campus. Lincoln is tracking successfully to achieve these goals.
- Continue to increase our energy efficiency including energy audits, Homeworks and Heat Smart program. While energy *not* used is an effective way to lower CO<sub>2</sub>e emissions, Lincoln's direct CO<sub>2</sub>e emissions identified in the pie chart above can only be eliminated by converting to electrical systems/vehicles and to 100% renewably-generated electricity.
- Develop/Support PV projects including CCF (operational 2019), Lincoln Mall, FPL (operational 2019), Public Safety and Transfer Station.

We will continue to work this year toward a plan to make Lincoln a carbon neutral community by 2030. This is an aggressive target that is motivating the GEC to reduce/eliminate the largest CO<sub>2</sub>e emissions sources in the fastest and easiest way possible. Our roadmap for vehicles and electricity meets this goal.

# LIBRARY, RECREATION AND SCHOOLS

## TRUSTEES OF THE LINCOLN PUBLIC LIBRARY 2019

		<u>Term Expires</u>
Jacquelin Apsler, Chair	Selectmen's Appointee	2020
Ron Chester	Self-Perpetuating	
Lucy Maulsby	School Committees' Appointee	2022
Kathleen P. Nichols	Self-Perpetuating	
Dennis Picker	Elected	2022
Peter Sugar	Self-Perpetuating	

### Statistics

Total circulation increased in FY2019. 82% of the items that were checked out were tangible items (eg. Books, DVDs, magazines, music CDs) and 18% were downloaded (eg. eBooks, eMagazines, eAudios, and eVideos). The number of patron visits, reference questions, programs offered, and attendance at those programs decreased. There was a significant increase in downloading titles.

	<b>FY2018</b>	<b>FY2019</b>	<b>% Increase</b>
Tangible Circulation	155,795	151,055	-3.04%
Downloadable Circulation	22,982	33,244	44.65%
Total Circulation	178,777	184,299	3.09%
Hanscom AFB Circulation	3,773	1,435	-61.97%
Reference Questions	10,678	9,831	-7.93%
Programs	560	414	-26.07%
Program Attendance	11,458	9,198	-19.72%
Patron Visits	85,803	84,023	-2.07%
Website Visits	98,978	285,292	210.17%

### Programming Highlights

The Adult Department offers three monthly book groups: Friday Morning Book Group, Uplifting Reads, and "Who Picked This Book?" Club. We also have several programs that are run by volunteers including: Lincoln Open Mic Acoustic (LOMA), Photo Share, Lincoln Film Society, Lincoln Library Knitting Group, Classic Jazz, Lincoln Jazz Jam, and The Write Stuff. We had a variety of special programs including a six part lecture series with Dr. Gary Hylander, "The Roaring Twenties: Ford, Flappers and Fitzgerald." Erika Reitshamer presented a multi-media presentation on Kálmán's 1926 operetta. Three astronomy programs took place in the fall to promote the use of the library's newly donated telescope. Two of the programs were lectures given by Library Trustee, Dennis Picker. For our green program, John Root presented, "Attracting birds, butterflies and other beneficials." We had two hands on art classes, a mosaic

workshop, and a silk scarf marbling class. Attendees took home their creations. To help people learn how to download eBooks, eMagazines, eAudios, and eVideos, we began offering two services to help people get started with downloading titles to their mobile devices: (1) a weekly drop-in on Thursday afternoons where people get help downloading books, magazines, audio books and videos to their mobile devices and (2) outreach visits to the Council on Aging and the Commons, which may expand to other locations.

The Children's Department offers two weekly in-house storytimes, three monthly book groups as well as seven different outreach visits to various elementary and preschools in Lincoln. Other regularly scheduled children's events include: Sing-Along with Ed Morgan, Kids Lego Club, Toddler Yoga, Therapy Dog reading sessions, and new Early Release from School activities on Wednesdays. There were dance parties for ages six and younger, Movies and Muffins, and numerous Friends of the Library sponsored performances and workshops during school vacations. Over 4,900 children attended library programs throughout the year.

