

**TOWN OF LINCOLN, MASSACHUSETTS**  
**ANNUAL TOWN MEETING**  
**SATURDAY, MARCH 23, 2024**  
**MOTIONS**

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**Consent Calendar:** MOTIONS under article #s 11 – 16, and 18 - 24 are to be found on the green CONSENT CALENDAR. Due to the nature of their relatively non-controversial or routine subject matter, Consent Calendar items are voted together in one motion to expedite the business of town meeting.

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**MOTION under ARTICLE 2      Select Board**

**Moved:** That John MacLachlan, Allen Vander Meulen, and Evan Gorman be elected Fence Viewers, and that Terry Green, Don Milan, Tom Casey, and Richard Selden be elected Measurers of Wood and Bark, for the ensuing year.

**MOTION under ARTICLE 3**

**Moved:** That the Zoning Bylaw, and Zoning Map be amended to create a multi-family overlay district that meets the requirements MGL Chapter 40A, Section 3A; and to create a mixed-use district that meets the requirements of a mandatory mixed-use district, and further that non-substantive changes to the numbering of this bylaw be permitted to comply with the numbering format of the Town of Lincoln Zoning Bylaw.

Section 23, add new definitions as follows:

3A District: An overlay district that complies with M.G.L., c. 40A, s. 3A which requires an MBTA community to have a zoning ordinance or bylaw that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right without age restrictions and suitable for families with children. Such district must have a minimum gross density of 15 units per acre, subject to any further limitations imposed by Section 40 of chapter 131 and title 5 of the state environmental code per section 13 of chapter 21A, and be located not more than .5 miles from a commuter rail station, subway station, ferry terminal or bus station, if applicable.

Executive Office of Housing and Livable Communities (EOHLC): The Massachusetts Executive Office of Housing and Livable Communities formerly known as the Department of Housing and Community Development (DHCD).

Live/Work Unit: A Live/Work unit is defined as a single unit consisting of both a commercial or office component and a residential component that is used and occupied by the same resident. The live/work unit shall be the primary dwelling of the occupant. Live/Work units are allowed only in mixed-use zoning districts and mixed-use overlay districts. The uses shall be consistent with the allowed uses in each subdistrict. Live/work units are limited to five non-resident workers.

Multi-Family Housing: A building with 3 or more residential dwelling units or 2 or more buildings on the same lot with more than 1 residential dwelling unit in each building.

Street Activating Uses: Uses designed to enhance pedestrian activity on sidewalks and nearby areas, and thereby create a sense of community or neighborhood by providing an interesting, lively, and active presence at street level. Street Activating Uses are those open to the public including but not limited to non-residential uses such as shops, restaurants, offices, and other service activities.

Street Activating Uses may also include spaces accessory to residential uses in multi-family or mixed-use buildings such as fitness or community rooms, and lobbies if they have access directly to a private or public sidewalk, or street. Fitness rooms and community rooms that are available to the public by membership or other payment or fee plan will be considered open to the public and not merely accessory to residential uses. The Planning Board will have the discretion to determine if a particular use is a Street Activating Use.

12.9 Multi-Family and Mixed-Use Overlay Districts. The Multi-Family and Mixed-Use Overlay Districts are herein established as overlay districts. The Districts and their subdistricts are described on a map entitled “Town of Lincoln Massachusetts, Zoning Map Multi-Family and Mixed-Use Overlay Districts”, with district boundary lines based on Town of Lincoln GIS maps, dated March 2024. All maps are hereby made a part of this Zoning Bylaw and are on file in the office of the Town Clerk.

Purposes:

- (a) Ensure compliance with M.G.L. c. 40A, s. 3A.
- (b) Promote multi-family housing near public transportation and major transportation routes.
- (c) Ensure pedestrian-friendly development by permitting denser housing in areas close to public transportation, shopping, and local services.
- (d) Respond to local and regional needs for housing by promoting a variety of housing options.
- (e) Promote affordable housing by permitting a variety of housing options with inclusionary housing requirements.
- (f) Create a vibrant and pedestrian-friendly village center by encouraging the development or redevelopment of a mix of residential and non-residential uses in proximity to the Lincoln Commuter Rail Station.
- (g) Promote innovative approaches to parking.
- (h) Maintain a high level of quality and design that respects and enhances the visual character of Lincoln.
- (i) Support reductions in greenhouse gas emissions by enabling housing near transit and amenities.
- (j) Meet the goals of the Town of Lincoln Comprehensive Plan.
- (k) Ensure a predictable and efficient development review and permitting process.

The Overlay Districts shall not replace existing zoning districts but shall be superimposed over them. The provisions of this section apply only to developments on a lot located entirely within an Overlay District or one of its subdistricts and where the property owner has elected to comply with the requirements of the overlay district, rather than complying with those of the underlying zoning district.

Other than as expressly stated herein, all provisions of the underlying zoning of a parcel shall apply.

Procedures and Regulations.

Development proceeding under this section shall be allowed by right and shall be subject to Site Plan Review by the Planning Board under Section 17. The Planning Board may adopt rules and regulations and/or Design Guidelines to advance the purposes, and to assist with the implementation, of this Section. Any development shall meet the relevant and applicable design criteria contained herein and in the Design Guidelines adopted pursuant to this Section.

12.9.1 The 3A District: An Overlay District to comply with G.L. c. 40A, s. 3A.

12.9.1.1 Permitted Uses:

The Uses in this section are permitted by right, subject to Site Plan Review.

Residential Uses:

- (a) All developments under this section shall include Multi-Family housing.
- (b) All residential uses under this section shall be Multi-Family housing.
- (c) Accessory uses to residential uses are permitted to the same extent they would be permitted in the R-1 District.

Non-Residential Uses:

Subdistricts of the 3A District that allow mixed-use development may include the following nonresidential uses:

- (a) Stores for retail sales, provided that all displays and sales are conducted within a building, except as hereinafter provided, and where no significant manufacturing, assembly or packaging occurs on the premises.

Retail stores may, subject to such conditions as the Planning Board may impose, conduct outdoor displays and/or sales pursuant to a plan submitted to and approved by the Planning Board showing the area in which the sale is to take place, the proposed dates and hours of operation, and any other pertinent facts.

