

**BOARD OF SELECTMEN MEETING MINUTES–Final**  
**Donaldson Room**  
**Monday January 28, 2019**  
**6:30 P.M.**

**PRESENT:** Jonathan Dwyer, Chair, James Craig, Jennifer Glass  
**STAFF:** Timothy Higgins, Town Administrator, Peggy Elder, Administrative Assistant

**WELCOME & INTRODUCTIONS:**

- Ms. Glass made a motion to return to Open Session. Mr. Craig seconded. It was unanimously approved by a roll call vote of Mr. Craig: Aye; Chairman Dwyer: Aye; Ms. Glass Aye.

Mr. Dwyer opened the meeting and announced that the Board was returning to Open Session after being in Executive Session from 6:30-7:00PM.

**ANNOUNCEMENTS:**

- None

**APPOINTMENTS:**

- Detective Ian Spencer and Mary Litwinsky – Detective Spencer and Miss Litwinsky joined the meeting. Detective Spencer reported that on October 24, 2018 Mary Litwinsky was walking with friends to attend the Trunk or Treat event being held in the Reed Gym parking lot. On the way, Miss Litwinsky noticed that one of her friends was having trouble breathing. Without hesitation, Miss Litwinsky began performing the Heimlich maneuver. A passing motorist stopped to assist and called 911. Shortly after this, Lincoln Police officers and firefighters arrived on scene. Miss Litwinsky had already dislodged the obstruction. Miss Litwinsky and her friends wanted to continue to Trunk or Treat and waited for a ride. Det. Spencer stated that without hesitation Miss Litwinsky not only identified that her friend was choking, but then went right to work to help him. Miss Litwinsky exhibited lifesaving instincts that many adults do not possess. It is because of her willingness to act that the Lincoln Police Department acknowledged her and presented her with a Certificate of Meritorious Service.
- Town Moderator & Eighth Grade Civics Group – The Eighth Grade Civics Group (Emily Appleby, David Christenfeld, Andrew Craig, and Isaiah Jones) along with Town Moderator Sarah Cannon Holden joined the meeting. The students explained how they came to the decision to propose a ban on the sale of e-cigarettes in the Town. They went on to say that there are currently no vendors selling the e-cigarettes and they hope to discourage any from doing so going forward. The group plans to send letters to the School Committee and the Board of Health asking for their support. Ms. Glass asked the group if there were any other Towns that have proposed similar bans and they reported that Somerville, MA has banned e-cigarettes. Mr. Craig commented that he appreciated the fact that the group is looking to help future generations, and added that Town Counsel would need to weigh in on the legality of the

proposal. Ms. Glass added that it was a great idea that the group is reaching out to the community and suggested that they could put a small paragraph in the March Selectmen's Newsletter which will be going to all town residents. Mr. Craig made a motion that the Selectmen support the Eighth Grade Civics Class warrant article. Ms. Glass seconded the motion. It was unanimously approved.

#### **OPEN FORUM:**

- None

#### **TOWN ADMINISTRATOR'S REPORT:**

- FY20 Budget – Mr. Higgins reported the initial budget to the Finance Committee on December 12, 2018. The final budget was submitted to the Finance Committee on January 23, 2019. There were no significant changes to the original draft.
- Selectmen's Annual Report – Mr. Higgins reported that at the last Selectmen's meeting the Board reviewed the first draft of the Selectmen's Annual Report. After some editing and additions the report has been finalized. Mr. Dwyer moved to submit the Selectmen's report to the Town's Annual Town Report for 2018. Mr. Craig seconded the motion. It was unanimously approved.
- Oriole Landing – Mr. Higgins reported that there was a well-attended groundbreaking ceremony. Ms. Glass added that she appreciated both Mr. Higgins' and Mr. Dwyer's comments at the ceremony. It was noted that the Garden House is being named in memory of Lucretia Giese, a long-time member of the Lincoln Historical Commission. Mr. Craig commented that the Town will make sure that the whole neighborhood is being considered as the project progresses. Ms. Glass commented on Civico's willingness to understand and to work with the Town. Mr. Higgins highlighted that Mr. Craig has been responsible for significant work on the project beginning with the Housing Options Working (HOW) Group.
- Marijuana Update–Mr. Higgins reported that the final ballot language will be ready for the Board's February 11<sup>th</sup> meeting. Mr. Higgins added that the Marijuana Working Group will reconvene prior to the Annual Town Meeting in March in order to plan public outreach.
- Gift of \$200 for Unspecified Purpose – Mr. Higgins reported that a resident had made a generous gift to the Town, and he suggested that the gift be used for the Emergency Fund. Mr. Dwyer made a motion to allocate the \$200 gift to the Town's Emergency Fund. Mr. Craig seconded. It was unanimously approved.
- Concord Road/Route 126 Bridge Reconstruction – Mr. Higgins reported that Massachusetts Department of Transportation (MADOT) is in the early stages of design in 2019 with the reconstruction to take place in 2020. He added that the Town needs to engage the key stakeholder boards and notify the public of the construction. He will continue to update the Board as information becomes available.
- Harriet Todd Gift – Mr. Higgins reported that he had received a letter from Ms. Todd's Trustee. The Trustee is leaving it up to the Board of Selectmen as to how the gift will be used. Mr.