86 children completed the Summer Reading Challenge, 17 of these kids, who were entering grades four through seven, attended the Annual Great Summer Sleepover.

## **Staffing**

After working in the Children's Department for 32 years, Dana Weigent retired in June. Thankfully she is working at the library in her new role in the senior tax work off program. The Children's Department welcomed two new staff members: Sarah Feather and Mora Rothenberg. They are wonderful additions to our team.

## **Building and Grounds**

Construction to replace the library's largest air conditioner, which was installed in 1989, began in September. Simpson Gumpertz and Heger performed a condition assessment of the library building. Their report will serve as our road map for maintenance and capital projects.

## **Grants**

The Ogden Codman Trust gave the library \$12,000 to install a state of the art and user friendly audio visual system in the Tarbell Room that will include the hearing loop. The Friends of the Lincoln Library will match this donation. A telescope was donated to the library by the Aldrich Astronomical Society. The library received an Illuminate Mass grant from Eversource to replace its fluorescent tube lights and the metal halide street lights on Library Lane with ED lights. The grant included the lights, their installation, and recycling the removed lights and ballasts.

## **LINCOLN TOWN ARCHIVES**

Valerie Fox, Town Clerk, Co-Director  
Barbara Myles, Library Director, Co-Director  
Lisa A. Welter, Archivist

### **Accomplishments**

#### **Reference and Research**

- The Archivist and Reference Librarians answered 130 local history and genealogy inquiries in person, by phone, and by email, including retrieving archival material from the vault for researchers to study. This number reflects a 73% increase in patron use from 2018.

#### **Outreach**

- Archivist Lisa Welter gave a presentation entitled “Treasures from the Town Archives” as part of the Council on Aging’s Lincoln Academy on November 18<sup>th</sup>, 2019. This presentation was recorded and is available for viewing on the Town website.
- The Lincoln Historical Society and the Friends of Lincoln Library donated a display case to the Lincoln Public Library to provide a forum for exhibitions focused on local history. Local residents and organizations will be able to submit proposals for exhibitions. The premier display featured Lincoln’s *War Memorial Book*. The exhibit provided an option to connect by smart phone to the digital display of this book hosted on the Digital Commonwealth.
- Ms. Welter partnered with a group from First Parish in Lincoln exploring the history of the Church using primary source documents and provided a guided tour of the Meeting House Cemetery.

#### **Collections and Access**

- Archivist Lisa Welter continued to process accruals to existing collections, update associated finding aids, and work on the backlog of donated manuscript collections. The Flint-Chapin Collection should be open early this year for public access.
- At the Town Offices Vault, the Archivist worked with volunteer Gary Davis to continue the development of the Public Records Inventory of all permanent public records housed in the Town Hall Vault. Digitizing municipal records is beneficial to locating records essential to town business to fulfill Public Records Requests made pursuant to Massachusetts law. Digitizing the records of the Selectmen, Zoning Board of Appeals, Board of Health, Housing Commission, Conservation Commission, Council on Aging, Historical Commission, Historic District Commission, and Planning Board

are part of a multi-year effort to preserve and provide more efficient public access to municipal records.

- Volunteer Pat Hilpert assisted in the processing of Council on Aging records, including making preservation copies of newspaper clippings that document the Council's many activities.

## Preservation

- The Community Preservation Committee approved funding for the conservation treatment and digitization of Lincoln's *First Book of Records*, documenting the history of Lincoln from its incorporation in 1754 through 1806. This conservation work was completed by the Northeast Document Conservation Center (NEDCC).