- (b) Retail service establishments, including but not limited to banks, private retail, postal and/or delivery services, hair salons, laundry and dry cleaning pick up, shoe repair, fitness or other exercise or wellness studio and other similar retail service establishments.
- (c) Live/work units.
- (d) Business, or professional offices including professional medical offices.
- (e) Studios, craft workshops, and similar uses, including retail sales of products produced on the premises provided that there is no outdoor storage of equipment, and the use does not cause offensive noise, odor, smoke, dust, or other offensive characteristics beyond the premises.
- (f) Food services, catering, bakeries, cafes, and restaurants provided that complete and satisfactory information has been presented to the Planning Board under Site Plan Review which shall also include review of the criteria listed in Section 9.2 of this Zoning Bylaw.

- (g) Bed and Breakfast Inn, an owner-occupied residence providing overnight accommodations including breakfast.
- (h) Municipal or public utility use.
- (i) Post Office, MBTA rail station or stop, bus stop.
- (j) Any other business determined to be sufficiently similar by the Planning Board to any permitted use under this section.
- (k) Uses accessory to the foregoing.

12.9.1.2 Uses Not Permitted:

The following uses are not permitted in the 3A District:

- (a) Service station or repair shop for motor vehicles, and other light equipment.
- (b) Sale or rental of heavy equipment.
- (c) Manufacturing and assembly.
- (d) Offices or other facilities for general building, building maintenance, landscaping, electrical and similar contractors that include outdoor storage of supplies, tools, equipment, and vehicles incidental to actual conduct of the activity.
- (e) Private postal or delivery service distribution or consolidation center.
- (f) Drive-in or drive-through services as part of an allowed use in Section 12.8.1.2 are prohibited, except by Special Permit from the Planning Board.
- (g) Gun vendors including retail sales and/or manufacturing of guns or parts thereof.

12.9.1.3 Subdistricts:

The 3A District is divided into three subdistricts. Dimensional and use rules are modified for each subdistrict as follows:

1. Lincoln Woods Subdistrict:

- (a) Uses Permitted: Multi-Family housing only.
- (b) Dimensional Controls: Development Regulations under Section 13 and other Zoning Bylaw requirements shall apply except as are modified as follows:
  - 1. Height: Maximum Height shall be 36'.
  - 2. Lot Area: Minimum Lot Area is not applicable.
  - 3. Yards: Front, Side, and Rear yards shall be a minimum of 25'.  
Front Yards may only be used for public uses such as landscaping, benches, tables, seating, play areas, public art, or similar features.
  - 4. Frontage: Minimum lot frontage shall be 50', or less if otherwise approved by the Planning Board under Site Plan Review.
  - 5. Width of Lot: Width of Lot shall not be applicable.
  - 6. Lot Coverage: Lot Coverage shall not be applicable.
  - 7. Building and Parking Coverage: The footprint of the building and associated parking areas shall not be greater than 50% of the lot area.
  - 8. Stories: A maximum of three stories is permitted.

9. Parking: There shall be a minimum of one parking space required for each residential unit. Parking shall not be located in front of buildings except as approved by the Planning Board.
10. Density: A maximum density of 8 residential units per acre is permitted.

2. Lincoln Road/Lewis Street Subdistrict

- (a) Uses Permitted: Multi-Family and Mixed-Use with Multi-Family as set forth in Sections 12.9.1.1 and 12.9.1.2 above.
- (b) Dimensional Controls: Development Regulations under Section 13 and other Zoning Bylaw requirements shall apply except as modified as follows:
  1. Height: Maximum height shall be 36' for residential buildings and 42' for mixed-use buildings.
  2. Lot Area: Minimum Lot Area shall not be applicable.
  3. Yards: Front and Side yards shall be a minimum of 15' and rear yards shall be a minimum of 25'. Front Yards may only be used for public uses such as landscaping, benches, tables, seating, play areas, public art, or similar features.
  4. Frontage: Minimum Lot Frontage shall be 50', or less if otherwise approved by the Planning Board under Site Plan Review.
  5. Width of Lot: Width of Lot shall not be applicable.
  6. Lot Coverage: Lot Coverage shall not be applicable.
  7. Building and Parking Coverage: The footprint of the building and associated parking areas shall not be greater than 50% of the lot area.
  8. Stories: A maximum of three stories is permitted.
  9. Parking: There shall be a minimum of one parking space required for each residential unit. Parking for non-residential uses shall be in accordance with Section 15 of the Zoning Bylaw or per the approved Site Plan. Parking shall not be located in front of buildings, except as approved by the Planning Board. Mixed-Use Developments under this section may provide fewer parking spaces where, in the determination of the Planning Board, proposed parking is found to be sufficient to meet the needs of the development. In making such a determination the Planning Board may consider the extent to which the following, or similar, factors will likely result in a reduced demand for parking: complementary uses, proximity to public transportation, proximity to municipal and street parking, transportation demand management (TDM) measures, and shared parking arrangements.
  10. Density: A maximum density of 11 residential units per acre is permitted.

3. Codman Road Subdistrict

- (a) Uses Permitted: Multi-Family uses only.
- (b) Dimensional Controls: Development Regulations under Section 13 and other Zoning Bylaw requirements shall apply except as modified as follows:
  1. Height: Maximum Height shall be 36'.
  2. Lot Area: Minimum Lot Area is not applicable.

3. Yards: Front and Side yards shall be a minimum of 30', and Rear yards shall be a minimum of 50'. Front Yards may only be used for public uses such as landscaping, benches, tables, seating, play areas, public art, or similar features.
4. Frontage: Minimum lot frontage shall be 50'.
5. Width of Lot: Width of Lot shall not be applicable.
6. Lot Coverage: Lot Coverage shall not be applicable.
7. Building and Parking Coverage: The footprint of the building and associated parking areas shall not be greater than 50% of the lot area.
8. Stories: A maximum of three stories is permitted.
9. Parking: There shall be a minimum of one parking space required for each residential unit. Parking shall not be located in front of buildings except as approved by the Planning Board.
10. Density: A maximum density of 10 residential units per acre is permitted.