Dwyer volunteered to be the point person and reach out to Ms. Todd's family and friends to help come up with a list of ideas. Mr. Craig asked whether it should be a one-time tangible item in addition to some sort of a legacy fund, and Ms. Glass agreed that the Board should consider both types of uses. The Board will come up with a list of ideas.

## **DISCUSSION:**

- Bicycle and Pedestrian Advisory Committee (BPAC)– Mr. Higgins reported that the recruitment ad has been published and the stakeholder boards have been contacted requesting the name of their representative for the committee. The Planning Board representative will be Margaret Olson. Mr. Craig reported that CSAC members have stepped up to serve on the new committee.
- Property Tax Study Committee - Mr. Higgins reported that the Board has finalized the charge. Ads seeking volunteers have been placed, and there is a January 31, 2019 deadline for submissions. The plan is to schedule formal interviews at the Board of Selectmen's February 11, 2019 meeting.
- Liaison Reports

School Building Committee – Ms. Glass reported that the SBC met last week. The meeting focused on the interior of the school regarding colors, finishes, etc. They also began to discuss outside finishes. Ms. Glass reported that a Site Plan Working Group had been formed, that there is a subcommittee that is focusing on the solar Power Purchase Agreement, and that there is meeting this Friday morning regarding sustainability in all areas of the project. Ms. Glass reported that there would be another round of cost estimates done in March. The Construction Manager, Consigli, is on board, and will be part of the exploratory work that will be done during the February vacation. The next scheduled meeting is on February 13, 2019.

De Cordova - Mr. Craig reported that the group is meeting regularly and are still in negotiations with TTOR. He added that they hope to have more updates soon. He noted that they are planning a public hearing in late February.

South Lincoln Planning Implementation Committee (SLPIC)–Mr. Craig reported that the committee is having a presentation from Weston & Sampson concerning their study of the DPW at town offices tomorrow night.

Listening Sessions–Mr. Dwyer reported that he had a great session at the resident commuter lot. He was there in the morning and let all he saw know that he would be there in the afternoon to listen. Mr. Dwyer reported that 22 people engaged. A major concern for those he spoke with was the need for more commuter parking, paving of the dirt lot, a single location for boarding inbound and outbound trains (but not if it means less parking), greater police monitoring of crosswalks in morning. Mr. Dwyer also reported that some residents were advocating for the leafblower committee's work.

## **ACTION ITEMS:**

- Close The Warrant – Mr. Craig moved to vote to close the warrant for the March 23<sup>rd</sup> 2019 Annual Town Meeting. Ms. Glass seconded the motion. It was unanimously approved.
- Building Inspector Certification Application- Ms. Glass moved that the Board sign the Building Inspector Certification Application. Mr. Craig seconded the motion. It was unanimously approved.
- Town Social Worker Appointment - Ms. Glass moved to appoint Emily Morrison to the position of Social Worker. Mr. Craig seconded. It was unanimously approved.
- Green Energy Committee Appointment – Ms. Glass moved to appoint Ed Kern as a full member of the Green Energy Committee for a one year term. Mr. Craig seconded. It was unanimously approved.

## **CORRESPONDENCE:**

- The Commons – Mr. Dwyer reported that in collaboration with the Council on Aging, the Commons will provide emergency housing for older residents of Lincoln who are homeless or at risk of becoming homeless. The “Staying at Home in Lincoln” project will provide temporary housing while social services staff arrange for permanent housing. He made note of The Commons’ commitment to Lincoln.

## **MEETING MINUTES:**

December 17, 2018 – Mr. Craig made a motion to approve the minutes of the December 17, 2018 meeting. Ms. Glass seconded the motion. It was unanimously approved.

January 7, 2019 – Ms. Glass made a motion to approve the minutes of the January 7, 2019 meeting. Mr. Craig seconded the motion. It was unanimously approved.

## **WARRANTS:**

- Ms. Glass made a motion to approve the warrants. Mr. Craig seconded the motion. It was unanimously approved.

A motion was made by Ms. Glass to adjourn. Mr. Craig seconded. It was unanimously approved. The meeting adjourned at approximately 8:10P.M.

Submitted by Peggy Elder  
*Approved 02/25/19*