## Donations

The Lincoln Town Archives received 11 donations of items and/or collections:

- Jamie Atkins – documents, and letters relating to the Chapin House (5 Sandy Pond Road).
- Ken Bassett – documents relating to the Town Governance Task Force, 1993-1994.
- John Cowles – script from a talk given at the Lincoln Historical Society on World War II.
- Chris Langton - materials relating to the research and writing of *Strong Hands and a Willing Heart: An Introduction to the Journals of James Lorin Chapin, 1848-1850* for the Lincoln Historical Society.
- Gwyn Loud – a bound set of street listings for the Town of Lincoln.
- Bob Mason – documents and ephemera relating to the Bardsley House, 132 Weston Road.
- Alaric Neiman - *A Complete History of Watch and Clock Making in America* by Charles S. Crossman.
- Ursula Norman – various books, leaflets and documents accumulated by Lucretia and Paul Giese documenting years of town committee participation.
- Bill Schechter - Notebooks documenting the life of Lincoln-Sudbury Regional High School from 1973-2008.
- Dennis Shapiro – A letter written by Walter Gropius.
- Thomas C. Wang – Original artwork created for cover illustrations of the *Lincoln Review*.

One of the highlights of the year was the display of photographs taken by Sareen Gerson, long-time editor and photographer for Lincoln's *Fence Viewer* newspaper. The collection was donated by Gerson's daughter, Martha Lufkin. Residents thoroughly enjoyed identifying neighbors and friends in the photographs. Check it out at <http://lincolnma.advantage-preservation.com/>. Enjoy!

## PARKS AND RECREATION COMMITTEE

Douglas Carson  
Sarah Chester  
Chris Fasciano, Chair  
Margit Griffith  
John MacLachlan  
Anita Spieth

**OUR MISSION** - The Lincoln Parks and Recreation Committee supports the Parks and Recreation Department (PRD) in providing affordable and diverse enrichment opportunities, community-based special events and safe recreational facilities to enhance the overall wellness and quality of life for Lincoln residents of all ages. The Committee sets policy and oversees all facets of the department as well as strategic planning and development.

**PROGRAMMING INFORMATION** - We offer a year-round variety of preschool, school age and adult programs, trips, and community-wide special events. Lincoln residents of all ages are encouraged to participate. We also manage the town's athletic fields, playgrounds, tennis courts, public parks, sport court and public outdoor pool. Program, facility and registration information are mailed to all homes seasonally and are available online at [www.LincolnRec.com](http://www.LincolnRec.com).

In 2019 PRD provided over 120 programs to 1,300 different individuals ranging in age 12 months to 82 years. PRD had over 3,506 registrations in our activities with many additional residents being served through our public events. Preschool programming accounted for 6% of enrollment, school age programming accounted for 56% and adult programming accounted for 38%.

The Lincoln Summer Camp had 928 total registrations comprised of 294 individual campers. 30 campers joined the Early Risers program and 82 stayed for Extended Day. The camp continues to benefit from the inclusion of over 25 Boston families through the assistance of the METCO Coordinating Committee, METCO, Inc., the Lincoln Public Schools and the Ogden Codman Trust.

In addition, we had 133 Tennis Memberships and 300 Pool Memberships, which accounted for 1,154 members, in addition to our daily guests. *We would like to acknowledge the hard work of our staff and instructors who make these programs so successful.*

We oversee annual town-wide events including Patriots Day, Memorial Day, the Lincoln Art Show, the Lincoln Kids Triathlon, July 4<sup>th</sup>, the Summer Concert Series, Trunk r' Treat and Winter Carnival weekend. These large events could not happen without the support of the Lincoln Minute Men, the Veterans of

Lincoln, MA (VOLMA), the Girl and Boy Scouts, Public Safety, Public Works and our sponsoring businesses. And a special thank you to all our volunteers for their tireless efforts!

The Parks and Recreation Committee participates in a number of town committees including the School Building Committee, Community Preservation Committee, the Bicycle and Pedestrian Advisory Committee and the School Health Advisory Council.

**OFFICE INFORMATION** - The PRD Office is located in the Hartwell A Pod on Ballfield Road. We would like to thank the Lincoln Public Schools for their continued support by providing office and programming space. The office is generally open 8:30am - 4:30pm, but we recommend calling (781-259-0784) before you come by as our staff may be out supporting programs.

**FACILITY INFORMATION** - PRD maintains the town's athletic fields and baseball diamonds for the benefit of the public schools, sports leagues and community programs. We were very excited to open the new Wang Athletic Field at 100 Bedford Road in spring 2019, the culmination of a 3 year effort between PRD, The Rural Land Foundation and Birches School. We would also like to thank Lincoln Youth Soccer and Lincoln/Sudbury Youth Baseball, for their contributions to the maintenance of ballfields throughout town.