## 12.9.2 Village Center Overlay District

### 12.9.2.1 Permitted Uses:

The Uses in this section are permitted by right, subject to Site Plan Review or pursuant to a Special Permit granted by the Planning Board where applicable.

#### Residential Uses:

- (a) All developments under this section that front Lincoln Road shall be mixed-use and shall include Multi-Family housing.
- (b) All residential uses under this section shall be Multi-Family housing.
- (c) Accessory uses to residential uses are permitted to the same extent they would be permitted in the R-1 District.

#### Non-Residential Uses:

- (a) Stores for retail sales, provided that all displays and sales are conducted within a building, except as hereinafter provided, and where no significant manufacturing, assembly or packaging occurs on the premises.

Retail stores may, subject to such conditions as the Planning Board may impose, conduct outdoor displays and/or sales pursuant to a plan submitted to and approved by the Planning Board showing the area in which the sale is to take place, the proposed dates and hours of operation, and any other pertinent facts.

- (b) Retail service establishments, including but not limited to banks, private retail postal and/or delivery services, hair salons, laundry and dry cleaning pick up, shoe repair, fitness or other exercise or wellness studio and other similar retail service establishments.
- (c) Post Office, MBTA rail station or stop, bus stop.
- (d) Live/work units.
- (e) Business, or professional offices including professional medical offices.
- (f) Studios, craft workshops, and similar uses, including retail sales of products produced on the premises provided that there is no outdoor storage of

equipment, and the use does not cause offensive noise, odor, smoke, dust, or other offensive characteristics beyond the premises.

- (g) Food services, catering, bakeries, cafes, and restaurants provided complete and satisfactory information has been presented to the Planning Board under the Site Plan Review process as listed in Section 9.2 of this Zoning Bylaw.
- (h) Bed and Breakfast Inn, an owner- occupied residence providing overnight accommodations including breakfast.
- (i) Municipal or public utility use.
- (j) Any other business determined to be sufficiently similar by the Planning Board to any permitted use under this section.
- (k) Uses accessory to the foregoing.

#### 12.9.2.2 Uses Not Permitted:

- (a) Service station or repair shop for motor vehicles, and other light equipment.
- (b) Sale and rental of heavy equipment.
- (c) Manufacturing and assembly.
- (d) Offices for general building, building maintenance, landscaping, electrical and similar contractors that include outdoor storage of supplies, tools, equipment, and vehicles incidental to actual conduct of the activity.
- (e) Private postal or delivery service distribution or consolidation center.
- (f) Drive-in or drive-through services as part of an allowed use in Section 12.9.2.2 are prohibited, except by Special Permit from the Planning Board.
- (g) Gun vendors including retail sales and/or manufacturing of guns or parts thereof.

#### 12.9.2.3 Dimensional Controls

- (a). Development Regulations under Section 13 and other Zoning Bylaw requirements shall apply except as modified as follows:

1. Height: Maximum height shall be 36' for residential buildings and 42' for mixed-use buildings.
2. Lot Area: Minimum Lot Area shall not be applicable.
3. Yards: Front, Side, and Rear yards shall be a minimum of 25 feet.

Front Yards may only be used for public uses such as landscaping, benches, tables, seating, play areas, public art, or similar features.

4. Frontage: Frontage shall be 50', or less if otherwise approved by the Planning Board under Site Plan Review.
5. Width of Lot: Width of Lot shall not be applicable.
6. Lot Coverage: Lot Coverage shall not be applicable.
7. Stories: A maximum of three stories is permitted for all buildings.
8. Parking: There shall be a minimum of one parking space required for each residential unit. Parking for mixed-use developments shall be per the approved Site Plan. The Planning Board may consider complementary uses, proximity to public transportation, proximity to municipal and street parking, transportation demand management (TDM) measures, and shared parking

arrangements. Parking shall not be in front of buildings except as approved by the Planning Board.

9. Density: A maximum density of 25 residential units per acre is permitted.
10. Required Commercial Use: A minimum of 80% of the building's ground floor frontage facing the public road and the first 100' of the primary access must be commercial or Street Activating Uses. Specifically, a minimum of 60% of such frontage must consist of retail, restaurant, service, or other commercial uses. 20% of such frontage may be Street Activating Uses that are accessory to a residential use such as a fitness room, community room, reading room etc.

In addition, a minimum of 33% of the gross floor area of all buildings on the lot must be dedicated to commercial use.

The Planning Board may reduce the required percentage of commercial uses by Special Permit upon a finding that economic and market conditions do not support the required amount of commercial space. To support such a finding, the applicant must provide documentation of significant periods of vacancy or non-payment of rent, demonstrate reasonable efforts of marketing such space, and present a report by a qualified independent real estate marketing consultant. The Town may also conduct its own third-party assessment paid for by the applicant pursuant to MGL, c. 44 s. 53G.

11. Window Glazing of street floor commercial space shall be transparent. Specific requirements are contained in the Design Guidelines.
12. Bicycle and other Mobility/Transportation Aids Storage: All residential buildings shall provide an indoor ground floor storage area for bicycles and other transportation or mobility aids.

### 12.9.3 General Provisions

- 12.9.3.1 To the extent that property to be developed under sections 12.9.1 and/or 12.9.2 is subject to the requirements of section 12.2, Wetland and Watershed Protection, and/or section 12.4 Aquifer Protection and Watershed Protections, the review and approval under said districts shall be conducted by the Planning Board, which shall issue a permit upon a finding that the requirements and criteria of said sections 12.2 and/or 12.4 have been met.

### 12.9.3.2 Inclusionary Zoning:

In any development on a lot consisting of one building or multiple buildings, where such development contains six (6) or more Dwelling Units, at least 15% of the Dwelling Units shall be Affordable Housing Units. Such Affordable Housing Units shall be affordable to households earning up to 80% of Area Median Income and shall meet the requirements of a subsidized housing unit for purposes of inclusion in the Town's Subsidized Housing Inventory. Such units shall remain affordable in perpetuity. Where the calculation results in a fraction of a unit of .5 or greater, the number of required units shall be rounded up to a full unit. If EOHLIC determines in writing that the Town has not shown this 15% requirement to be feasible, at least 10% of such dwelling units shall be Affordable Housing Units which shall comply with the requirements of this

section.