**STAFFING** – Dan Pereira and Laurie Dumont continue in their roles as Director and Office Manager. David Sequeira completed his first year with the department as the Asst. Parks and Recreation Director. David brings a wealth of energy and ideas to the department. He now oversees all department programming, has upgraded our marketing efforts, became a certified lifeguard and lifeguard instructor to better manage the Codman Pool, and has developed emergency preparedness programs in conjunction with the town nurse, the Council on Aging and the Fire Department.

**COMMITTEE MEMBERSHIP** – In March 2019, Patty Donahue completed her second term on the committee. Patty provided level-headed leadership and a collaborative voice to the committee. She was a very active organizer of the summer swim team program and personally spearheaded the design and funding of the Wang Athletic Field project. Anita Spieth stepped in to her seat and has hit the ground running. Anita brings a legal background to the committee and provides a voice for younger families in our community!

We are preparing our programs and facilities for the impact of the upcoming School Building renovation that will impact community use of the Ballfield Road campus during these next 2 years. The July 4<sup>th</sup> fireworks display will need to take a break for a few years, but otherwise will be working to maintain

recreational offerings during the construction period. We also look forward to the continuation of the community center design process in the near future!

*Parks and Recreation are always looking for new ways to meet the changing needs and interests of the community and welcome any suggestions and ideas.*

## PIERCE PROPERTY COMMITTEE

Margie Brynes  
Anne Crosby  
Terry Green, Chair  
Jean Horne  
Lucia MacMahon  
Pam Weismann

Victoria Otis, Pierce House Manager

*“Our mission is to be stewards of this historic property so that residents of Lincoln, neighbors and guests may continue to use the Pierce House as a venue to gather and celebrate in keeping with the spirit of John H. Pierce’s gift to the Town of Lincoln.”*

In 2019, Pierce House provided a memorable setting for Lincolniters as well as others to celebrate. Weddings, anniversaries, bar mitzvas, memorial services as well as the First Day, Patriots Day, Town Volunteer thank you party and the Fourth of July celebration were some of the gatherings that Pierce House hosted.

There were 27 Town Events held at the Pierce House in 2019, in addition to the 51 fully paid functions. These included weddings, memorials, meetings, baby showers, graduations and birthday parties. Our Saturday night bookings were solid from May through early November with the exception of July this year. Bookings in similar venues in the Boston area also experienced a decline.

Pierce House welcomed Victoria Otis, the new manager, in August. She brought with her event managing experience from The Stevens Estate in Andover. The Committee is pleased with the enthusiasm, professionalism and care Victoria has brought to the position. She was managing our bookings from day one as well as showing the house to prospective clients and posting the venue on social media.

Nancy Beach, the former manager of the Pierce House, retired in August. We are grateful for the care she put into making the Pierce House really shine. The whole community benefits from Nancy’s generous donation of her Yamaha baby grand piano to the Pierce House.

The Pierce House is also grateful for the generous donation of an additional 10 folding chairs from the Lincoln Garden Club.

Pierce House operates on a tight budget and relies on the revenue that is generated primarily from the summer wedding events. This revenue allows us

to host Lincoln residents and organizations in the house as well as sponsor podiatry and blood pressure clinics with the Council on Aging. The Committee voted to increase rental fees \$200 across the board as well as raising the security deposit from \$500 to \$1000.

Routine maintenance of the historic house and the gardens continues to be much of the work we have done this year. Parking lot lighting was installed this year as well as new light fixtures for the inside of the house. A generator was also installed this year. New flooring was also installed in the kitchen. The Pierce House sign needs replacement and the Committee has been working with the Public Works Department as well as members of the Historical Commission to secure the permitting to replace it. The new sign will include the house address which will put us in compliance with the Lincoln Fire Department regulations. The Committee with the Pierce House Manager continued to work on sound issues this year. In May VHB, our sound engineering company, conducted tests measuring the decibel levels around the property with a DJ playing music. We will be purchasing and installing sound muffling curtains for the south side of the tent for the next season per VHB's recommendation. We are looking into procuring a distributed sound system for the Pierce House, although these systems are quite expensive. The Pierce House Manager continues to measure the decibel level of each event and is following the protocols for calibrating our meter and responding if measurements were too high. In addition to ending events at 10pm on weekends, we have moved the stage area to the south side of the tent with speakers pointing towards the park, limited the number of pieces in a band to seven and limited the use of subwoofers. We were informed of a complaint in the spring about the noise levels of our events to the MA DEP. Working with Town Administrators and our sound study engineer we are working to follow their recommendations. We are committed to continue to work in good faith with our neighbors.

The Committee would like to thank Michael Haines, the Town Facilities Manager, for all his work in maintaining the historic house and his help in securing CPA funding for many of our projects this year. The house is really shining due to his thoughtful overseeing of needed maintenance. The Committee would also like to thank Tim Higgins, Town Administrator, Mary Day, Assistant Town Administrator, and Chris Bibbo, Superintendent of Public Works for their invaluable guidance and support of Pierce House.

The Pierce House celebrated the twenty first year of the New Year's Day Open House in 2020. Nearly 240 people were in attendance. Music was provided by the Lincoln Traditional Jazz Sextet. The Committee would like to thank our generous donors, Park and Recreation's Celebrations Committee, the Lincoln Family Association, the Lincoln Police Department, private donors and town officials, and the volunteers who made the party such a success. In addition, we are grateful to the caterers who donated the food and drink and their time:

William Ference Catering, BG Events, Two Chefs are Better Than One, Fireside Catering and Gordon's Liquors. We could not have done it without them. Finally, we would like to thank Jean Horne for her 24 years of service serving on the Pierce House Committee. She stepped down on January 1, 2020. Her dedication, care, attention to detail and love of the house and the town has been greatly appreciated. She will be greatly missed.

## LINCOLN CULTURAL COUNCIL

Catherine Coleman, Treasurer  
Kathryn Corbin  
Patrick Greene, Secretary  
Wendy Hubbard  
Chris Loschen  
Diana Rich-Sheahan  
Meg Ramsey, Chair

All members of the Lincoln Cultural Council (LCC) are volunteers and are appointed by the Selectmen. We currently do not receive funding from the Town of Lincoln. We are entrusted with distributing monies received from the Commonwealth of Massachusetts, in accordance with their guidelines and requirements, which include the support of the arts, interpretive sciences, and humanities.

For fiscal year 2020, (applications and decisions made in late 2019) the LCC received \$4800 from the Massachusetts Cultural Council (MCC). We also had \$600 in monies that were unused from the previous year because a grantee was unable to complete their proposed activity. In addition to the annual allocation from the MCC, the LCC has a small gift account available for use in support of its mission.

Each year the LCC provides funding to support a variety of programs **which will benefit the residents of Lincoln and bases its decisions on community input and identified priorities of various constituents. Based on the last community input survey we conducted in 2018**, we determined our main areas of focus will be performances, art education, and the environment or natural world. Our audience focus based on the survey should be families, adults/seniors and intergenerational groups. **The LCC will be doing another community input survey in 2021.**

**For fiscal 2020** we received 21 applications and funded (or partially funded) 13 projects. The funded projects (in no particular order) were:

- Lincoln Council on Aging (*Murder a La Carte* Performance)
- Gregory Maichack (Georgia O'Keefe style Pastel Painting hands-on class)
- Historic New England – Gropius House (Evening presentations and house tours)

- First Parish in Lincoln (Professional performance of Handel's *Messiah* in Lincoln)
- Hanscom Middle School (7/8 grade community service field trip)
- Upsana Odissi (Sublime Odissi: Indian Classical Dance and Music performance)
- The Virginia Thurston Healing Garden Cancer Center (Nature Art Therapy Series)
- The Hip Swayers (Family Friendly music performance at Farrington Center)
- The Discovery Museum (Open Door Connections program)
- Kammerwerke Double Wind Quintet (series of concerts in Bedford)
- The Sudbury Savoyards (*H.M.S Pinafore* performance)
- Friends of Minute Man National Park (Winter Lecture Series)
- Maitreyee Chakraborty (Celebrating Tagore's Birthday – a Multi-Day Arts Event)

Some of the projects received all of the funding they were seeking and some received partial funding. Often, LCC is just one of several funders of a project.