Fees in lieu of affordable units may be used, to the extent permitted by law and with the approval of the Planning Board in consultation with the Lincoln Affordable Housing Trust. With such approval, the applicant may contribute to the Lincoln Affordable Housing Trust an amount in cash equal to or greater than the value of development and construction of such affordable housing units. Sections 14.5.4.1 through 14.5.4.4 of the Zoning Bylaw are incorporated herein by reference.

No certificate of occupancy for a Dwelling Unit in a development permitted under this section shall be issued until the regulatory agreements for the Affordable Housing Units are recorded.

#### 12.9.3.3 Building Energy Requirements

Energy Requirements will be governed by the Massachusetts Building Code including the Town of Lincoln General Bylaw Article XI Miscellaneous, Section 17 Stretch Energy Code as may be amended.

**Town of Lincoln, Massachusetts, Zoning Map, Multi-Family and Mixed-Use Overlay Districts  
March 2024**



**MOTION under ARTICLE 4            Select Board**

**Moved:** That the Town appropriate the amount of twenty-two million five hundred and twenty thousand dollars (\$22,520,000), to be expended under the direction of the Select Board-appointed Community Center Building Committee (CCBC), for costs of designing, renovating, constructing, rebuilding, equipping, and furnishing a new Community Center to be located in the Hartwell complex of the Ballfield Road school campus, Lincoln, MA, including the payment of all costs incidental or related thereto. To meet this appropriation: 1) the Treasurer is authorized, with the approval of the Select Board, to borrow \$15,770,000 under the provisions of G.L. c.44B, G.L. c.44 and/or any other enabling authority and to issue bonds or notes of the Town therefor; said borrowing authorization may be reduced by the amount of any grants or gifts paid to the Town for the project 2) the sum of \$4,750,000 be transferred from the Stabilization Fund; and 3) the sum of \$2,000,000 be transferred from Free Cash; provided, however, that the vote taken hereunder shall be expressly contingent upon approval by the voters of a ballot question to exclude the amounts required in order to pay principal of and interest on the bonds, notes or certificates of indebtedness issued for said building project pursuant to the provisions of M.G.L. Chapter 59, Section 21C, Proposition 2 ½, so called. Further, that the Select Board is authorized to (i) lease a portion of the Hartwell complex property to be used by a solar energy provider to erect, operate and maintain solar energy facilities, (ii) enter into renewable energy power purchase and/or net metering credit or similar agreements, with such agreements to be for a term of up to 30 years and on such other terms as the Select Board deems in the best interest of the Town; and (iii) enter into payment in lieu of tax agreements pursuant to G.L. c.59, §38H(b) in connection with such facilities; and to take whatever additional action may be required to effectuate said lease and solar agreements or the provision of this vote.

Footnote: Private contributions in the amount of \$1,500,000 will supplement the Town's appropriation of \$22,520,000 to support a total project budget of \$ 24,020,000.

**MOTION under ARTICLE 5            Select Board**

**Moved:** That the Town vote to act on a recommendation from the Select Board and Finance Committee and present the annual Bright Light Award to Karen Boyce for her devoted leadership of the Lincoln Food Pantry, and to appropriate and transfer from Free Cash the sum of \$500.00 to support this award.

**MOTION under ARTICLE 6            Select Board**

**Moved:** That the Town vote to raise and appropriate the sum of \$35,000 to purchase an electronic voting system, including the cost of training and maintenance.

**MOTION under ARTICLE 7 Finance Committee**

**Moved:** That the Town vote to adopt as the FY25 budget appropriation the recommendations listed in the report of the Finance Committee, printed on pages 54-59 inclusive of the Financial Section and Warrant for the 2024 Annual Town Meeting, with the following exceptions:

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-** \$21,000 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.
- Dept. 176-17754      **Debt Service- Principal & Interest-** \$947 to be transferred from various Premium on the Sale of Bonds accounts.
- Dept. 61451            **Water Department**  
•**Personnel Services-** \$760,450 to be transferred from the Water Enterprise Fund  
•**Expenses-** \$915,300 to be transferred from Water Enterprise Fund  
•**Debt Service-** \$348,000 to be transferred from Water Enterprise Fund
- Dept. 614513         **Water Department- Emergency Reserve-** \$75,000 to be transferred from Water Enterprise Retained Earnings (Water Surplus).

**MOTION under ARTICLE 8 Capital Planning Committee**

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

<b>FY25 CAPITAL PROJECTS</b>				
	<b>ITEM</b>	<b>\$ AMT</b>	<b>SPONSOR</b>	<b>FUNDING SOURCE</b>
A	To fund the purchase of a digital records and mapping program, and any related expenses, for use by the Lincoln Cemetery Commission in support of cemetery functions.	\$24,200	Select Board	Raise and appropriate by taxation
B	To fund the purchase of a work truck, and any related equipment, for use by the Conservation Department, and to authorize the disposal of, by sale or otherwise, any related excess vehicles or equipment.	\$ 43,938	Select Board	Raise and appropriate by taxation
C	To fund the purchase of a power rake tractor attachment, and any related equipment, for use by the Conservation Department, and to authorize the disposal of, by sale or otherwise, any related excess equipment.	\$5,387	Select Board	Raise and appropriate by taxation
D	To fund the purchase of a front-end loader, and any related equipment, for use by the Department of Public Works, and to authorize the disposal of, by sale or otherwise, any related excess vehicles or equipment.	\$250,000	Select Board	Raise and appropriate by taxation
E	To fund the purchase of an SCBA air supply fill station, and any related equipment, for use by the Fire Department, and to authorize the disposal of, by sale or otherwise, any related excess vehicles or equipment.	\$78,000	Select Board	Raise and appropriate by taxation
F	To fund the purchase and installation of a network electronics upgrade, and any related expenses, by the Information Technology Department, and to authorize the disposal of, by sale or otherwise, any related excess equipment.	\$95,000	Select Board	Raise and appropriate by taxation
G	To fund the Lincoln School's share of the purchase of a maintenance vehicle, and any related equipment, for use by the School Department, and to authorize the disposal of, by sale or otherwise, any related excess vehicles or equipment.	\$40,000	Lincoln School Committee	Raise and appropriate by taxation
H	To fund the Lincoln School and Town share of the purchase of a vehicle for the Facilities Director, and any related equipment, for use by the Facilities Department, and to authorize the disposal of, by sale or otherwise, any related excess vehicles or equipment.	\$46,500	Lincoln School Committee & Select Board	Raise and appropriate by taxation

I	To fund the purchase and installation of a wireless access point upgrade, and any related equipment, by the School Department, and to authorize the disposal of, by sale or otherwise, any related excess equipment.	\$64,787	Lincoln School Committee	Raise and appropriate by taxation
J	To fund the study and design of a wooden window curtain wall replacement at the Hartwell Main building, and any related expenses, by the School Department.	\$15,000	Lincoln School Committee	Raise and appropriate by taxation
K	To fund Lincoln's share of exterior masonry repairs, and any related expenses, at the Lincoln Sudbury Regional High School, by the Lincoln Sudbury Regional High School Committee.	\$19,035	Lincoln-Sudbury Regional High School Committee	Raise and appropriate by taxation
L	To fund Lincoln's share of the replacement of lighting control analog panels, and any related expenses, by the Lincoln Sudbury Regional High School Committee, and to authorize the disposal of, by sale or otherwise, any related excess equipment.	\$21,015	Lincoln-Sudbury Regional High School Committee	Raise and appropriate by taxation
M	To fund Lincoln's share of a network wi-fi upgrade, and any related expenses, by the Lincoln Sudbury Regional High School Committee, and to authorize the disposal of, by sale or otherwise, any related excess equipment.	\$10,348	Lincoln-Sudbury Regional High School Committee	Raise and appropriate by taxation
N	To fund the purchase of nine (9) ballistic vests and carriers for the Police Department, and any related equipment, and to authorize the disposal of, by sale or otherwise, any related excess equipment.	\$26,654	Select Board	Raise and appropriate by taxation
O	To fund the purchase and equipping of one replacement marked hybrid cruiser, and any related equipment, for the Police Department, and to authorize the disposal of, by sale or otherwise, any related excess vehicles or equipment.	\$64,729	Select Board	Raise and appropriate by taxation
P	To fund the replacement of the Town Hall lighting controls, and any related expenses, and to authorize the disposal of, by sale or otherwise, any related excess equipment.	\$200,000	Select Board	Raise and appropriate by taxation
Q	To fund the replacement of boilers in the public safety building, and any related equipment, and to authorize the disposal of, by sale or otherwise, any related excess equipment.	\$115,000	Select Board	Raise and appropriate by taxation
	<b>Total Cash Capital Appropriations</b>	<b>\$1,119,593</b>		

## Article 8 Explanations

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This article proposes projects recommended by the Capital Planning Committee. The descriptions of the proposed projects/actions are contained below:

- A. **Digital Records and Mapping Program** - This program will enable the Cemetery Commission to maintain valuable digital records and maps, making them readily available to the DPW, administrators, funeral homes, monument companies and the public. Original Records are in paper form and include statutorily required Burial and Disposition Permits, cremation certificates, authorizations for interment, lot owner cards, interment cards, original deeds and cards identifying each individual interred within a lot. A digital program displays cemetery records in an easily accessible, readable, and consistent format, while preserving our original records.
- B. **Work Truck** - This work truck would replace the Conservation Department's primary work truck, a 2012 Chevy Colorado, which is used daily by staff to access the Town's trail system for maintenance and to transport equipment and material. The current vehicle's frame is rusted and shows signs of serious corrosion which may lead to a failure of the vehicle's frame.
- C. **Power Rake Tractor Attachment** - The power rake is essential for maintaining and repairing Lincoln's conservation land parking lots and access roads. Last year, Town Meeting approved funds for the purchase of a 72-inch power rake for the Conservation Department. Unfortunately, by the time funds were authorized the item cost had risen over the allocated budget. Therefore, the Conservation Department is requesting additional funds to cover the current cost of the power rake, including additional contingency.
- D. **Front-end Loader** - This front-end loader will replace the Highway Department's existing 1994 John Deere loader. The new loader will serve as both a general construction vehicle and a critical piece of equipment during winter maintenance operations. The loader will be used on a daily basis to support Department functions including general construction, emergency and critical response, and roadway winter maintenance.
- E. **SCBA Air Supply Fill Station** - This unit filters and fills the air for Fire Department breathing tanks. There are 56 air bottles that are filled and/or topped off on a weekly basis. The current unit is 20 years old and had a major malfunction recently. A temporary repair has been made, but there is concern that the unit may soon fail entirely.
- F. **Network Electronics Upgrade** - This upgrade will replace switches and other related hardware at Town Hall, Council on Aging, Public Safety, and the library. The current switches are 12 years old and are beginning to fail. They also do not have sufficient management capability to allow for cybersecurity upgrades required by the Town's insurance carrier and cannot handle the faster speeds of new equipment. The replacement switches will provide better monitoring, security, speed, and auditing capabilities, and will also allow us to accommodate a newer fiber optic network as our current one will need to be replaced in the next couple of years.
- G. **School Maintenance Vehicle** - The Lincoln Public Schools are requesting funds to purchase their share (50%) of the cost of a new maintenance vehicle. The remaining funding will come from the Hanscom School Contract. The current maintenance vehicle is approaching 14 years old, has significant frame rust, the brakes at the end of their useful life and overall repair costs are approaching the value of the vehicle. The new truck will be equipped with tool storage, a lift gate, and the capability to tow trailers.