**We strongly encourage and look favorably upon projects that involve Lincoln organizations.**

We welcome those involved in the arts, interpretive sciences, and humanities to consider applying for funding through the MCC/LCC grant program. Additional information and schedule for the grant cycle which begins in the Fall of 2020 is available at [www.mass-culture.org/lcc\\_menu.aspx](http://www.mass-culture.org/lcc_menu.aspx). Please note that all applications must be submitted electronically and late applications cannot be accepted.

Like us on FaceBook! Search for us at Lincoln Cultural Council and Like our Page. Send us notifications of upcoming arts/cultural related events and we will publish them.

We strongly encourage anyone interested in supporting and promoting cultural events in Lincoln to volunteer to serve as a member of the LCC. We are always looking for new members. We also welcome your input and ideas!

## **SCHOOL COMMITTEE, LINCOLN PUBLIC SCHOOLS**

Tara Mitchell, Chairperson  
Peter Borden, Vice Chairperson  
Trintje Gnazzo  
Adam Hogue  
Susan Taylor  
Kim Mack, METCO Representative  
Laurel Wironen, Hanscom School Liaison Specialist

The Lincoln Public Schools (LPS) student population is comprised of children from three communities; Lincoln resident students, children who reside on Hanscom Air Force Base, and students who reside in Boston and attend the Lincoln School via the METCO Program. Additionally, many children of our faculty members attend the Lincoln School.

The district provides educational services to students beginning at age 2 years, 9 months when they enroll in the LPS Preschool and continues through eighth grade. The student population is diverse with students who speak 20 different languages. Students who attend the Hanscom schools arrive with a broad range of experiences gained from living in different states and other countries.

### **District Enrollment 2019-2020**

As of October 1, 2019, the LPS total enrollment pre-K - 8 was 1,149 students. Enrollment on the Lincoln campus was 561, including 28 pre-K students, 299 students in the Lincoln School grades K - 4, and 234 students in the Lincoln School grades 5 - 8. The reduction in the number of pre-K students on the Lincoln campus is the result of the opening of the new Hanscom Primary School building which includes preschool. Two of the four preschool classrooms previously on the Lincoln campus moved to Hanscom in August 2019 to serve preschool students residing on Hanscom Air Force Base in their neighborhood school. Enrollment on the Hanscom campus was 588, including 67 pre-K students, 255 students at Hanscom Primary School grades K - 3, and 266 students at Hanscom Middle School grades 4 - 8. Included in these totals, the district has 27 students in out-of-district placements and six students from other districts in our CASE classroom as of October 1, 2019.

### **Strategic Objectives:**

*Educator Growth and Innovation:* Educators demonstrate continual growth, professional collaboration, innovation, and risk-taking built on a shared vision of effective teaching and practices and equity for all students

*Curriculum:* Curriculum is engaging, provides high cognitive demand, and supports the creative, social and emotional development, and academic growth of all students

*Instruction:* Instruction is student-centered and focused on the engagement, achievement, and social and emotional development of all learners

*Equity and Culture:* Educators and students work together to build a school culture that values, respects and responds to students' identities and develops the social and emotional well-being of all students