- H. **Facilities Director Vehicle** – The requested funds will be used to replace the Facilities Director’s vehicle, the costs of which are shared among the School Department, Town, and Hanscom. The Facilities Director is provided with a full-time vehicle to respond to situations at any time. This vehicle would be a fuel-efficient hybrid or electric vehicle that is equipped with 4WD or AWD and would be capable of storing/transporting the necessary tools or equipment needed for daily and emergency operations.
- I. **Wireless Access Point Upgrade** - The Lincoln Pre k-8 building currently has 67 wireless access points to support over 750 student and faculty laptops, iPads, and other devices. The vast majority of these wireless access points do not support current technology standards. The new Lincoln School building was built to support this next generation of wireless access points, including cabling for outdoor access points that would support outdoor learning activities. This purchase is also eligible for partial refunding through the current FCC E-Rate Category 2 program.
- J. **Study and design of Hartwell Main wooden window curtain wall replacement** - This would fund an engineering assessment of the condition of the exterior walls and windows of the Hartwell Main building on Ballfield Road, to make the building more energy efficient. It would consider improvements such as replacing windows, insulating walls, repointing brick, replacing structural wall framing as necessary and potentially upgrading unit ventilators along exterior walls.
- K. **Exterior masonry repairs** – This request is Lincoln’s share of the funds needed to repair an exterior stairwell at Lincoln Sudbury Regional High School. The current stairwell was installed with the new school construction in 2004 and is significantly deteriorated.
- L. **Lighting Control Analog Panels** – This request is Lincoln’s share of the funds needed to purchase and install equipment to replace the original lighting control panels at Lincoln Sudbury Regional High School. Current controls were originally installed in 2004, and they are no longer supported by the manufacturer or repair vendors.
- M. **Wireless Access Point Upgrade** - This request is Lincoln’s share of funds to upgrade wireless access points throughout the Lincoln Sudbury Regional High School building. The group of access points being replaced were installed in 2019 and have a 5-year useful life cycle. Replacing them will provide more robust and stable connectivity for all users, guests, and community members. This purchase is also eligible for partial refunding through the current FCC E-Rate Category 2 program.
- N. **Ballistic Vests** – The Police Department is requesting funds to replace nine ballistic vests. The warranty on these vests expires in July 2024.
- O. **Marked Hybrid Cruiser** - The Police Department is requesting funds to replace a 2019 marked police utility, gas engine vehicle with a 2024 marked police utility, hybrid vehicle. Police vehicles turn over routinely due to round-the clock use and idle time and become prohibitively expensive to maintain. This request is in accordance with the department’s fleet maintenance plan.
- P. **Town Hall Lighting Controls** – These funds would replace the lighting controls in the Town Hall building. The current system was discontinued shortly after installation in 2014, and there is no upgrade or update that can be installed to extend its life any further.
- Q. **Public Safety Building Boiler Replacement** – These funds will be used to replace 2 boilers that heat the apparatus bays and basement of the Public Safety Building. The current boilers were installed in 1999; 25 years later they have become costly to repair and are leaking as a result of rust.

**MOTION under ARTICLE 9                      Community Preservation Committee**

**Moved:** That the Town vote to receive and act upon a report from the Community Preservation Committee and that the following amounts (items A-T) be appropriated or reserved from Fiscal Year 2025 Community Preservation Fund Revenues, or transferred from prior year’s revenues for Community Preservation purposes as specified:

<b>FY25 COMMUNITY PRESERVATION PROJECTS</b>			
<b>Article</b>	<b>Project</b>	<b>Total Appropriation</b>	<b>Source of Appropriation</b>
A	To fund, for community housing purposes, the transfer of CPA funds to the Municipal Affordable Housing Trust Fund.	\$500,000	\$250,000 from general CPA Fund Balance, and \$250,000 from FY25 CPA Projected Revenues
B	To fund, for historic preservation purposes, the purchase and installation of a sprinkler system at Codman Community Farm C Barn.	\$400,000	\$400,000 from general CPA Fund Balance
C	To fund, for historic preservation purposes, the FY25 debt service payment for the 2011 Town Offices renovation bond.	\$287,460	\$287,460 from FY25 CPA Projected Revenues
D	To fund, for historic preservation purposes, the Elm Brook Hill Battlefield Preservation Project.	\$150,000	\$150,000 from FY25 CPA Projected Revenues
E	To fund, for community housing purposes, year six of the Rental Assistance Program for residents at risk.	\$97,250	\$97,250 from CPA Housing Reserve
F	To fund, for recreation purposes, the purchase and installation of an irrigation system upgrade at the Tennis Courts.	\$38,900	\$38,900 from FY25 CPA Projected Revenues
G	To fund, for community housing purposes, regional housing support services.	\$30,400	\$30,400 from CPA Housing Reserve
H	To fund, for recreation purposes, the purchase of a pool cover for the Codman Pool.	\$27,488	\$27,488 from FY 25 CPA Projected Revenues
I	To fund, for historic preservation purposes, exterior carpentry repairs at the Pierce House.	\$25,000	\$25,000 from FY25 CPA Projected Revenues
J	To fund, for historic preservation purposes, an HVAC system study at the Lincoln Library.	\$23,500	\$23,500 from FY25 CPA Projected Revenues
K	To fund, for historic preservation purposes, the conservation of Flint Family historical records.	\$22,726	\$22,726 from FY24 CPA Projected Revenues
L	To fund, for historic preservation purposes, ADA compliant walkways at the Pierce House.	\$20,000	\$20,000 from FY25 CPA Projected Revenues
M	To fund, for historic preservation purposes, the replacement of AC pans at the Lincoln Library.	\$4,951	\$4,951 from FY25 CPA Projected Revenues

N	To fund, for recreation purposes, the purchase and installation of a mesh windscreen for the tennis courts.	\$1,200	\$1,200 from FY25 CPA Projected Revenues
O	To fund FY25 debt service payments due on permanent borrowing for previously voted CPA projects.	\$103,550	\$103,550 from FY25 CPA Projected Revenues
P	To fund CPC administrative expenses.	\$3,500	\$3,500 from FY25 CPA Projected Revenues.
	<b>Project Appropriation Subtotal</b>	\$1,735,925	
	<b>Reserves:</b>		
Q	Housing Reserve	\$0	From additional FY24 state revenue and FY25 CPA projected revenues
R	Open Space/Land Acquisition Reserve	\$17,914	From additional FY24 state revenue and FY25 CPA projected revenues
S	Historic Preservation Reserve	\$0	From additional FY24 state revenue and FY25 CPA projected revenues
T	Recreation Reserve	\$0	From additional FY24 state revenue and FY25 CPA projected revenues
	<b>Reserves Subtotal</b>	\$17,914	
	Additional Appropriation:		
	<b>Grand Total of all CPA funded Appropriations</b>	\$1,753,839	