District Strategic Plan, <https://www.lincnet.org/strategicplan>

To meet our Strategic Objectives, a variety of work is taking place in our schools. We are continuing our multi-year focus on literacy in kindergarten through grade five. K-5 faculty are piloting two different science curricula to inform our selection of a cohesive, comprehensive elementary science curriculum to be implemented in the 2020-2021 school year. We have launched district-wide professional development focused on high-quality instructional practices that lead to “Deeper Learning.” “Leaders of Their Own Learning” by Ron Berger is being used as a foundational text to guide our work and inform our organizational approach to our professional learning. In addition, our district was selected by the MA Department of Elementary and Secondary Education (DESE), from hundreds of applicants, as one of 25 schools or districts in the inaugural cohort of the Kaleidoscope Collective. The Kaleidoscope Collective will work with DESE to develop Deeper Learning practices in our schools. The first step in this work is the development of a Portrait of a Learner that represents stakeholder values regarding the traits and characteristics our students shall develop as students in our district. We began the development of our Portrait of a Learner in spring 2019 by gathering input from all of our stakeholder groups. By June 2020, we hope to have a completed Portrait that will serve as a guide and map for student learning.

### **School Building Projects**

The opening of the newly-constructed Hanscom Primary School in August, 2019 represents the completion of construction of all school facilities on the Hanscom School campus. We are privileged and honored to serve the families and students at Hanscom Air Force Base in our state-of-the-art facilities.

The School Building Committee and school administration have worked tirelessly to develop the school design plans to ensure that the Lincoln School meets the needs of our student population and provides learning environments that support teaching and learning for the present and the future, while staying within the project budget as voted by Town Meeting. The 100% Design Documents were completed in December, and a temporary modular school building was constructed on the north side of the campus center field. The construction/renovation of the Lincoln School will begin during the 2020 summer months and continue through anticipated completion in summer 2022. The Lincoln School K-4 will move into the temporary building at the completion of the 2019-2020 school year and remain in the temporary building for the duration of the project, which is scheduled to be completed in August 2022. The Lincoln

School 5-8 will move from the Brooks end of the building into the Smith end of the building for the 2020-2021 school year. In August 2021, the Lincoln School 5-8 will move back into their newly-renovated space while the second phase of construction to renovate the elementary portion of the building is completed during the 2021-2022 school year.

**Lincoln School Project Community Guiding Principles:**

- Campus Feel – Maintain or enhance the connection with the outdoors and other parts of the campus.
- Community Spaces – Enhance and/or add spaces shared with the community such as the auditorium, a dining commons, and gymnasiums.
- Sustainability – Provide a sustainable, energy efficient, and healthy building.
- Financial Responsibility – Provide a long-term, financially responsible

## **Lincoln Sudbury Regional High School**

Ellen Joachim, Sudbury, Chair  
Carole Kasper, Lincoln, Vice-Chair  
Cara Endyke Doran, Sudbury  
Kevin Matthews, Sudbury  
Candace Miller, Sudbury  
Patty Mostue, Lincoln

Bella Wong, Superintendent/Principal

### **2019 Superintendent's Report**

The High School's core values emphasize cooperative and caring relationships, respect for differences, pursuing academic excellence, and cultivating community. Our school culture strives to personalize education for all students in order to enhance achievement by building on individual talents and creating an educational environment where students want to learn and discover their passions. Our teachers develop engaging courses, foster strong connections with students, and produce well-rounded engaging courses to prepare graduates for the best colleges and other post-graduate endeavors. We are mindful of preparing students for entry into a fast-changing global environment.

In 2019, we welcomed Peter Rowe to the administrative team as Interim Director of Finance and Operations, along with the hiring of 13 new faculty members. Our October 1, 2019 enrollment totaled 1,563 students overall with 1,512 enrolled in school and 51 students in out-of-district placements. Included in this total are students from Boston attending via the METCO Program. Class size medians range from 20-22.

Along with our two "feeder" districts, the Lincoln and Sudbury Public Schools, the High School receives 91 students from Boston annually. The Metropolitan Council for Educational Opportunity, Inc. (METCO) program was established to provide the opportunity for children from racially imbalanced schools in Boston and children from relatively isolated suburban schools to learn together in an integrated public school setting.

This past summer was another busy one for the L-S Tech Team. The school's wireless network received a complete overhaul. Over the five years since the installation of L-S's first wireless network, the number of school-owned and personal devices has exploded.

Approximately 160 access points were replaced throughout the buildings and the result is a much more robust wireless environment. We're thankful to have this in place as reliance on the wireless system continues to grow.