### Article 9 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. **Municipal Affordable Housing Trust Fund-** The Town's Affordable Housing Trust was established in 2006, providing an available funding source for housing projects that come up unexpectedly. The Trust works in collaboration with the Town's Housing Commission, and other key Town boards and stakeholders to identify potentially worthwhile projects. The Trust's ready access to Town funds enables it to partner with developers and help shape projects so that they meet the Town's affordability goals. The current balance in the Trust is \$636,000. This transfer will be the first of several, aiming to increase the balance in the Trust to \$2 million over the next three years.
- B. **Codman Community Farm C Barn Sprinkler System-** The original Codman family farm was established in the early 19<sup>th</sup> century on the former estate of Chambers Russell, one of Lincoln's founders. The farm had been in continuous operation for over 150 years, with respectable dairy, vegetable, and fruit operations. It was one of the handful of working farms in Lincoln remaining after the Second World War. When Dorothy Codman died in 1967, her will provided for the transfer of the barns and acreage to the Ogden Codman Trust. In 1970, the town of Lincoln purchased the property, and in 1973 voted at town meeting to create a nonprofit Codman Community Farms

(CCF), Inc., to run its operation. This project, combined with funds from the CCF, will ensure that the “C”, which is the main event and retail sale barn, complies with the building code, preserves the historic building, and is safe to host community events for years to come.

- C. **Debt Service on Town Offices Renovation-** The 2011 Town Meeting approved project costs of \$6.8 million to renovate the Town Office Building. And the Town Meeting has approved the Committee’s recommendation to fund the project’s annual debt service from CPA funds every year since. This year’s debt service payment is \$287,460. The Committee is again recommending that the project’s annual debt service be funded via CPA funds. There are 16 years remaining on the bonds.
- D. **The Elm Brook Hill Battlefield Preservation Project-** One aspect of Lincoln’s historical legacy is its role in the opening battle of the American Revolution on April 19, 1775. Named by historians as The Battle of Lexington and Concord, Lincoln played a vital role in this battle with the engagement at Elm Brook Hill (formerly known as the Bloody Angle). Elm Brook Hill is Lincoln’s own American Revolution battlefield. Supported by the Historical Commission, the Friends of the Minuteman National Park will conduct archeological research that is expected to result in reframing and highlighting Lincoln’s important role on the opening day of the American Revolution- not only for the current generation but for generations to come.
- E. **Housing Rental Assistance Program-** At the March 2019 Annual Town Meeting, voters approved the first year of funding for this program. Funds will continue to be used to 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.
- F. **Tennis Court Irrigation System Upgrade-**The Parks & Recreation Department manages the six clay tennis courts located on Ballfield Road on the Lincoln School Campus. This facility is a valuable asset to the town and allows residents to participate in both structured tennis play and instruction as well as passive play, which promotes community, health and wellness. This project will upgrade the current 30-year-old irrigation system with reconfigured zones that will allow for more optimal coverage and control, preserving the courts, and making them more functional for their intended use.
- G. **Housing Regional Support Services-** At the recommendation of the Town’s three housing organizations (i.e., Housing Commission, Housing Trust and Lincoln Foundation), the Select Board contracts with a regional housing support organization, the Regional Housing Services Organization (RHSO) to provide technical support and to help ensure regulatory compliance. The job of monitoring, reporting, and ensuring compliance with various federal and state housing requirements has become complex and is beyond the capabilities and capacities of our local housing organizations and staff. The RHSO provides support to eight of our neighboring towns.
- H. **Codman Pool Cover-**The Parks & Recreation Department manages the Codman Pool located on the Lincoln School campus. The current pool cover is 11 years old and has been in a state of decline and deterioration.

- I. **Pierce House Exterior Carpentry Repairs-** The Pierce House is an iconic element of Lincoln's town center, host to many public and private events. The funds requested would be used for exterior carpentry work (i.e., trim and siding replacement).
- J. **Lincoln Library HVAC Evaluation** - The library has a 34-year-old boiler and two AC units in need of repair, and eventual replacement. In consultation with the Town Facilities Director, it was recommended to carry out a study of both systems to establish costs for either direct replacement or conversion of these units to electric. This request will fund the study of both systems.
- K. **Town Archives-Treatment of Flint Family Historical Documents** - Ephraim Flint donated over 70 family documents created between 1649 and 1851 and include deeds, wills, land surveys and receipts. They are among the oldest documents in the town's possession and are invaluable primary resources documenting early transactions in Lincoln history. The condition of this collection has been evaluated by the Northeast Document Conservation Center. In FY24, Town Meeting approved funds for the preservation of 38 items from this collection. The Lincoln Town Archives request to complete the preservation of the remaining 40 items from this collection with this request. Digital imaging, which will be done after completion of treatment, will add another layer of preservation by enabling wider access to the intellectual content of the documents while limiting the handling of the fragile, irreplaceable originals.
- L. **Pierce House ADA Walkways-** The Pierce House is a beloved historic community facility that hosts many public and private events. Due to its age and design, the House sometimes struggles to maintain ADA compliance and operational efficiency. This project would install two historically appropriate brick walkways to the patio: one to the driveway to provide ADA/wheeled access to the patio for those in wheelchairs, or for those who need to roll equipment and supplies onto the patio, and another to the side deck leading to the catering kitchen and improve both accessibility and operations.
- M. **Lincoln Library Replacement of AC Pans** - As noted in item J, the Library is requesting funds to study its HVAC system. Until that study is completed, it is necessary to replace the AC pans to ensure that they continue to operate until a permanent solution is developed.
- N. **Tennis Court Mesh Windscreen-** The Parks & Recreation Department explored several options for wind management at the Tennis Courts. Currently, there are 14 arborvitae trees that line the north side of the courts that are dead and posing a threat to the fencing and court surface as well as the safety of players. Tree experts were unable to determine the reason why all 14 arborvitae trees have not survived. Instead of planting more trees, and risking losing them, this project will support the purchase and installation of a mesh windscreen.
- O. **FY25 Debt Service Payments-** Debt payment costs associated with the eighth 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.
- P. **Administrative Expenses** - These funds will be used primarily to pay the annual membership dues for 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 FY25 will be returned to the CPA fund.