In addition to the wireless network upgrade, the Tech Team also rolled out the district's new website. It was a long process that began in 2018 with assistance from the L-S Web Team (which consists of a group of students and two staff members) and became complete enough to publish this past August. It's a work-in-progress, but the result has been a more clean site with an eye towards ADA compliance and usability.

L-S transitioned to ASPEN, a new Student Information System (SIS), in the middle of the last school year. The roll-out was smooth and fairly uneventful. Work continues to tailor and refine the Aspen interface and features for students, staff and families. We have already taken advantage of a number of features of the new system to improve and streamline our processes, such as having students enter all course requests online instead of our previous hybrid paper/online course request process. A lot of time has been put in by Virginia Blake, Seth Weiss, Tracey Lyon, Donna Cakert, Meg Notari, Dennis Phillips, and Jim Berry. Ongoing Professional Development around the new system has been a focus throughout the year and beyond as needed.

The Solar Canopy Project, completed in May 2015, continues to lead to energy benefits for the district. Along with additional energy conservation projects such as replacing lamps with L.E.D. technology in the Auditorium, Black Box and other areas throughout the building, our energy consumption and maintenance costs continue to be reduced. We have been able to reduce our utility budget once more for the current year.

The L-S School Committee and the Teachers' Association reached an agreement for the 2018-2021 Teachers' Contract which commenced on July 1, 2018. Among other language changes in the contract, the following COLA increases over three years were agreed to for FY19, FY20, and FY21: 0.5% first half of FY19, 1.5% second half FY19; 0% first half of FY20, 3% second half of FY20; and 0.5% first half FY21, 2% second half FY21. An additional full professional day for staff training and development was added thus lengthening the school year for all faculty to 185 days.

The school participates in Minuteman Nashoba Health Group, a coalition of towns and school districts in Massachusetts that have joined together to more affordably purchase health benefits. In the most recent OPEB evaluation performed by KMS Actuaries, LLC, Lincoln-Sudbury's projected accrued net is \$48,473,481 as of June 20, 2018. OPEB liability valuation, under the new rules for GASB75, will now take place annually.

We added the following new courses to the educational program: Modern World History, History of American Culture, Mandarin 3, Treble Choir, Science of Survival, Practical Chemistry, Ballroom Dance, Fundamentals of Cooking,

Stress Resiliency, Mentors in Violence Prevention, The Power of Play and Indoor Territorial Games.

We have reorganized our student services programs to not rehire one special educator following retirement and have added a new in-district program to serve L-S students with intensive social and emotional needs. This program has allowed L-S students to benefit from support while staying within district and helped the district realize significant cost savings by avoiding tuitions for out-of-district programming.

The Global Scholars Program has entered its fifth year with 45 students. We anticipate the presentation of 20 senior capstone projects during Spring 2020. The purpose of the program is to foster global competency among our students to improve their capacity to participate in and serve our global community. We appreciate especially grants received from the Sudbury Foundation and the Lincoln-Sudbury Parent Organization to support scholarships and financial assistance for student international travel.

We embarked on a full year of self-reflection in preparation for our decennial re-accreditation by the New England Association of Schools and Colleges. This process includes a focus on the development of a portrait of a graduate and a self-reflection report informed by surveys completed by staff, students and parent/guardians. This report will serve as a basis for the NEASC visiting team who will arrive in the 2021-2022 school year.

We have also committed to an in depth assessment of our school climate with a particular focus on race. We engaged two different sets of consultants utilizing grant funding to facilitate student and staff focus groups. Students, staff, and parent/guardians were also invited to complete surveys. An action plan for improvement based on input from students, parents/guardians and staff and recommendations from these assessments is being developed.

We appreciate the continued support of the Towns of Lincoln and Sudbury for our annual operating costs. We also appreciate the supplemental support of the Sudbury Foundation, LSPO, FELS and SERF that provide grants to fund teacher initiated projects to benefit teaching and learning in the school. We would also not be able to provide service at the current level of excellence without the financial support and hard work of our many parent organization groups.

Thank you.

Bella Wong  
Superintendent/Principal