- Q. **Housing Reserve** - The CPA requires that a minimum of 10% of annual revenues be spent or set aside for affordable housing.
- R. **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.
- S. **Historic Preservation Reserve** - The CPA requires that a minimum of 10% of annual revenues be spent or set aside for historic preservation.
- T. **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.

**MOTION under ARTICLE 10      Select Board**

Moved: That the Town vote to endorse the action taken under Article 33 of the May 15, 2021 Annual Town Meeting approving the filing of a home rule petition for a so-called Property Tax Circuit-breaker program, and as subsequently approved by the Legislature, the purpose of which is to provide a property tax exemption to homeowners meeting certain income and asset tests and who have resided in Lincoln for at least five years; and further, to authorize all actions necessary for successful implementation of the program.

**Consent Calendar:** MOTIONS under article #s 11 – 16, and 18 – 24 are to be found on the green CONSENT CALENDAR. Due to the nature of their relatively non-controversial or routine subject matter, Consent Calendar items are voted together in one motion to expedite the business of town meeting.

**MOTION under ARTICLE 17      Finance Committee**

**Moved:** That the Town appropriate and transfer from Free Cash the sum of \$2,000,000 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, provided that this transfer will be effective only if the Community Center funding proposal under either Article #4 of this Warrant or Question #1 of the March 25, 2024 Annual Town Election Ballot fails to achieve the required vote quantum; and to transfer to the Debt Stabilization Fund the sum of money appropriated under Article 7 for the Lincoln-Sudbury Regional High School that exceeds the final Lincoln assessment for FY 2025 that is voted, no later than July 31st, by the Lincoln-Sudbury Regional High School Committee for FY 2025 in accordance with law.

**MOTION under ARTICLE 25      Finance Committee**

**Moved:** That the Town vote to transfer from free cash or any other source of funds the sum of \_\_\_\_\_ to reduce the total amount to be raised by taxation pursuant to the votes previously taken under Article 7 of the Warrant, or any other article of the Warrant authorizing the appropriation of funds.

**MOTION under ARTICLE 26      Water Commission**

**Moved:** That the Town vote to appropriate the following amounts (items A-D) 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	Air Compressor	Air Compressor to replace aging unit at the treatment plant that operates pneumatic valves	\$40,000	Bonding
B	Smart Water Meter Upgrade	Initial phase to include data collection tower of smart water meter upgrade – will be a multi-year project	\$120,000	Bonding
C	Bedford / Lincoln Road Water Main Replacement	One segment of Bedford / Lincoln Road Water Main replacement. The only way to tackle the daunting task of updating water mains is to move forward.	\$2,200,000	Bonding
D	M36 Water Audit	Mandatory by the DEP, we have received a grant from the MA Clean Water Trust to reimburse us for this cost.	\$45,000	Retained Earnings
		<b>Total Water Capital Projects</b>	\$2,405,000	

and that to meet this appropriation, i) \$45,000 is authorized to be transferred from Water Retained Earnings, and ii) the Treasurer, with the approval of the Select Board, is authorized to borrow \$2,360,000 under the provisions of G.L. c44 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 Select Board 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, while any bonds or notes issued under the authority of this vote shall be a general obligation of the Town payable from any source of revenue, it is the intent of the Town, however, that the entire principal of and interest on such bonds or notes shall be paid, in the first instance, from water rates and/or surplus; that the Treasurer with the approval of the Select Board 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 Select Board, 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.

**MOTION under ARTICLE 27      Citizens' Petition (as petitioned)**

**Moved:** That the Town vote to authorize and request the Select Board to petition the Massachusetts General Court for special legislation to allow the Town to satisfy requirements for legal notices set forth in the general laws by allowing the publication of notices in local digital newspapers, print media, or both, as the Town shall determine; and, further that the Select Board is authorized to draft said petition on behalf of the petitioners; and, further provided that the General Court may make editorial changes of form only to the bill, unless the Select Board approves amendments to the bill before enactment by the General Court that are within the scope of the general purpose objectives of this motion; or take any action relative thereto.

**MOTION under ARTICLE 28      Citizens' Petition (as petitioned)**

**Moved:** That the Town will vote to adopt the following Citizens' Petition:

Citizens Petition for Notice of Proposed Rezoning to Property Owners, Residents and Abutters.

This petition directs that the Town adopt a policy that any Lincoln Town board, or committee or group appointed by Town officials, which intends to propose changes to zoning regarding density, height, setbacks, building size, lot coverage or allowed uses (a "Rezoning"), notify by mail each affected property owner in the area of proposed Rezoning at least 14 days prior to the first public hearing, State of the Town meeting, Special or Annual Town Meeting, or meeting at which the board, committee or group intends to discuss or vote on the proposed zoning changes. The board, committee or group sending such notice shall use reasonable efforts also to send such notice to all tenants in the area of the proposed Rezoning.

The Notice of Proposed Rezoning shall identify the specific areas under consideration for Rezoning, and the proposed changes.

When residents are informed in advance of important discussions by Town officials, they can become engaged and included in the process early, and invested in the outcome, resulting in a more inclusive and collaborative community dynamic.

The Notice of Proposed Rezoning would provide specific information about the area which will be the subject of the proposed Rezoning discussion. For example, a Notice of Proposed Rezoning might state:

- [Town Board or Committee] will be addressing proposed changes wherein your property currently in an R1 district may be rezoned to be part of a new multi-family district with density of 18 units per acre, and there may be changes to permitted uses, setbacks, height, building size and lot coverage. Please join us to discuss the proposed Rezoning on February 8th at 7pm. Please contact [appropriate Town Office email and phone number] with any questions.

The Town is directed to communicate the policy and take all additional necessary steps so that the Town Boards, appointed committees and appointed groups enact the practice of Notice of Proposed Rezoning as outlined above.